Understanding Your Registration Appointment Time

What is the policy?
Undergraduate appointment times are based on the number of completed quarters at Northwestern, rather than on class standing.

Pre-registration and registration periods will be assigned as follows:
- Students with 8 or more completed quarters will register in the first group*
- Students with 5 to 7 completed quarters will register in the second group
- Students with 2 to 4 quarters will register in the third group
- Students with 0 or 1 completed quarter will register in the fourth group

See below for a description of how student ID's are assigned to each registration group.

What is a “completed quarter”?

For students who began at Northwestern as freshmen:
A Fall, Winter or Spring quarter in which you earned one or more credits or a Summer quarter in which you earned at least three credits. Term-long enrollment in either affiliated or unaffiliated study abroad is considered a “completed quarter.” Enrollment in the current term is not counted.

For students who transferred to Northwestern:
Calculate your total number of completed quarters by dividing your number of transfer credits by 4 and rounding up to the nearest whole number. That number, plus the number of quarters completed at Northwestern (computed in the same way as the above group of students), is your total number of completed quarters.

Special Note: All incoming students enroll on the same day during Fall new student orientation. Transfer status is reflected in your registration appointment beginning with Winter quarter registration.

* What if I’m graduating in the next three quarters?

If you have completed fewer than eight quarters but will complete your degree requirements in three or fewer quarters, and you have submitted a petition to graduate by the petition deadline you will register in the first group. This allowance was made so that students prepared to graduate early have the opportunity to enroll in classes they need to fulfill remaining requirements.

Students must petition to graduate by the Inter-School Transfer deadline so the Office of the Registrar has time to calculate and input students’ information in CAESAR. The Inter-School Transfer deadline is Wednesday of the fifth week of the quarter and one week before registration appointments are published in CAESAR.

How Are the Student ID’s rotated within the Registration Groups?

Within the groups appointment times are assigned by the last two digits of the student ID and rotated systematically throughout each academic year based generally on the following principles:

1. There are 100 combinations of the last two digits of student ID numbers, 00 through 99.
2. These 100 combinations are divided into thirds, designated below as A, B, and C.
3. The groups of student ID’s within each third are rotated over four years of quarterly registrations.
4. The student ID’s are rotated within each third quarterly.

<table>
<thead>
<tr>
<th>Group 4</th>
<th>Group 3</th>
<th>Group 2</th>
<th>Group 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>Winter</td>
<td>Spring</td>
<td>Fall</td>
</tr>
<tr>
<td>Upper</td>
<td>A</td>
<td>B</td>
<td>C</td>
</tr>
<tr>
<td>Middle</td>
<td>B</td>
<td>C</td>
<td>A</td>
</tr>
</tbody>
</table>
REGISTRATION

New Graduate Registration
Friday, Sept. 18, 8:30 AM
Through Monday, Sept. 21, 5:00 PM

New Undergraduate Registration
Friday, Sept. 18, 9:00 AM
Through Monday, Sept. 21, 5:00 PM

Change of Registration Period
Tuesday, Sept. 22 through
Monday, Sept. 28, 5:00 PM

(CAESAR is active 24 hours a day during the week, but may be down for maintenance Saturday evenings from 9:00pm until Sunday at noon.)

New Graduate Registration

- In order to avoid having FICA taxes assessed, new graduate students must register by the end of the day on Friday, Sept. 18.
- Students in The Graduate School may attempt no more than four units of credit per term.
- Graduate school students (TGS students) desiring to take classes offered by the schools below need simply to secure a permission number from the department offering the class and enroll themselves via CAESAR.
  
  McCormick School of Engineering & Applied Sciences
  Medill School of Journalism, undergraduate classes
  School of Communication
  School of Education & Social Policy
  School of Music
  Weinberg College of Arts and Sciences

  TGS Graduate students wishing to enroll in classes offered by any other NU school should secure the signature of the department offering the course and of their TGS advisor on a Registration Exception form. Submit the signed form to the Office of the Registrar to be enrolled in the class.

- Students pursuing graduate work in schools other than The Graduate School should check with their program administrators regarding cross-registration policies and procedures.

New Undergraduate Registration

- New Undergraduate Appointment Times are determined by the last two digits of the Student I.D. number (or Empl ID), which can be found in CAESAR and on the Wildcard. See the chart below for appointments.
- Students may register any time after their appointment, but not before.

<table>
<thead>
<tr>
<th>Last Two Digits of the Student I.D.</th>
<th>Appointment Time</th>
<th>9:00am</th>
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<td>34-40</td>
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<tr>
<td>41-47</td>
<td>Appointment Time</td>
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<td>81-87</td>
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New Undergraduate Registration Help
Friday, September 18, 9:00AM -5:00PM

Please use the computer lab reserved for students in your school or college where staff from your school will be available to help you.

<table>
<thead>
<tr>
<th>If you are a student in:</th>
<th>Registration help is available in:</th>
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</thead>
<tbody>
<tr>
<td>McCormick School of Engineering &amp; Applied Sciences</td>
<td>Technological Institute, Room MG47</td>
</tr>
<tr>
<td>Medill School of Journalism</td>
<td>McCormick Tribune Center, Room 2-131</td>
</tr>
<tr>
<td>School of Communication</td>
<td>Technological Institute, Room MG51</td>
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<tr>
<td>School of Education and Social Policy</td>
<td>Annenberg Hall Multimedia Lab, Room 333</td>
</tr>
<tr>
<td>Bienen School of Music</td>
<td>Deering Music Library Computer Lab</td>
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<tr>
<td>Weinberg College of Arts and Sciences</td>
<td>University Library PC Lab, Room B183</td>
</tr>
</tbody>
</table>

Change of Registration Period
September 22-28

- Students who did not register in advance (May -Sept. 11) must register during this period. Any student registering for the first time after Sept. 28 will be charged a $25 late fee if paid at the Bursar’s Office, or a $30 fee if billed.
- A fifth or sixth unit of credit may be added only during this period. In order to add an overload course, students must secure the signature of their dean on a “Registration Exception Form” and present that slip at the Office of the Registrar.