

REGISTRATION POLICY

REGISTRATION PROCESS

Students are expected to register for classes during the designated registration periods as communicated by the Student Records Office each semester. Information regarding course registration may be found on [Courses and Registration page](#) of MyNU-Q.

- **Regular Registration** – students can register for their courses using CAESAR self-service access at their assigned appointment times.
- **Open Registration** – begins at the ending of the Regular Registration period and continues through the first week of classes.
- **Drop/Add** – the period in which students may make adjustments to their schedules using their Caesar self-service. Takes place from the open registration period through the first week of classes as published on the [academic calendar](#). All students must be fully registered prior to the Drop/Add period. During the Drop/Add period, students may attend a potential class, but room capacities must be observed. Drop/Add period closes at 3:00 P.M on the last day to make enrollment changes via CAESAR self-service.

REGISTRATION POLICIES

- Students are responsible for registering in courses using their Caesar self-service, and by the published deadlines.
- Registration appointment times are assigned based on the students' academic level, which is defined by the number of units earned.
- Students are expected to register during their assigned registration appointment times.
- Students are responsible for resolving any holds prior to registration.
- Students who do not register during their assigned registration appointment times due to holds—or other reasons—may not register until the registration system is open to them again.
- Students may register in more than 4 units only during the first week of classes with the approval of assigned academic advisor.
- Students may not register simultaneously in semester courses and quarter courses.
- Instructors cannot promise a seat or approve enrollment over the course cap for any student.

LEARNING ABOUT COURSES

Descriptions of courses offered each term may be found [here](#), on MyNU-Q. Students may also find lists of courses offered, with course descriptions, on [Caesar](#).

Students should review the list of courses before consulting with their Academic Advisors regarding course registration each term.

COURSE FAIR

Each semester NU-Q holds a Course Fair in the week prior to the start of the registration process for the following term. The Course Fair provides students a robust opportunity to meet new faculty and to consult with both new and returning faculty regarding the courses they are offering.

CONSULTING ACADEMIC ADVISORS

Each student is expected to actively manage their own course registration with the support of academic advising.

Students are expected to meet with academic advisors prior to each registration period to plan their course registration to ensure they meet all the requirements for a timely graduation.

For general advising queries, student may reach out to: advising@qatar.northwestern.edu

MINORS

- NU-Q offers courses in support of its minor programs.
- Minors must be declared prior to the end of the junior year.
- NU-Q cannot guarantee the completion of a minor for any individual student.
- NU-Q cannot guarantee seats in courses for students enrolled in minors.
- Students may, through special permission, declare minors offered only on the Evanston campus. NU-Q does not guarantee, however, that it will be able to provide the classes required for minors NU-Q does not offer.
- Students are not guaranteed courses to complete any minor at Evanston, even if they are studying on that campus.

WAITLISTS

- NU-Q does not use waitlists for enrollment in classes.
- Students who are interested in registering for a course that is full should monitor the CAESAR system, where open seats will be visible as they become available. These seats are available on a first-come first-served basis.

- Instructors cannot promise a seat or approve enrollment over the course cap for any student. Instructors are encouraged to refer students to their academic advisors for making alternate course options.

ATTENDANCE

Student attendance can only be marked/counted as of the day of their enrollment in a given course. Students may not be counted as absent when they are not enrolled.

If a student is enrolled and must be absent from the first class session, they should inform their instructor.

MIT TECHNICAL/PRACTICAL COURSE REGISTRATION

- During the Regular Registration period MIT majors may enroll in a maximum of 2 technical-practical courses. Any student enrolled in more than two technical-practical courses will be dropped from both.
- During the Open Registration period any technical-practical course that is under-enrolled will be filled on a first-come first-served basis. During this period, it is possible to add a third technical-practical course if seats are available.
- Any student who has registered for more than three technical practical courses during open registration will be dropped from all three.
- Students may enroll in no more than three technical-practical courses in any given semester.