

Registration and Taking Courses

Course Registration

For course registration information, visit the College of Professional Studies webpage (<https://cps.northeastern.edu/current-students/registering-for-classes/>).

Course registration procedures are as follows:

- Newly accepted and returning students add or drop courses through the Student Hub any time during the registration period.
- Certificate- and degree-seeking students whose studies have been interrupted voluntarily for one to three years or more need to first apply for reentry through the Office of Academic Advising before registering for course(s).
- Global program students should consult with their program to determine if they need to register on their own or if the program will register them.

All students need to be mindful of the college's course add/drop policies and deadlines to register as early as possible with the intent to secure a spot in the preferred course and to avoid being charged in full for missing the course drop/withdrawal deadline.

Auditing a Course

Graduate (nondoctoral) students are permitted to audit graduate (nondoctoral) courses, but they must complete the usual registration process and pay regular tuition fees. There is no reduction in fees for auditing.

An auditor may participate in class discussions, complete papers and projects, and take tests and examinations for informal evaluation. Regardless of the amount or quality of work completed, however, no academic credit will be granted at any time for audited courses. In addition, audited courses may not be used in the determination of enrollment status for financial aid purposes and do not count toward program completion.

The student's decision to audit a course must be communicated in writing to the Office of the University Registrar before the fourth class meeting for 12-week courses. For 4-, 6-, and 8-week courses, requests must be received by the second class meeting. No exception to this procedure may be approved without the authorization of the college's academic standing committee.

If approved, the student should inform the instructor of their status as auditor of the course.

Course Selection and Planning

Students should refer to their degree audits for program curriculum information, to select courses, and to monitor their progress toward degree completion. Students should access their degree audits through the Student Hub or request an audit from their academic advisor. Degree audits are unofficial records of academic progress. Students are encouraged to consult with their academic advisor about their academic planning.

Course Prerequisites

Course prerequisites are courses that are required to have been completed prior to enrolling in another course. Before registering for a course through the Student Hub, students, regardless of matriculation status, should consult the academic catalog to determine whether they have satisfied the course prerequisites.

Course Corequisites

Course corequisites are courses that are required to be taken concurrently. Before registering for a course through the Student Hub, students, regardless of matriculation status, should read the course description to determine if there is a corequisite requirement and register for both courses.

Retaking a Course

If a student wishes to improve their cumulative grade-point average by retaking a course, they may do so. Only the grade earned in the last attempt is used to compute the GPA while all grades remain part of the student's permanent academic record. A student is required to pay the normal tuition charges for all retaken courses. A student may not retake more than two nonrepeatable courses or 8 quarter hours of credit, whichever is greater, to satisfy the requirements of the degree.

Financial aid recipients must be mindful that retaking a course could impact their aid eligibility. Students with questions about this possible impact should contact their financial aid counselor.

Course Waiver

A course waiver may be awarded to a student who has completed the equivalent course at an accredited institution other than the College of Professional Studies in the past five years. The waiver will exempt the student from completing the required course. The student will complete another course, as approved by the program, to satisfy the number of credits required for the program.

Doctoral students must consult with their academic program to determine if course waivers are permitted.

Duration of Courses

Each full fall, winter, and spring term runs for 12 weeks. Each full summer term runs for 8 weeks.

Course durations are as follows:

- During the fall, winter, and spring terms, courses are scheduled for either 6 or 12 weeks.
- During the summer term, courses are scheduled for 4, 6, or 8 weeks.

Course Add/Drop Policy

Refer to the academic calendar (<https://registrar.northeastern.edu/article/academic-calendar/>) for specific dates. Students should consult with their academic advisor before adding or dropping classes.

Students may add a 4-week or 6-week course within the first week of the course. For 8- and 12-week courses, students may add a course within the first 2 weeks of the course. Students who add a class during the add/drop period are responsible for all assignments missed prior to enrolling. Enrolled students are responsible to attend classes during the add/drop period, and absences will be held accountable to the instructor's attendance policy.

Students who drop a course before the add/drop deadline will not be charged for the course and will not have a W (withdrawal) on their transcript. Thereafter, students are responsible for 100% of the tuition charges and applicable fees and the earned grade will be on the students' permanent academic record. All such dates are specified in the academic calendar.

Students must add/drop courses using the Student Hub.

A reduction in a student's course load could affect a student's international student visa status or financial aid eligibility.

Students who experience difficulty adding or dropping a course should promptly request support through the Registrar Service Portal (<https://service.northeastern.edu/registrar/>). If it is determined that there is an issue with the student's Student Hub account or access, they need to contact the Service Desk at 617.373.4357 (HELP); help@northeastern.edu.

Students with holds (e.g., financial, judicial) may have restricted access to add, drop, or withdraw from a course. In such instances, students are responsible for resolving the hold immediately and to meet the established course registration deadlines.

Course Withdrawal Policy

Refer to the academic calendar (<https://registrar.northeastern.edu/article/academic-calendar/>) for specific dates. All students are encouraged to consult with their academic advisor prior to withdrawing from a course.

Students who withdraw from a course after the add/drop deadline and before the last day to withdraw will receive a W grade and will be responsible for 100% of the tuition charges and applicable fees. The W grade does not affect the calculation of the GPA but it does impact a student's academic progression, which may result in the student being placed on academic probation or dismissal.

Students must withdraw from courses using the Student Hub.

A reduction in a student's course load could affect a student's international student visa status or financial aid eligibility.

Students who experience difficulty withdrawing from a course should promptly request support through the Registrar Service Portal (<https://service.northeastern.edu/registrar/>). If it is determined that there is an issue with the student's Student Hub account or access, the student needs to contact the Service Desk at 617.373.4357 (HELP); help@northeastern.edu.

Students who fail to withdraw from a course by the deadline, regardless of their level of class participation or attendance, are financially and academically responsible. A student's lack of participation/attendance will likely result in a final grade of F.

Withdrawals may impact a student's time to degree completion.