

Registration Overload: Taking Five Classes in a Single Quarter

NORTHWESTERN UNIVERSITY
OFFICE OF THE REGISTRAR

REGISTRATION EXCEPTION FORM

02 - 5

LAST NAME - FIRST - MIDDLE			TELEPHONE			SCHOOL - CLASS			TODAYS DATE		
ID NUMBER/EMPL. ID						QUARTER			SCHOOL YEAR		
						20			20		

ADD						DROP						RO OFFICE USE	
CLASS NO.	SUBJECT	CATALOG NO.	SECTIONS		CREDIT	ADD SIGNATURE/ PERMISSION NO.	CLASS NO.	SUBJECT	CATALOG NO.	SECTIONS			CREDIT
			LEC.	DISC/LAB						LEC.	DISC/LAB		

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

DEAN'S APPROVAL _____ **REGISTRAR'S OFFICE** _____ EFFECTIVE DATE _____

REQUIRED FOR LATE REGISTRATION OR CHANGE OF REGISTRATION AND COURSE OVERLOAD

FORM 10

Register for your first four classes through CAESAR as normal. Include only the information for the fifth and final class on this form.

Submit the completed form to the MEd office via fax (847-467-2495) or email (msedapply@northwestern.edu).

Key

SCHOOL This refers to *your* school (02-SESP), not the school which offers the class.

CLASS This refers to *your* class (5-GRAD).

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)

SUBJECT The department offering the class (MS_ED).

CATALOG NO. A three-digit number followed by a dash and 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 MEd Program Coordinator.