

Class Schedule Summer Semesters 2008

Undergraduate Full-Time Day Programs
Registration Information

General Information

Academic Calendar

The latest undergraduate academic calendar is available online (www.registrar.neu.edu/calendars.html).

Office of the University Registrar

The Office of the University Registrar is located at 120 Hayden Hall.
Office hours are:

Monday through Thursday, 8:00 AM to 7:00 PM
Friday, 8:00 AM to 4:30 PM

Contact information:

Telephone: 617.373.2300
FAX: 617.373.5351
TTY: 617.373.5360
E-mail: registrar@neu.edu
Web site: www.registrar.neu.edu

Transcripts

Official transcripts are available upon request at the Transcript Office, 120 Hayden Hall. Further information is available online (www.registrar.neu.edu/trans_request.html).

Currently enrolled students can obtain unofficial transcripts at the myNEU Web Portal (www.myneu.neu.edu).

Student Information Changes

The University must receive official notification of the following:

- Address change or correction
- Social Security Number change or correction
- Name change or correction

Address-change notification can be made at the myNEU Web Portal (www.myneu.neu.edu). Name and Social Security Number changes require legal documentation to verify the change; these changes must be made in-person in the Office of the Registrar (120 Hayden Hall).

Final Exams

Final exams for Summer Semesters 2008 will be held as follows:

- Summer 1 Semester: June 23 and 24
- Summer 2 Semester: August 18 and 19
- Full Summer Semester: August 11–14

Your final exam schedule will be available on the myNEU Web Portal (www.myneu.neu.edu) on the first day of classes.

"I Am Here"

Remember, even though you have registered for classes, you must participate in "I Am Here" registration, or we will assume that you are not taking classes and will drop your class registrations.

Online: "I Am Here" registration for returning students for Summer Semesters 2008 will be held as follows:

- Summer 1 and Full Summer Semesters: May 1–5
- Summer 2 Semester: June 26–30

Online "I Am Here" is accessed via the myNEU Web Portal (www.myneu.neu.edu).

In-person: "I Am Here" registration for students for Summer Semesters 2008 will be held as follows:

- Summer 1 and Full Summer Semesters: May 5
- Summer 2 Semester: June 30

Course and Curriculum Information

Curriculum Questions

If you have questions about your curriculum, consult your advisor or your college or department. Also, check the online course descriptions (www.registrar.neu.edu/cdr.html) for individual course prerequisites.

SGA Teacher Course Evaluations

The Student Government Association teacher course evaluations are available on the Self-Service tab of the myNEU Web Portal (www.myneu.neu.edu).

Study Abroad Programs

The University sponsors international study programs in a number of countries. For further information, see the College of Business Administration online class listings (www.registrar.neu.edu/schedules.html) or contact the Office for International Study Programs in 302 Ell.

International Co-op Program

The Department of International Co-op offers work experiences in a number of countries. For further information, visit the International Co-op Web site (www.coop.neu.edu/international), or contact the Department of International Co-op office at 202 Stearns Center, 617.373.3772, internationalcoop@neu.edu.

Registration Information

Course registration for Summer Semesters 2008 begins February 4 and remains active through the following dates:

- Summer 1 and Full Summer Semesters: May 12
- Summer 2 Semester: July 8

Registration Procedure

You can register using the myNEU Web Portal (www.myneu.neu.edu). Details are available online (www.registrar.neu.edu/registering.html).

Priority Access Schedule (PASS)

To prevent a logjam in the registration system at the beginning of each registration period, access to the system will be phased in over the first four days. See details on page 3.

Registration Alternatives For Deaf and Hard of Hearing Students and Students with Disabilities

Deaf and hard of hearing students and students with disabilities can register in the following ways during the scheduled registration period.

- In Person: Go in person to the Registrar's Office in 120 Hayden Hall during the following business hours:
 - Monday through Thursday, 8:00 AM to 7:00 PM
 - Friday, 8:00 AM to 4:30 PM
- Online: Register online at the myNEU Web Portal (www.myneu.neu.edu).
- Fax: Fax your course schedule to the Registrar's Office at 617.373.5351. Include a telephone number, fax number or e-mail address on your request so a Registrar's representative can contact you if necessary.
- E-Mail: E-mail your course schedule to registrar@neu.edu. Include a telephone number, fax number, or e-mail address on your request so a Registrar's representative can contact you if necessary.

Cooperative Education Schedules

See important information on co-op registration on page 3.

Confirmations

Confirmations are available on the myNEU Web Portal (www.myneu.neu.edu), although it may take up to twenty-four hours for your course adds or drops to appear on your myNEU class schedule.

Course Restrictions and Prerequisites

Course restrictions are printed in the online class listings (www.registrar.neu.edu/schedules.html) to help you make your course selections. There are various types of restrictions: year, college, major, and earned hours, etc. You must get permission from the academic area responsible for the course if you wish to override a restriction.

You are expected to meet prerequisites as listed in the course description of each course in which you enroll. Before registering, you should check the online course descriptions (www.registrar.neu.edu/cdr.html) to determine whether you meet the prerequisite requirements for your courses. Consult the department if you wish to register for a course but do not meet the prerequisites.

"TBA"

"TBA" in the online class listings (www.registrar.neu.edu/schedules.html) indicates that course meeting times are to be assigned at the discretion of the instructor or department. Consult with the department offering the course for further information.

Directed Study or Independent Study

To register for a directed study or independent study, you must submit a "Directed Study Registration Form," signed by a faculty member or department personnel, to the Registrar's Office in 120 Hayden Hall. These forms are available in the department offices and in the Registrar's Office in 120 Hayden Hall.

Division Conflicts

If you are in the wrong division, you will still be allowed to preregister for your courses. However, your division change must be received in the Registrar's Office in 120 Hayden Hall one month prior to the start of that semester or you will be dropped from all preregistered courses. Valid division assignments are posted online (www.registrar.neu.edu/divpats.html).

You must contact your college dean's office and/or your co-op advisor to correct your division.

Course Overloads

Course overloads must be approved by your advisor or department. Overload registration must be done by your advisor or you may register in-person at the Registrar's Office in 120 Hayden Hall for the overload. You cannot register for an overload using Web registration. The overload tuition charge is listed online (www.neu.edu/registrar/billing-tuition.html).

Priority Access Schedule (PASS)

To prevent a logjam in the registration system at the beginning of each registration period, access to the system will be phased in over the first four days.

Access will be in order by class year and by the last two digits of your NUID.

Use the chart below to determine your registration start time. Match your year with the last two digits of your NUID number to find your start day and time. See also registration alternatives for Deaf and hard of hearing students and students with disabilities on page 2.

Your Year	Last 2 Digits of Your NUID	Registration Start Time
Class of 08/09	75-99	February 4, 8:00 AM
Class of 08/09	00-24	February 4, 11:00 AM
Class of 08/09	25-49	February 4, 2:00 PM
Class of 08/09	50-74	February 4, 5:00 PM
Class of 10	75-99	February 5, 8:00 AM
Class of 10	00-24	February 5, 11:00 AM
Class of 10	25-49	February 5, 2:00 PM
Class of 10	50-74	February 5, 5:00 PM
Class of 11	75-99	February 6, 8:00 AM
Class of 11	00-24	February 6, 11:00 AM
Class of 11	25-49	February 6, 2:00 PM
Class of 11	50-74	February 6, 5:00 PM
Class of 12	75-99	February 7, 8:00 AM
Class of 12	00-24	February 7, 11:00 AM
Class of 12	25-49	February 7, 2:00 PM
Class of 12	50-74	February 7, 5:00 PM

For example, a student in the Class of 2011 with an NUID of 000-123456 can begin registration on February 6 at 5:00 PM. Attempts to access the system before your scheduled time will be rejected.

Once your group is in, it stays in for the remainder of the registration period. To be fair, each registration period has a different priority access schedule which rotates the order of the NUIDs getting access.

Cooperative Education Registration

Any student, regardless of current division, who plans to participate in co-op must register for co-op. Please register for your co-op work experience for the appropriate semester or semesters.

Students on co-op in Spring Semester would normally continue on co-op during Summer 1 Semester.

Students on co-op in Summer 2 Semester would normally continue on co-op during Fall Semester.

When you register for co-op, you assume the following responsibilities:

1. You must meet with your co-op coordinator to make appropriate arrangements for a co-op position.
2. You must be in the correct division one month prior to the start of your co-op experience. Please see valid division assignments for the academic year 2007-2008 online (www.registrar.neu.edu/divpats.html).

If you do not participate in co-op, you must (a) petition to change your division to be in school for that semester, and (b) register for classes for that semester.

Co-op Registration Procedure

Failure to comply with this registration procedure may result in withdrawal by the second week of the semester.

You can register for co-op using the myNEU Web Portal (www.myneu.neu.edu). Details are available online (www.registrar.neu.edu/registering.html).

Please use the following key numbers for co-op registration:

- Summer 1 Semester 2008 co-op: Key # 53066
- Summer 2 Semester 2008 co-op: Key # 56310
- Full Summer Semester 2008 co-op: Key # 50390

Semester Course Listings

Undergraduate Semester Course Numbers

Every semester course number at Northeastern University consists of three parts:

- A two- or three-letter department code
- A single-letter code, most commonly U to indicate an undergraduate course (G would be used to indicate a graduate course)
- A three-digit number

For example, in the course number ECN U115, ECN is the department code (indicating the Economics Department), U indicates an undergraduate course, and 115 is the three-digit number.

For undergraduate courses, the three digit number indicates the level of the course as follows:

- 001–099 Basic/preparatory
- 100–299 Introductory
- 300–499 Intermediate
- 500–699 Advanced
- 700–799 Research, thesis, capstone
- 900–999 Special course work (directed study, independent study, special topics, seminar, workshop, practicum)

Corequisites

Many semester courses have corequisite laboratory or recitation courses. You must register for the indicated corequisite courses.

Corequisites are noted in the online class listings (www.registrar.neu.edu/schedules.html). Here's an example:

BIO U551 Principles of Animal Physiology (4 SH)
Key 11111, Sec 01, Seq 2, Max 38, Avail 38, Instr Staff
MWTh 9:15 AM-10:20 AM
Coreq. BIO U552

BIO U552 Lab for BIO U551 (1 SH)
Key 22222, Sec 01, Seq MB, Max 19, Avail 19, Instr Staff
Thu 11:45 AM-2:40 PM
Key 33333, Sec 02, Seq 99, Max 19, Avail 19, Instr Staff
Thu 4:35 PM-7:35 PM

In this example, students registering for BIO U551 must also register for a section of the associated lab, BIO U552.

If there are multiple sections of a corequisite course, you may register for any section unless otherwise indicated.

Class Size Limits

The classes listed in the online class listings (www.registrar.neu.edu/schedules.html) have a limitation on class size. This limit is indicated in the class listings with the notation "Max," while the number of seats still available is indicated with the notation "Avail." Here's an example:

ENG U220 Survey of English Literature 1 (4 SH)
Key 44444, Sec 01, Seq 4, Max 49, Avail 22, Instr Staff
MWTh 1:35 PM-2:40 PM

In this example, this section of ENG U220 is limited to 49 students. Of the 49 seats in the class, 22 are indicated as still available.

University Honors Program

Courses and course sections that are part of the University Honors Program are so indicated in the online class listings (www.registrar.neu.edu/schedules.html). These courses are open only to students in the Honors Program. Here's an example:

ACC U602 Fraud: The Dark Side of Business (4 SH)
Honors Program only
Key 55555, Sec 01, Seq D, Max 19, Avail 19, Instr Staff
TuF 9:50 AM-11:30 AM

NU Core Courses

Courses that are part of the NU Core requirements (for freshmen entering the University in fall 2007 and beyond) are so indicated in the online class listings (www.registrar.neu.edu/schedules.html). Here's an example:

PHL U215 Symbolic Logic (4 SH)
NU Core approved course: Math/Analytical Level 1
Key 66666, Sec 01, Seq 4, Max 38, Avail 38, Instr Staff
MWTh 1:35 PM-2:40 PM

College of Arts and Sciences Core Courses

Courses that are part of the College of Arts and Sciences core requirements (for students who entered the University prior to fall 2007 and for transfer students entering in 2007–2008) are so indicated in the online class listings (www.registrar.neu.edu/schedules.html). Here's an example:

SOC U205 Law and Social Justice (4 SH)
Arts & Sciences Core approved course: Social World Context
Key 77777, Sec 01, Seq E, Max 45, Avail 45, Instr Staff
TuF 11:45 AM-1:25 PM

Semester Course Sequence Schedule

The layout of the primary course sequences used for undergraduate semester courses is available online (see "Semester Course Sequence Schedules" at www.registrar.neu.edu/schedall.html).

Primary sequences are denoted by a single-character code, either a single digit or a single letter. For some classes, a secondary sequence, indicated by a two-character code, is used. In any case, however, meeting times are always indicated explicitly for all courses listed in the online class listings (www.registrar.neu.edu/schedules.html) unless the meeting time is "TBA".

Activities Periods

Undergraduate activities periods are:

- Fall and Spring Semesters
 - Wednesdays, 11:45 AM–1:25 PM
 - Thursdays, 2:50 PM–4:30 PM
- Summer Semesters
 - Mondays, 11:40 AM–1:20 PM

No classes or other academic functions are held during these periods. Violations of this regulation should be reported to the Office of Student Affairs or to the Student Government Association.