Thank you for checking out the first edition of On the Record, the Office of the Registrar’s quarterly newsletter. We are excited to provide the campus community with a helpful resource by giving important information and tips, and highlighting new services. Our goal is to make your records-related experience the best possible.

So, what does the Office of the Registrar do, exactly? We are often contacted by members of the community who are hoping (okay, praying) they have called the right office. While we’re always happy to help and to direct you to the appropriate office, we thought it might be useful to clarify our role within Northwestern.

Technically speaking, the Registrar’s Office is the custodian of the student permanent academic record. In support of this role, our office provides the following services:

- **Registration and Scheduling**, including the CAESAR Registration Support line (847-467-0260)
- **Course & Teacher Evaluation**
- **Class Descriptions**
- **Withdrawal and Re-entry Processing**
- **Biographical data maintenance including name, address, SSN, etc.**
- **Grade collection**
- **Transcript Processing** for all Northwestern school except School of Continuing Studies, Feinberg School of Medicine, and the Law School.
- **Degree Audit Programming & Degree Auditing**
- **Transfer Credit Evaluation**
- **Enrollment Verifications**
- **Statistical Reporting**
- **Diploma Ordering**
- **Veterans’ Benefits Certification**

What Does the Registrar’s Office Do, Exactly?

CAESAR will not allow students to register for conflicting courses, even if they overlap by only a few minutes. To override this, students get a **Time Conflict Permission form** signed by both professors of the conflicting classes. If a student cannot get approval from both instructors, he or she will not be able to take one of the classes.

Once the form is signed, students bring it to the Registrar’s Office before the end of the first week of classes known as the Change of Registration Period. Along with the signed form, we will ask for a Wildcard or photo I.D., and register students on-the-spot.

Still have questions about CAESAR registration? Email Registration and Scheduling at registration@northwestern.edu or call the CAESAR Support line at (847) 467-0260.

You can also check out our CAESAR Registration FAQs.
Northwestern University has contracted with Avow Systems, INC. to electronically deliver official transcripts. Electronic transcripts are securely delivered in the form of a “certified PDF” document. The processing time for electronic transcripts is just a couple of hours.

**New prices:**
- Electronic transcripts: $8 per transcript
- Paper transcripts: $10 per transcript for regular service and $25 for immediate service

To learn more about this new service and/or order a transcript, please visit our transcript webpage.

### Online Change of Grade Process

Starting Fall quarter 2011, the grade change process will be performed online for all students with the exception of those in professional careers (i.e. Medical, Law). The new online grade change system will enforce current grade policies and deadlines as outlined on page 20 of the 2011-12 Undergraduate Catalog.

Grade change requests will be submitted by instructors to the appropriate Dean for review through an online workflow process. At each stage of the online grade change process, students will receive e-mails informing them of the progress of the request. Once a decision is made (approval or denial), a final e-mail is sent to the instructor and the student.

Additional information and instructions for the new online change of grade process is available on the Office of the Registrar website at: [http://www.registrar.northwestern.edu/fac-staff_resources/index.html](http://www.registrar.northwestern.edu/fac-staff_resources/index.html)

This new system has been developed, in consultation with appropriate representatives from the participating schools, as part of our on-going efforts to improve the services delivered to the Northwestern University Community.

### New “NR” grade

On a related note, we want to bring to your attention a new grade (NR) that you may begin seeing on students’ records. An NR grade denotes that no grade was reported by the instructor at the end of the official grading period for the term. Instructors may use the new online change of grade process to change the NR grade to the grade the student earned.

### New Ways to Request Rooms for Events

Need to reserve a classroom space for your Student Group Meeting? Looking for a space to host an ad hoc class meeting or study session?

We are excited to announce the Room and Event System (RES) for scheduling classrooms and NU-related events. It is quick and easy to search for available spaces. Room details and scheduling practices are also listed and easily accessible. RES replaces the legacy R25 Webviewer. Upon receipt of a room request, confirmations are sent via email within two business days.

Use your Net ID and password to log in to RES from anywhere, at any time, and request a space today!

Have questions? Check out our Tips and Tricks Sheet.

Please note: not all Evanston campus spaces are available for scheduling in RES (i.e. Norris Student Center, the Jacobs Center and administration conference rooms). For information on reserving other campus spaces, please visit the RO website: [http://northwestern.edu/scheduling/reserving_other_campus_rooms.html](http://northwestern.edu/scheduling/reserving_other_campus_rooms.html)