

CAESAR Registration

Getting Started

Step 1 To access online registration, *point* your browser (preferably Internet Explorer) at the CAESAR homepage, <http://www.northwestern.edu/caesar/>, and *Sign In* using your NetID and password. The **Student Center** page appears.

Step 2 If you have any “Holds” or “To Do” items on your account, they will appear in the “Holds” box to the left, along with instructions on remedying them. You must take care of any **holds** related to registration before you will be able to enroll.


Step 3 Review the time and date that your registration appointment begins. To do so, *click* on the [details](#) link located in the lower right-hand corner of the “**Enrollment Dates**” box.

Step 4 To use enrollment functions, *click* on the [Enroll](#) link to reveal the Enroll tab and related enrollment action links.



Find Classes and Plan Your Schedule

Before you register, you may want to plan your ideal schedule and a list of alternatives classes. It's helpful to have the class numbers of the selected classes ready when your registration appointment time begins. Class offerings and class numbers are found in both the pdf version of the schedule and on CAESAR.

Step 1 From the **Student Center (Home)**, *click* on the [Search](#) link. The **Search for Classes** page appears. [Note that the **Term** and **Course Career** fields will fill in automatically based on your user preferences, located in your **Personal Portfolio**.] Enter a Course Subject and Course Number criteria (if appropriate) and *press* the **Search** button. Or, *press* on the **Additional Search Criteria** button () to expand your search options.

Step 2 *Select* your additional desired search criteria in the fields provided (several are described in the text box). Narrow your search by

Class Search Criteria

Course Subject – *For example, History* - *Click* on the drop-down arrow to *select* from the list of subjects. To move quickly through the list, *click* the drop-down arrow and type the first letter of the subject that you want.

Course Number – *For example, 110-0* - Select the **Contains** option and *enter* the part of the number that you know. *For example, "10"* returns "100-level" courses 110-0, 105-6, etc.

Show Open Classes Only –When checked, returns only open sections. Uncheck this box if searching for a closed class for which you have a permission number.

Course Career – Automatically filled in based on your user preferences.

Class Nbr – *For example, 12345* - A 5-digit numerical identifier for each class in the schedule.

Course Title Keyword – This field is **not** case-sensitive, *enter* a word or phrase to search on all or part of the course title.

Course component– From the list, *select* the class type—lecture, lab, discussion, etc.—that you want to find.

setting criteria in multiple fields. You must select at least two criteria such as **Course Subject**, **Catalog Number**, **Description (course title)**, or **Course Career** in order to perform a search.

Step 3 Once your search criteria are set, *press* the **Search** button. A list of matching courses will be returned in the **Class Search Results** page. [Note: *The more restrictive your search, the faster this list will appear.*]

Step 4 If searching before your registration appointment, note the 5-digit **Class Number** (Class Nbr) and meeting times of classes that you want to enroll in on a "**Course Planning Sheet**" at www.registrar.northwestern.edu/registration/. To view further information about a class on the search results list, *click* on the link next to the section. The **Class Detail** page appears.

A screenshot of the 'Search for Classes' web page. At the top, there are three tabs: 'Search', 'Enroll', and 'My Academics'. Below the tabs, there are two buttons: 'search for classes' and 'browse course catalog'. The main section is titled 'Search for Classes' and 'Enter Search Criteria'. It contains several dropdown menus and input fields: 'Institution' (Northwestern University), 'Term' (2007 Fall), 'Course Subject' (with a dropdown arrow), 'Course Number' (with a dropdown menu set to 'is exactly'), 'Course Career' (Undergraduate), and a checked box for 'Show Open Classes Only'. There is a section for 'Additional Search Criteria' with a dropdown arrow. Below that, there are fields for 'Course Attribute' and 'Course Attribute Value'. There are also fields for 'Meeting Time' (between and), 'Day of Week' (Include Only These Days with checkboxes for Mon, Tues, Wed, Thurs, Fri, Sat, Sun), 'Instructor Last Name' (is exactly), 'Class Nbr' (example: 1136), 'Course Title Keyword' (example: statistics), 'Course Component', 'Session', 'Campus', and 'Location'. At the bottom, there are 'CLEAR CRITERIA' and 'SEARCH' buttons.

Add a Class

To enroll, you can either add classes or swap classes. [Note: instructions for swapping classes are contained on a separate tip sheet].

Step 1 To **Add** a class to your schedule *click* on the [Enroll](#) link from the **Student Center**. The **Add Classes–Select Term** page appears.


Step 2 Select a term and *press* the **Continue** button. The **Add Classes–Select classes to add** page appears.

Step 3 Enter a 5-digit class number in the Class Nbr field provided and *press* the **Enter** button (or *press* the **Search** button to access the **Add Classes – Enter Search Criteria** page to search and select a course). If the class has a related component(s), such as lab or discussion section(s), the **Add Classes – Select classes to add - Related Class Sections** page appears. [Note: You must register for discussion or lab sections with the lecture. You cannot register for labs and discussion sections independently.] Select the section(s) you want and *press* the **Next** button. If the class has no related sections, or if you’ve just selected a related section, the **Add Classes-Select classes to add - Enrollment Preferences** page appears.

Step 4 See the box below for more information about enrollment options available on the **Add Classes-Select classes to add - Enrollment Preferences*** page. To proceed to the next step, *press* the **Next** button.

* The **Enrollment Preferences** page displays registration options available for the class(s) in which you are enrolling, which you may be able to modify depending on the class. If permission is required for this course, you will need to *enter* the **permission number** in the **Class Permission Nbr** field. If this is a variable credit course, you will need to *enter* the number of credits that you will receive for passing the class in the **Units** field. Finally, when multiple grading options are available, such as "P/Not Pass", the **Grading** field will allow you to elect the desired **grading basis**. You may also place a check mark in the “Wait list if class full and maintains an online waitlist.”

Step 5 You have now successfully added this class to your shopping cart! You have been returned to the **Add Classes–Select classes to add** page, which now displays the following message and the contents of your shopping cart.



 **MATH 300-0 has been added to your Shopping Cart.**

PROCEED TO STEP 2 OF 3

Step 6 Repeat the steps above to add additional classes to your **Shopping Cart** or *press* the **PROCEED TO STEP 2 OF 3** button to move to the confirmation stage of the enrollment process.

Step 7 The **Add Classes–Confirm Classes** page displays the classes you’ve selected from your shopping cart to add at this time.

Confirm your selections and click the **FINISH ENROLLING** button.

Step 8 When your transactions have been processed, the **Add Classes–View Results** page appears. Successful enrollments will display a green checkmark  next to the class, and unsuccessful enrollments will display a red  next to the class. If a class addition or swap is unsuccessful, **Errors** will be displayed in the Message field.

Step 9 *Press* the **Add Another Class** button to add another class or *press* the **My Class Schedule** button to view and print a copy of your class schedule. Confirm that your schedule is correct, *press* the **Printer Friendly Page** link in the lower right hand corner and then print a copy if you wish. [Alternately, you can navigate from the **Menu** by selecting **For Students > Enrollment > View My Class Schedule.**]

Drop a Class

Step 1 To **Drop** a class from your schedule *click* on the **Enroll** link from the **Student Center**. The **Add Classes–Select Term** page appears.

Step 2 *Press* the **drop** link. The **Drop Classes–Select Term** page appears.

Step 3 Select the term and *press* the **Continue** button. The **Drop Classes–Select classes to drop** page appears.

Step 4 Select the classes you wish to drop and *press* the **Drop Selected Classes** button. The **Drop Classes–Confirm your selection** page appears

Step 5 Review the page to confirm the course(s) you wish to drop. *Press* the **Finish Dropping** button to complete the drop transaction or *press* the **Cancel** button to exit without dropping your class(es). If the action is successful, CAESAR will display Success in the Message field. If the drop is unsuccessful, the **Errors** will be displayed in the Message field. *Press* the **My Class Schedule** button to review your new schedule. Completing Your Registration

- It is important to check and update your telephone, address and emergency contact information. Please access that information at the appropriate link under Personal Portfolio and follow the instructions provided.
- To ensure account security, when you have completed your registration, from top right of the **CAESAR banner**, *click* **Logout** to close your registration session and then quit your browser. **For more information about using these and other CAESAR functions, please see the online help available from <http://www.northwestern.edu/caesar/help/>.** If you need further assistance, please contact the IT Information Center helpdesk located in Kresge Hall, Room 57, at 847-491-HELP or caesar@northwestern.edu.