

Dual Registration Form

The form is used if students wish to enroll in a class offered at another Northwestern University school. This document outlines the process of completing the form, which involves locating the class information and entering it correctly on the form. The form is available on the RO Cross School Registration Website and is only available to students with active NetIDs. Kellogg, Feinberg, and Law students must contact their Registrar's Office.

Once the form is submitted, it will be routed to your advisor for further approval. If approved, our team will review, and if there is seat availability, we will process your enrollment. The time frame is between 3-5 business days. If there is missing or incorrect information on the form, we will send email communication, which may delay your form processed. Once your form has been processed, you will receive an email confirmation with a PDF for your records.

Please note that submission of a dual enrollment request and your school's approval is **not** a guarantee that you will be able to enroll, and it is in your best interest to have alternative plans to enroll in classes to complete any degree requirements.

Further questions can be directed to registration@northwestern.edu.

Step 1: Student Information

- a. Completing the Dual Registration Form
 - i. The following fields automatically populated: EmplID, netID, Email, Career, Program, Academic Plan Code, and Academic Plan Description.
 - ii. If you have supporting documentation, please attach it under the, "Upload any relevant emails or approvals if necessary" field.
 - iii. Select whether you are an athlete.

The screenshot shows the 'Dual Registration Request' form. The 'Student Information' section includes fields for Student ID Number, NetID, Email Address, First Name, and Last Name. Below these are an 'Upload any relevant emails or approvals if necessary' button and a radio button question 'Are you an NU NCAA athlete?' with 'Yes' and 'No' options. The 'Program Information' section contains a detailed instruction box about program selection and a 'Select Primary Academic Plan' dropdown menu. At the bottom, there are fields for Career, Program, Academic Plan Code, and Academic Plan Description. Annotations with arrows point to specific parts of the form: one points to the top of the Student Information section, another to the 'Are you an NU NCAA athlete?' question, a third to the 'Upload any relevant emails or approvals if necessary' button, a fourth to the instruction box in the Program Information section, and a fifth to the 'Select Primary Academic Plan' dropdown.

Dual Registration Request

Student Information

Student ID Number NetID

Email Address

First Name Last Name

Upload any relevant emails or approvals if necessary

Are you an NU NCAA athlete?

☐ Yes ☐ No

Program Information

Your selection here determines how the form is routed for approval. If you are in programs in TGS and Feinberg/Kellogg/Pritzker, you may only submit this form for your TGS program which ends in -PHD.

If you are in a BXMX program, select a plan code ending with a -BA, -BS, or -BSCS to route to your undergraduate school. Choose a plan code ending in -MA or -MS to route to your graduate program.

Select Primary Academic Plan

Career Program Academic Plan Code Academic Plan Description

The following fields will automatically populate.

Please select whether you are an NU NCAA athlete.

If you have additional documentation you would like to include with your submission, please add it here.

This field will automatically populate. If you have multiple plans, you must select the plan your enrollment will be processed under.

Step 2: Enrollment Request Information

a. Class information

- Under the "Term" field, select the applicable quarter and input the academic year.
- The class information can be located in the "Class Search" Page in Ceasar. Examples can be located on (x.)
- Lastly, you will be asked if your request will exceed your total allowed units for the current registration period.

Enrollment Request Information

Some SPS classes may have additional fees. See information on [Professional Development Programs \(PDP\)](#) and [Distance Learning \(-DL\)](#) fees. Contact the appropriate program with additional questions.

If you are requesting an SPS class, please ensure that you have reviewed the [SPS Academic Calendar](#).

Enrollment Request 1

Term	Year			

Input the academic year.

Class Nbr	Subject	Catalog Nbr	Section Nbr	Discussion Nbr
10534		101-0	-20	-60

Permission Nbr	Units	Subject Description

Input the number of units.

*Approval of this form does **not** approve an overload of your [maximum course load](#). If this enrollment surpasses your current maximum course load, you will need to indicate which course you would like to drop for this to be processed, or your request will be rejected by the Office of the Registrar.*

Will this enrollment exceed your total allowed units for the current registration period?

☐ Yes
☐ No

The dropdown will include one of the following terms: Fall, Winter, Spring, and Summer.

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

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

Students in The Graduate School may register for a maximum of 4.0 units per term. Unit limits for programs outside The Graduate School vary. Check with the program coordinator for more information.

The field will automatically populate the long description of the selected subject.

Input the number of units.

During the regular registration period, undergraduates can enroll between 0-4.99 units, and within the first week of the Term, most students are eligible to enroll up to 5.50 units. Please ensure you have space in your schedule prior to submitting your request.

Does your enrollment exceed the current registration period?

- a. **Undergraduates:** During the regular registration period, undergraduates can enroll between 0-4.99 units, and within the first week of the Term, most students are eligible to enroll up to 5.50 units. Please ensure you have space in your schedule prior to submitting your request.
- b. **Graduates:** Students in The Graduate School may register for a maximum of 4.0 units per term. Unit limits for programs outside The Graduate School vary. Check with the program coordinator for more information.

i Approval of this form does **not** approve an overload of your [maximum course load](#). If this enrollment surpasses your current maximum course load, you will need to indicate which course you would like to drop for this to be processed, or your request will be rejected by the Office of the Registrar.

Will this enrollment exceed your total allowed units for the current registration period? **i**

- ☒ Yes
☐ No

If you select, "Yes" you will be prompted with the following options. Please select one.

How would like to handle your current unit load?

- ☐ I want to drop a course to enroll.
☐ I am a Graduate student and have received approval from my program; I understand this may incur additional tuition.
☐ I am an Undergraduate student and this will be my 5th course. I understand that this request cannot be processed until the Change of Registration period and that may impact my place in the request queue. I am aware that enrollment over 5.50 units would result in additional tuition.

i Approval of this form does **not** approve an overload of your [maximum course load](#). If this enrollment surpasses your current maximum course load, you will need to indicate which course you would like to drop for this to be processed, or your request will be rejected by the Office of the Registrar.

Will this enrollment exceed your total allowed units for the current registration period? **i**

- ☒ Yes
☐ No

How would like to handle your current unit load?

- ☒ I want to drop a course to enroll.
☐ I am a Graduate student and have received approval from my program; I understand this may incur additional tuition.
☐ I am an Undergraduate student and this will be my 5th course. I understand that this request cannot be processed until the Change of Registration period and that may impact my place in the request queue. I am aware that enrollment over 5.50 units would result in additional tuition.

If you select the first option, you will be prompted to input the information of the class you would like our Office to swap you from.

▼ Drop Information

Class Nbr i	Subject	Catalog Nbr i	Section Nbr i	Discussion Nbr
10534		101-0	-20	-60

Acknowledgement and Submission

- You will be asked to read and agree to the following statement.
- If you wish to add additional comments, you can do so in the, “Comments” field.
- Sign the form and submit it for review.

⚠ Keep in mind, submission of a dual enrollment request and your school's approval is not a guarantee that you will be able to enroll, and it is in your best interest to have alternative plans to enroll in classes to complete any degree requirements.

Acknowledgment

☐ I understand that submitting this form and receiving approval from my school does not guarantee I will be enrolled.

Comments ⓘ

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

[Sign this section](#)

Before submitting the form, you will be asked to read and acknowledge the statement.

Dual Registration Requests are processed one week before the start of the quarter and are based on seat availability. **Your school's approval does not guarantee a seat.**

If you wish to add additional comments, you can do so in this field.

Sign and submit the form for review.

[➔ Submit for Review](#)

Class Search and Class Information

- a. In Caesar, use Search for Classes Feature:

Search for Classes

Enter Search Criteria

Search for Classes

Institution [Hover for Search Tips](#)

Term Term

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

▼ Class Search

Subject Subject

Course Number Catalog Number

Course Career

☐ Show Open Classes Only

Course Keyword

▶ Additional Search Criteria

▶ Class Attributes/Requirements

- b. Select the class from the results. The total number of units can be located after selecting the class hyperlink. You will need the following information:

Subject	Catalog Number
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ACCOUNT 201-DL - Introduction to Financial Accounting							
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Grading	Status
18856	20-LEC Regular	TBA	Online	Jeannine Russo	09/23/2026 - 12/12/2026	ABC Grading	●
Class Attributes: Asynchronous:Remote class-no scheduled mtg time							

Class Number Section Number

- c. Select the class from the results. The total number of units can be located after selecting the class hyperlink. You will need the following information:

ACCOUNT 201-DL - 20 Introduction to Financial Accounting
Northwestern University | 2026 Fall | Lecture

Class Details

Status Open 
Class Number 18856
Session Regular Academic Session
Units 1 units
Class Components Lecture Required

Course ID 020458
Offer Nbr 1
Academic Career SPS Undergraduate
Dates 9/23/2026 - 12/12/2026
Grading ABC Grading
Campus Off Campus

[View Class Description](#)

[View Course CTECs](#)

Meeting Information

Days & Times	Room	Instructor	Meeting Dates	View Instructors CTECs
TBA	Online	Jeannine Russo	09/23/2026 - 12/12/2026	View Instructors CTECs

Enrollment Information

Class Attributes Asynchronous:Remote class-no scheduled mtg time

Class Availability

Class Capacity	25	Wait List Capacity	0
Enrollment Total	16	Wait List Total	0
Available Seats	9		

[View Search Results](#)

- d. The Enrollment Request field should look like this:

▼ Enrollment Request 1

Term

Year

Class Nbr

Subject

Catalog Nbr

Section Nbr

Discussion Nbr

Permission Nbr

Units

Subject Description

Fall

2026

18856

ACCOI

201-DL

20

-60

1

Accounting (SPS)