

## Understanding Your Registration Appointment Time

### What is the policy?

Undergraduate appointment times are based on the **number of completed quarters** at Northwestern.

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.

	Group 4			Group 3			Group 2			Group 1		
	Fall	Winter	Spring	Fall	Winter	Spring	Fall	Winter	Spring	Fall	Winter	Spring
<b>Upper</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>B</b>	<b>C</b>	<b>A</b>	<b>C</b>	<b>A</b>	<b>B</b>	<b>A</b>	<b>B</b>	<b>C</b>
<b>Middle</b>	<b>B</b>	<b>C</b>	<b>A</b>	<b>C</b>	<b>A</b>	<b>B</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>B</b>	<b>C</b>	<b>A</b>
<b>Lower</b>	<b>C</b>	<b>A</b>	<b>B</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>B</b>	<b>C</b>	<b>A</b>	<b>C</b>	<b>A</b>	<b>B</b>

## Winter 2010 Registration Appointment Times

Students may register any time after their appointment, but not before.

### Pre-Registration November 9-12, 2009

Please consult the department of your major to confirm that they have chosen to participate in pre-registration. If so, the following times apply:

	9:00	9:45	10:30	11:15	12:00	12:45	1:30	2:15	3:00	3:45
<b>Group 1</b> <b>Monday, Nov. 9</b>	70-79	80-89	90-99	00-09	10-19	20-29	30-39	40-49	50-59	60-69
<b>Group 2</b> <b>Tuesday, Nov. 10</b>	00-09	10-19	20-29	30-39	40-49	50-59	60-69	70-79	80-89	90-99
<b>Group 3</b> <b>Wednesday, Nov.11</b>	70-79	80-89	90-99	00-09	10-19	20-29	30-39	40-49	50-59	60-69
<b>Group 4</b> <b>Thursday, Nov. 12</b>	40-49	50-59	60-69	70-79	80-89	90-99	00-09	10-19	20-29	30-39

### Registration November 16-20, 2009

		8:30	9:00	9:30	10:00	10:30	11:00	11:30	12:00	12:30	1:00	1:30	2:00	2:30	3:00	3:30	4:00
Group 1	Monday Nov. 16	95-99	88-94	74-80	67-73	81-87	28-33	21-27	07-13	00-06	14-20	55-61	62-66	34-40	41-47	48-54	
Group 2	Tues Nov. 17	41-47	34-40	48-54	62-66	55-61	67-73	74-80	81-87	88-94	95-99	00-06	07-13	14-20	21-27	28-33	
Group 3	Wed Nov. 18	12-15	16-19	20-23	28-33	24-27	00-03	08-11	04-07	46-49	50-53	58-61	62-66	54-57	38-41	42-45	34-37
Group 3 (Cont.)	Thurs Nov. 19	79-82	83-86	91-94	95-99	87-90	71-74	75-78	67-70								
Group 4	Thurs Nov. 19									95-99	87-90	91-94	75-78	67-70	71-74	83-86	79-82
Group 4, (Cont.)	Friday Nov. 20	28-33	24-27	20-23	08-11	04-07	00-03	16-19	12-15	62-66	54-57	58-61	42-45	34-37	38-41	50-53	46-49