

Office of the Registrar

For Office Use Only

New Course Form and Changes to Existing Courses*

Course ID: _____

When making a change to a course, please complete only the fields that need to be changed

Use this form to notify the Office of the Registrar of new and changed course offerings, which do not appear on the Course Offering Summary or in the course catalog. You should also use this form to notify the Office of the Registrar of significant changes, such as number and title changes, that indicate a change in the nature of the course.

All new courses must be approved by the appropriate curriculum committee before submitting to the Office of the Registrar. Requests for existing courses to be designated as -SA (Study Abroad) must be initiated by the corresponding department.

****When using this form, please Save the form to your computer and then use the drop down menus to complete the form. You can then save the completed document and send it as an email attachment to registration@northwestern.edu****
If you are using a MAC, please download the form and refrain from working within "Preview"

New Course Change to existing course
catalog #: Course Approved by _____

Quarter Effective _____ Year _____

Subject _____ Catalog Number _____ - _____

Short Title (30 Character Maximum) _____

Long Title (80 Character Maximum) _____

Topic (If applicable/30 Character Maximum)

Course Description (This description should match what is listed in the course catalog. It is not a class description or syllabus)

Minimum Units _____ Maximum Units _____ Grading Basis _____

Repeat for Credit Number of Repeats for Credit Allow Multiple Enrollment in Term

Add Consent Course Attributes (Attributes will not restrict registration, they are informational purpose only)

Academic Career _____ Default Campus

Course Typically Offered

Primary Component _____ Default Capacity _____

Final Exam During Finals Week _____

Any additional information you would like to provide:

*Academic Degree Requirement (for Undergraduate Courses Only)

*Select Major (for Undergraduate Courses Only)

*Specify Minor (for Undergraduate Courses Only)

Specify Major/Minor requirement(s) that course may fulfill: