

Registration Exception Form

NORTHWESTERN UNIVERSITY
OFFICE OF THE REGISTRAR

REGISTRATION EXCEPTION FORM

LAST NAME - FIRST - MIDDLE				TELEPHONE		SCHOOL - CLASS			TODAYS DATE				
ID NUMBER/EMPL. ID				QUARTER		SCHOOL YEAR			20 20				
ADD						DROP							
CLASS NO.	SUBJECT	CATALOG NO.	SECTIONS		CREDIT	ADD SIGNATURE/ PERMISSION NO.	CLASS NO.	SUBJECT	CATALOG NO.	SECTIONS		CREDIT	RO OFFICE USE
			LEC.	DISCLAB						LEC.	DISCLAB		

FORM 10

IMPORTANT: PLEASE SECURE ALL APPROPRIATE PERMISSIONS PRIOR TO SUBMISSION TO THE OFFICE OF THE REGISTRAR.

DEAN'S
APPROVAL

REQUIRED FOR LATE REGISTRATION OR CHANGE OF REGISTRATION AND COURSE OVERLOAD

REGISTRAR'S OFFICE

EFFECTIVE DATE

Key

- SCHOOL** This refers to *your* school (02-SESP), not the school which offers the class.
- CLASS** Leave this blank.
- ID NUMBER** Also called EMPL. ID. This is a seven-digit number which is printed on your Wildcard.
- CLASS NO.** A five-digit number (for example, 27638)
- CATALOG NO.** A three-digit number followed by a dash an either a letter or another number (for example, 110-CN or 230-0)
- LEC** Lecture Section. All classes have a "lecture" section, even if it is not a lecture-style class. Caesar will note the section as a two-digit number -LEC (for example, 64-LEC) - all you need on the form is the number.
- DISC/LAB** Discussion or Lab Section. Not all classes have discussion or lab sections. If they do, the section will be listed as x-LAB or x-DISC. Only the number needs to be listed on the form. If a class has a DISC/LAB section, you must register for both the LEC and the DISC/LAB.
- UNITS/CREDITS** The words Credit and Unit are interchangeable. Nearly all Lecture sections are considered 1 unit. Discussion/Lab sections are 0 units. The tuition charged is based on the number of units a class carries (this is why DISC/LAB sections are 0 units).

Please leave the Approval Signature (or Dean's Approval) line blank. This must be signed by the MSED Assistant Director.