How to Enroll in Classes Using CAESAR

1. Log into CAESAR using your net ID and password. The CAESAR home page is http://www.northwestern.edu/caesar/

2. Once you have logged in, your “Student Center” page will appear (Note: for Safari users, this page may not fully load, but you are still able to access everything on CAESAR)

3. On the left side of the page will be a navigation menu. To search for a class, click on the third link from the bottom in the menu, “Search for Classes.”

4. The next page will ask you to enter your search criteria:
   a. Select the term you want to enroll in from the pull down menu
   b. Course Subject will be MS_LOC - Learning and Org Change for classes in MSLOC.
   c. If you do not know the course number, or just want to browse the open classes, you can leave the Course Number blank.
   d. Your Course Career should display Education Grad, if it does not, select it from the pull down menu.
   e. Once you have finished entering the information, click search to see the classes available.

   ![Search Criteria Form]

5. You will then be shown your search results. You can scroll through all of the available classes and determine which one(s) you would like to enroll in. To view more information about the class (such as available seats), click on the link next to the Section heading in the upper right of the information box (circled below in green). To enroll in a class, click the “Select Class” button in the upper right hand corner of each class information box (circled below in red).
6. When you have selected a class, another screen will appear where you can choose to be placed on the waitlist if the class fills up and find other information about the class. Click “Next” to move to the next enrollment step.

7. You will now be taken back to the Search Results screen. A green text box at the top of the page will tell you that the class you just selected has been added to your “Shopping Cart” and you have to proceed to Step 2 of 3 to enroll. This allows you to add more classes to your cart (the same way as you did for the first class) and enroll in all of them at once from the cart. Remember, at this point you are not yet enrolled in the class.

8. Once you have selected all of the classes you would like to enroll in, you can go to your Shopping Cart to enroll in the classes. Click on the link to the Shopping Cart to view the classes you have selected and to complete enrollment.

9. A list of the classes you have selected will appear - simply check the boxes next to the classes you would like to enroll in and click “enroll”. You can also delete classes from your Shopping Cart at this point.
10. You are now enrolled in the classes you have selected. To view your class schedule, you can click on the “For Students” link in the menu on the left side of the page and then click on “View My Class Schedule” or “View My Weekly Schedule” under the Enrollment heading.