NU Accelerate Course Registration Guide

Welcome to the Course Registration Guide for NU Accelerate students, your primary tool for registering yourself for NU Accelerate courses once registration opens on March 13, 2024!

This guide will cover the following information:

I.   Action Items
II.   Course Registration Steps
III.   Making Changes to your Schedule: Adding, Dropping, Withdrawing from a Course
IV.   Tech Support and Customer Service
V.   Key Dates and Top Tips

As a reminder, the NU Accelerate scholarship covers the cost of tuition for up to two courses (excluding required accompanying seminars/recitations). NU Accelerate courses are undergraduate courses that will be transcribed on your **undergraduate transcript** with its full title, course code, credits and grade earned. Grade(s) earned will factor into your cumulative undergraduate GPA. Please note that NU Accelerate courses are not pass/fail.

As always, send any questions to nuaccelerate@northeastern.edu and include your NUID. We look forward to working with you!

Sincerely,
The NU Accelerate Team

I. **Action Items**

1. **Claim your Northeastern University Online Account**
   Refer to previous email communication subject line "Claim your Northeastern University Online Account" regarding how to claim your Northeastern online account.

2. **Check Access to the Course Registration Link**
   Click here to sign in to the Course Registration link with your Northeastern University online account credentials. For troubleshooting tips please visit Part IV of this guide.
   Please note that all NU Accelerate students will have a registration hold on their accounts that expires March 12 at 11:59 p.m. EDT, enabling registration for students beginning March 13 at 12:00 a.m. EDT.

3. **Have your Course Preferences Ready**
   To prepare for registration you should review the Course Selection Guide, which is a document that was developed in collaboration with academic advisors—as well as the N.U.in, Global Scholars and London Scholars Teams—at Northeastern to give comprehensive guidance to NU Accelerate students choosing courses. Review the Guide and email any specific questions to nuaccelerate@northeastern.edu and include your NUID.

4. **Save the Date for Registration**
   Registration for NU Accelerate summer courses opens on Wednesday, March 13 at 12:00 a.m. EDT for all three summer terms. *We recommend logging in to register on March 13 as courses fill on a first-come, first-served basis*. Top course preferences are not guaranteed for students. As a reminder, the Summer 1 and Full Summer terms begin on Monday, May 6. The Summer 2 term begins on Monday, July 1.
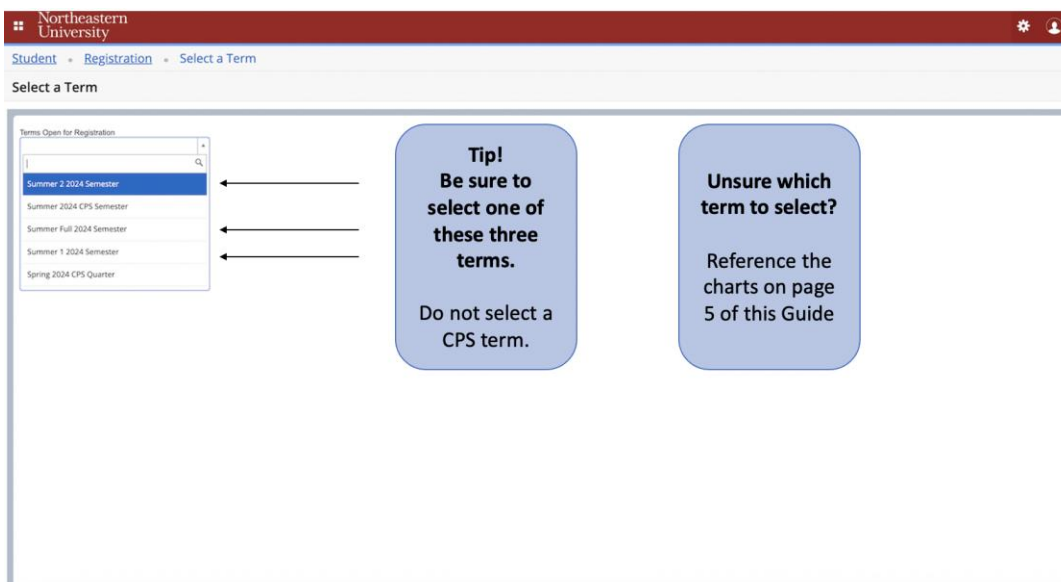
II.   Course Registration Steps

1. Log into the student system for registering for courses by clicking here and signing in with your Northeastern University online account credentials.

2. Once logged in, you will be in Self-Service Banner, the system used for course registration as well as adding, dropping or withdrawing from courses. Once in Banner, **click "Register for classes" on the top right**.
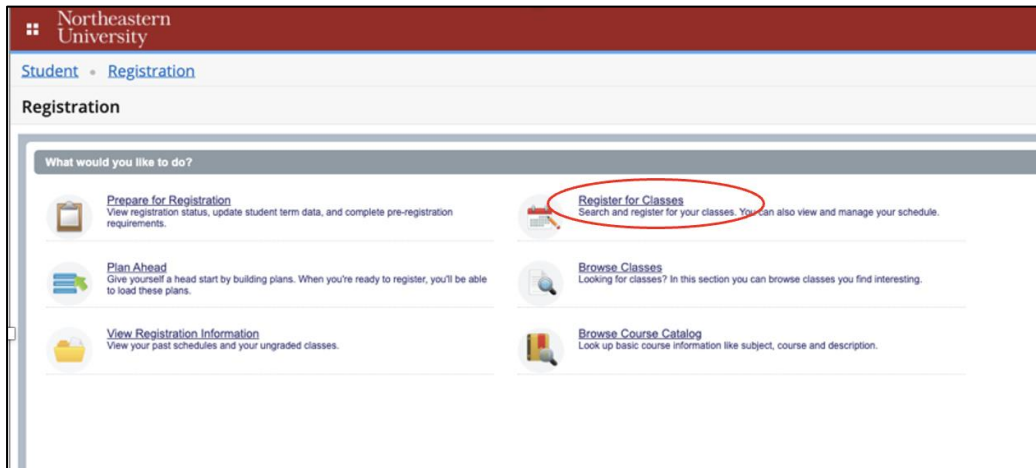
3. **When the dropdown menu appears select the appropriate term- Summer 1, Summer 2 or Full Summer. Reference the charts on page 5 to identify the term(s) in which each course will run.**

4. On the next page, select the "Enter CRNs" tab.

5. Register directly with the appropriate Course Registration Number (CRN) for the available courses, see table on the following page.

Summer 1 CRNs:

Course Code	Course Title	Course Reference Number (CRN)
ACCT 1201	Financial Accounting & Reporting	42102
ARCH 1310/11	Buildings and Cities, A Global History	40708 **and** 42158 (must register for both together)
BUSN 1101	Introduction to Business	40971
COMM 1101	Introduction to Communication Studies	40202
ECON 1116	Principles of Microeconomics	40187
HIST 2211	The World Since 1945	42156
INTB 1203	International Business and Global Social Responsibility	42094
PHIL 1102	Introduction to Contemporary Moral Issues	40343 or 41618
PHTH 1260	American Healthcare System	40893
PHTH 1270	Introduction to Global Health	40895
POLS 1150	American Government	40715
POLS 1160	International Relations	42095
PSYC 1101	Foundations of Psychology	40028

Full Summer CRNs:

Course Code	Course Title	Course Reference Number (CRN)
ENGW 1111	First-Year Writing	50760 or 50854 or 50855 or 52894
MATH 1231	Calculus 1 for Business/Economics	53047 or 53048
MATH 1341	Calculus 1 for Science/Engineering	53049 or 53050

Summer 2 CRNs:

Course Code	Course Title	Course Reference Number (CRN)
ACCT 1201	Financial Accounting & Reporting	60603
ARCH 1310/11	Buildings and Cities: A Global History	60810 **and** 61765 (must register for both together)
COMM 1101	Introduction to Communication Studies	61747
CS 1800/02	Discrete Structures	61714 **and** 61670 (must register for both together)
ECON 1115	Principles of Macroeconomics	60614
HIST 1215	Origins of Today	61761
INTB 1203	International Business and Global Social Responsibility	61721
MUSC 1001	Music in Everyday Life	60573
PHIL 1102	Introduction to Contemporary Moral Issues	60329
PHTH 1260	American Healthcare System	60493
PHTH 1270	Introduction to Global Health	60609
POLS 1160	International Relations	60184

★ **Finding your Course(s)**:
  ○ If you enter the CRN but the course is not found, go back to Step 6 and be sure you have selected the correct summer term.
  ○ Don't enter the course name to search. Use the CRN to access the specific course sections that are available to NU Accelerate students.

★ **Error Codes:** If you see an error code when attempting to register, please visit this webpage to review the meanings of the codes and how to resolve the error.

★ **Waitlist**: If the course is full and has a waitlist available, visit this webpage to learn about class waitlists.

★ **Schedule Tip**: Because NU Accelerate courses do not meet at a set date/time, they will not populate on the calendar feature.

III. Making Changes to your Schedule: Adding, Dropping, Withdrawing from a Course

During designated periods according to the University Registrar's academic calendar, NU Accelerate students can make changes to their schedule:

✓ **Add a course:** You may add a course to your schedule through the following dates:
  o May 8 for Summer 1
  o May 14 for Full Summer
  o July 3 for Summer 2
  As a reminder, you may only register for two courses total

✓ **Drop a course:** You may drop a course through the following dates:
  o May 19 for Summer 1
  o May 26 for Full Summer
  o July 15 for Summer 2
  If you drop a course before the deadline there will not be a record of the course on your transcript. Visit this link for instructions on how to drop a course

✓ **Withdraw from a course**: After the drop deadline, if you want to remove a course from your schedule you will need to **withdraw** from the course. This means you will no longer be enrolled in the course, but the course title will be listed on your pre-matriculant transcript with a "W," for withdrawal. Following are the withdrawal deadlines for summer:
  o June 23 for Summer 1
  o August 11 for Full Summer
  o August 18 for Summer 2

To take any of these actions, visit the Course Registration link.

For more information on the withdrawal process, please see the Course Selection Guide or the FAQ of the NU Accelerate website.

IV.   **Tech Support and Customer Service**

Registration Error Codes and Waitlist
If you see an error code when attempting to register, please visit this webpage to review
the meanings of the codes and how to resolve the error. If the course is full and has a
waitlist available, visit this webpage to learn about class waitlists.

IT Service Desk for Tech Support
If you encounter technology issues, please contact the IT Service Desk at 617.373.4357 or
through the Tech Service Portal, service.northeastern.edu/tech. Have your 9-
digit NUID handy (please note that IT Service Desk hours are 24 hours a day, 7 days a
week). *Example of an issue the IT Service Desk can assist with*: you are having trouble with
your Northeastern University online account or with logging into the Banner student course
registration system.

NU Accelerate Customer Service
If you have non-technology related questions, please contact NU Accelerate
at nuaccelerate@northeastern.edu with your 9-digit NUID (please note that customer
service business hours are 8:30 a.m. - 5:00 p.m. EST Monday-Friday). *Example of an issue
that NU Accelerate Customer Service can assist with*: you were not able to register for your
top choices and would like assistance in considering other alternates.

V.   **Top Tips and Key Dates**

Top Tips

- ✓ **Prepare your picks!** Take time to review the Course Selection Guide to have your
  top course preference(s) as well as back-up course(s) in case alternates are
  needed.
- ✓ **Have your materials handy!** Have your NUID, Course Selection Guide, this
  Registration Guide, and ITS and NU Accelerate contact information on hand.
- ✓ **Register early!** Registration opens on Wednesday, March 13. Be prepared to log
  in as soon as you can to have your best shot at getting your top course(s) or
  alternate(s).
- ✓ **Keep key dates handy!** Important dates, such as the add/drop/withdraw
  deadlines, are below—add them to your calendar and keep an eye out for our
  reminder emails.

Key Dates

Key Dates- *Preparing for Summer*
- Now – March 12: Review the Course Selection Guide to choose your preferences and alternates
- Beginning March 13: Registration opens at 12:00 a.m. EDT
- April 22: Summer Term Kick-off Virtual Event – register in App Status Check

Key Dates- *Full Summer Term*
- May 6: Full Summer courses begin
- May 14: Last day to add a course for Full Summer
- May 26: Last day to drop a course without a W for Full Summer
- August 11: Last day to drop a Full Summer course with a W
- August 15: Last day of final exams for Full Summer

Key Dates- *Summer 1 Term*
- May 6: Summer 1 courses begin
- May 8: Last day to add a course for Summer 1
- May 19: Last day to drop a course without a W for Summer 1
- June 23: Last day to drop a Summer 1 course with a W
- June 25: Last day of final exams for Summer 1

Key Dates- *Summer 2 Term*
- July 1: Summer 2 courses begin
- July 3: Last day to add a course for Summer 2
- July 15: Last day to drop a course without a W for Summer 2
- August 18: Last day to drop a Summer 2 course with a W
- August 20: Last day of final exams for Summer 2