

STUDENT ENROLLMENT

This section contains general information about student enrollment processes, adding and dropping classes, registering with time conflicts, and resources for students regarding registration and enrollment.

More detailed information about registration procedures, policies, and undergraduate part-time enrollment can be found at:

<http://www.registrar.northwestern.edu/registration-graduation/registration>

Registration Processes - Regular Academic Sessions

		Pre-Registration	Registration	Change of Registration (First Five Days of Term)	Post Change of Registration	Post Drop Deadline
Enroll	Self-Service? (CAESAR)	Self-Service Available	Self-Service Available	Self-Service Available	Self-Service Unavailable	Self-Service Unavailable
	Enrollment Limit	2.34 Units	4.99 Units	5.5 Units Additional approvals needed to exceed 5.5 Units		
	Approvals required	No additional signatures needed	No additional signatures needed	Enrollment in more than 5.5 Units requires approval and signatures from a Dean's Office representative	Enrollment requires approval and signatures from a Dean's Office representative	
	Forms and Notes	N/a	N/a	Registration Exception Add/Drop Form	Registration Exception Add/Drop Form	
Drop	Approvals required				No additional signatures needed	No additional signatures needed
	Forms and Notes				Registration Exception Add/Drop Form	Add/Drop Form for all changes
	W Grade				No W given.	W given.
	Potential Refund (Always refer to Student Accounts)	100% refund.	100% refund.	100% refund.	No refund.	No refund.
Leave the University		Complete Cancellation/Withdrawal notice				

Registration Processes - Summer Session

		Before Term Starts	First Five Days of Term (Open Enrollment)	After Open Enrollment, Before Course Session Starts	During Course Session, Before 60% Point	60% Point or later
Add Class		Student can add up to 4.50 units via self-service. Additional approval necessary to exceed 4.50 units.		Student must complete registration exception form and include permission from a dean's office representative.		
Drop Class/es	Self-Service?	Self-Service Available	Self-Service Available	Self-Service Unavailable	Self-Service Unavailable	Self-Service Unavailable
	Form to Use	Add/Drop Form for last class	Add/Drop Form for last class	Add/Drop Form for all changes	Add/Drop Form for all changes	Add/Drop Form for all changes
	Approvals required	No additional signatures needed	No additional signatures needed	No additional signatures needed	No additional signatures needed	Must be signed by dean's office rep
	W?	No W given.	No W given unless the 60% point of the session the course is in has been reached.	No W given.	No W given.	W given.
	Potential Refund (Always refer to Student Accounts)	100% refund.	If the session the course in question is in hasn't begun yet, 100% refund. If the session the course in question is in HAS begun, refer to Student Accounts for refund %.	100% refund.	Refund % dependent on length of session. Refer to Student Accounts.	No refund.
Leave the University		Complete Cancellation/Withdrawal notice completely with all the normal signatures.				



Courses in Summer Session are administered by the School of Professional Studies - Summer Session program.

For more information about Summer Offerings please visit:

<https://sps.northwestern.edu/summer/index.php>