

## WINTER 2008 REGISTRATION

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### Registration

Begins Monday, November 12, 8:30 AM  
Registration will remain open until the 1<sup>st</sup> day of class

### Change of Registration Period

Monday, January 7, 2008, 9:00 AM  
Through Friday, January 11, 5:00 PM

CAESAR is active 24 hours a day throughout the week, but may be down for maintenance Saturday evenings from 9:00 pm until Sunday at noon.

## Graduate Registration

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- All graduate students may begin registration at 8:30am, Monday, November 12, and may attempt no more than 4 units of credit.
- TGS students desiring to take classes in other schools are **no longer required to secure signatures** of their department and TGS advisors to enroll in classes offered by the schools below. TGS students wishing to add classes offered by these schools need simply **to secure a permission number** from the department offering the class **and enroll themselves via CAESAR.**

McCormick School of Engineering & Applied Sciences	Medill School of Journalism, undergraduate classes
School of Communication	School of Education & Social Policy
School of Music	Weinberg College of Arts and Sciences

TGS Graduate students wishing to enroll in classes offered by any other NU school should secure the signature of the department offering the course and of their TGS advisor on a Registration Exception form, and submit the signed form to the Office of the Registrar to be enrolled in the class. Graduate students in schools other than TGS should check with their program coordinator for their policy on dual registration.

## Change of Registration Period

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- Students who did not register in advance (Nov. 12- First day of class) must register during this period. Any student registering for the first time after January 11, 2008 will be charged a \$25 late fee if paid at the Bursar's Office, or a \$30 fee if billed.
- A fifth or sixth unit of credit may be added only during this period. In order to add an overload course, students must secure the signature of their dean on a "Registration Exception Form" and present that slip at the Office of the Registrar.
- Undergraduate classes that require attendance at the first class (noted in CAESAR with the class attribute "First Class Mandatory) require permission to add during the first week of the term.** Please secure permission numbers for those courses before attempting registration.

## COURSE CHANGE DEADLINES

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No course may be *added* after Friday, January 11, 2008.

No course may be *dropped* after Friday, February 15, but *tuition is not adjusted* for courses dropped after January 11, 2008.

Graduate students may not change grading options of any course after 5:00 PM on Friday, January 11, 2008.

Undergraduates may not change grading options (P/N or 'For a grade') after 5:00 PM on Friday, January 25, 2008.

## IMPORTANT INFORMATION

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- Undergraduates** intending to graduate June or August 2008 must file a degree application immediately. Undergraduates intending to graduate should file a degree application one year in advance before the anticipated graduation as these petitions affect registration appointments. Forms are available in the Office of the Registrar or at school offices. Engineering students should apply at the Engineering Academic Services Office (TCH L269).
- Addresses** – It is each student's responsibility to ensure that their addresses on record are complete and accurate. Students may view and modify billing, current and permanent addresses through CAESAR.
- New Undergraduate Transfer Students** who do not have an active netid must see a degree auditor in the Office of the Registrar after meeting with their advisor.
- Quarterly Grade Reports** are not mailed, but are delivered through CAESAR. A printout of the CAESAR record may be made for the purpose of verification.
- Room Assignments and class offerings may change after the publication of the class schedule. Please review your room assignments online before the first day of classes.**