

Add, Drop, & PN Registration Form

The form is used if students have missed the Add/Drop deadline during the first week of the quarter, request permission to overload their allowed units, or need to update their grading basis to Pass/NoPass (varies by class and school). This document outlines the process of completing the form, which involves locating the class information and entering it correctly on the form. Once the form has been submitted, it will be routed to the student's Dean's Office for further approval. If approved, our team will process it, and students will receive email confirmation. The time frame is between 3-5 business days. If there is missing information on the form, we will send an email communication to the student, which may delay their form from being processed. For further questions please contact registration@northwestern.edu.

Step 1: Student Information

- a. Accessing the Form
 - i. Students can access the form under the "Enrollment" tab here: <https://www.registrar.northwestern.edu/forms/>. The form is only available to undergraduate students with active netIDs.
- b. Completing the Add/Drop/PN Form
 - i. The following fields will populate automatically: EmplID, NetID, Email.

Student Information

Quarter

Student ID Number

Last Name

First Name

Email

Your School (Undergraduates Only)

Are you receiving benefits through the VA?

☐ Yes

☐ No

Term	Add/Swap & Tuition Adjustment Deadline
Fall 2025	September 22, 2025
Winter 2026	January 9, 2026
Spring 2026	April 6, 2026

Has the Add/Swap & Tuition Adjustment Deadline of the term passed?

☐ Yes

☐ No

Upload any relevant emails or approvals

Add Files

- c. Under the “Quarter” field, select the quarter you are requesting for the action to be completed.
- d. The form will ask if you are receiving benefits through the VA. You must select one of the options.
- e. The form will ask if the add/swap and tuition adjustment deadline has passed, as there can be a financial impact. Students should refer to the Academic Calendar for further dates and information.
- f. If you have supporting documentation, such as written permission from the instructor or department, you can attach it under the “Upload any relevant emails or approvals” section.

Are you receiving benefits through the VA?

- ☐ Yes
☐ No

Term	Add/Swap & Tuition Adjustment Deadline
Fall 2025	September 22, 2025
Winter 2026	January 9, 2026
Spring 2026	April 6, 2026

Has the Add/Swap & Tuition Adjustment Deadline of the term passed? 

- ☐ Yes
☐ No

Upload any relevant emails or approvals

 Add Files

Step 2: Course Information

Course Details +

Click to add more courses ↑

Select an Action

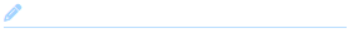
Class Nbr. i Subject i Catalog Nbr i Section Nbr Discussion

Permission Number Units

Reason for Request

☐ I understand that enrollment changes past the Add/Swap & Tuition Adjustment deadline may result in increased tuition charges. By submitting this form, I acknowledge my tuition charges may increase.

By clicking the button below, you consent to the use of digital signatures.

 [Sign this section](#)

Continue

Course Details +

Click to add more courses ↑

Select an Action

Class Nbr. i Subject i Catalog Nbr i Section Nbr Discussion

Permission Number Units

Reason for Request

☐ I understand that enrollment changes past the Add/Swap & Tuition Adjustment deadline may result in increased tuition charges. By submitting this form, I acknowledge my tuition charges may increase.

By clicking the button below, you consent to the use of digital signatures.

 [Sign this section](#)

Continue

If you are requesting more than one enrollment action, you can request multiple actions on the form by selecting the “+” button.

Select an Action. The form will present you with three options: PN, Add, and Drop.

The class information consists of a 5-digit class number, subject, catalog number, section number, and discussion section (if applicable).

If you are provided with a permission number, include it in the “Permission Number” box.

Enter the number of units here.

Additional information or comments can be added under the “Reason for Request” box.

Before submitting the form, students will be asked to acknowledge any potential tuition increase. Finally, sign and submit the form.

Example: Lecture & Discussion Section

- a) On the Class Search page, students can search for class information by term, subject, catalog number, and then select “Search”:

Search for Classes

Enter Search Criteria

Search for Classes

Institution [Hover for Search Tips](#)

Term

Select at least 2 search criteria. Select Search to view your search results.

▼ Class Search

Subject

Course Number

Course Career

☐ Show Open Classes Only

Course Keyword

► Additional Search Criteria

► Class Attributes/Requirements

- b) Caesar will populate one or more sections for said class. See below for a description of the class information:

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Grading	Status
17181	01-LEC Regular	MoWe 11:00AM - 12:20PM	Lutkin Hall	Julia Ann Stern Julia Ann Stern	09/23/2026 - 12/05/2026	Student Option	●

Class Attributes:
Literature and Arts Foundational Discipline
Topic: Obsession and Melodrama

The class number is a 5-digit number located at the beginning of the row.

Section number.

This field shows the grading basis for the course. If the grading basis is ABC Grading, the class cannot be taken as Pass/No Pass. If the Grading Basis is listed as “Student Option,” you can choose between ABC or Pass/No Pass during your initial enrollment or update it until the Pass/No Pass deadline, which is on the Academic Calendar.

- c) If the class has a discussion or lab section linked to the main lecture, CAESAR will populate the sections:

▼ ENGLISH 215-0 - Topics in Literature, Film, and Media							
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Grading	Status
17181	01-LEC Regular	MoWe 11:00AM - 12:20PM	Lutkin Hall	Julia Ann Stern Julia Ann Stern	09/23/2026 - 12/05/2026	Student Option	
Class Attributes: Literature and Arts Foundational Discipline Topic: Obsession and Melodrama							
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Grading	Status
18458	60-DIS Regular	Fr 11:00AM - 11:50AM	University Library 4722	Julia Ann Stern Julia Ann Stern	09/23/2026 - 12/05/2026	Student Option	
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Grading	Status
18464	61-DIS Regular	Fr 11:00AM - 11:50AM	University Hall 318	Julia Ann Stern Julia Ann Stern	09/23/2026 - 12/05/2026	Student Option	

- d) Click on the hyperlink of the 'class' or 'section' box. The link will provide additional class information, such as the unit amount:

ENGLISH 215-0 - 01 Topics in Literature, Film, and Media
Northwestern University | 2026 Fall | Lecture

Class Details			
Status	Open 	Course ID	024919
Class Number	17181	Offer Nbr	1
Session	Regular Academic Session	Academic Career	Undergraduate
Units	1 units 	Dates	9/23/2026 - 12/5/2026
Class Components	Discussion Required, Lecture Required	Grading	Student Option
		Campus	Evanston Campus
		Topic	Obsession and Melodrama
View Class Description			

- e) Based on the example above, your form should reflect the following information:

Course Details


Click to add more courses ↑

Select an Action

 Add

Class Nbr. ⓘ

Subject ⓘ

Catalog Nbr ⓘ

Section Nbr

Discussion

17181

English

215-0

20

61

Permission Number

Units

1

Reason for Request

Additional Information

- a) To view the status of any forms you have initiated in Frevvo by selecting the first link under the “Overview” section: <https://www.registrar.northwestern.edu/forms/>.
- b) If you are a Weinberg student ensure you have reviewed Weinberg’s policy for Overload and Underloads: <https://weinberg.northwestern.edu/undergraduate/courses-registration-grades/registration/overloads-underloads.html>.