

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 through CAESAR self-service on the date and at the time of their assigned registration appointment. During the Regular Registration period, MIT courses are open only to students declared in the Communication major, and JOUR courses are open only to students declared in the Journalism major.
- **Open Registration** – Open Registration begins at the end of the Regular Registration period and continues through the first week of classes. During Open Registration, any remaining seats in MIT and JOUR courses will be available to all students, as long as any prerequisite requirement is fulfilled, unless restricted as indicated in the “Open To” column of the published timetable.
- **Drop/Add** – the period in which students may adjust their schedules using their CAESAR self-service. Drop/Add takes place from the Open Registration period through the first week of classes as published on the NU-Q [Academic Calendar](#). All students must be fully registered prior to the Drop/Add period. Changing enrollment through CAESAR self-service ends at 3:00 P.M. (Doha Qatar time) on the last day of the Drop/Add period. Students may not add any course after this deadline.

REGISTRATION POLICIES

- Students are responsible for registering in courses using their CAESAR self-service, and by the published deadline.
- 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 their assigned Academic Advisor.

- Students may not register simultaneously in semester courses and quarter courses.
- Instructors cannot promise a seat or approve enrollment for any course 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 NU-Q 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 for any course for any student. Instructors are encouraged to refer students to their Academic Advisors for making alternate course options.

NORTHWESTERN POLICY ON IN-PERSON ARRIVAL AND COURSE ENGAGEMENT

- The start of the term is a crucial time for students to learn about course expectations and to familiarize themselves with the structure of their classes. It is also a valuable time to meet classmates and get to know instructors. In addition, early and regular course attendance is vital to achieving optimal learning outcomes.
- Therefore, students enrolled in courses are expected to be on campus and in attendance at the start of classes and must plan to remain until the end of the semester. Note in some cases, students must attend the first class meeting to avoid being dropped. This will be clearly identified in CAESAR, the published timetable, and the syllabus.
- Students who do not arrive by the end of the add period (as published in the Academic Calendar) will be administratively withdrawn from a semester.
- If exceptional circumstances arise during the semester that require a student to be off campus for more than a week, students are expected to speak with their primary Academic Advisor about reducing their course load or withdrawing from the term.

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 all.
- 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.
- Students may enroll in no more than three technical-practical courses in any given semester.