CAESAR Registration

Getting Started

Step 1 To access online registration, point your browser at the CAESAR homepage, [http://www.northwestern.edu/caesar/](http://www.northwestern.edu/caesar/), and Sign In using your NetID and password. Your Home Page appears.

Step 2 If you have any “Holds” or “To Do” items on your account, they will be in the banner at the top of the page, along with a Details link to instructions on how to remedy them. You must take care of holds related to registration before you can enroll.

Step 3 Review the time and date that your registration appointment begins. Click on the “Enrollment Appointment/Dates” link in the “Enrollment” pagelet.

Step 4 To use enrollment functions, click on the “Enrollment” link to reveal the Enroll tab and related enrollment action links.

Find Classes (Search for Classes) and Plan Your Schedule

Before you register, you might plan an ideal schedule and list of alternative classes. It’s helpful to have the 5-digit class numbers ready when your registration appointment time begins. Class offerings and numbers are in both the pdf version of the schedule and on CAESAR.

Step 1 From the Home Page, click on the “Search for Classes” link in the “Class Search and Catalogs” pagelet. 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 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 Worksheet" found at [www.registrar.northwestern.edu/registration/](http://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.

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, click on the “Enrollment” link from the Home Page. 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.

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Step 3 Enter a 5-digit class number in the Class Nbr field and press Enter (or press Search 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 Next. 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.

![Enrollment Preferences](image)

* The Enrollment Preferences page displays registration options available for the class(es) 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 box” to be placed on a waitlist if the course is full and maintains an online waitlist.

Step 5 You have now successfully added this class to your shopping cart. The Add Classes–Select classes to add page now displays the following message and the contents of your shopping cart:

![Shopping Cart](image)

Step 6 Repeat the steps above to add additional classes to your Shopping Cart or press the 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 Main Menu by selecting 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) to drop. Press Finish Dropping to complete the drop transaction or press Cancel 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, Errors will be displayed in the Message field. Press My Class Schedule to review your new schedule.

- It is important to check and update your telephone, address and Emergency Contact Information. Please access that information in the Update Emergency Information pagelet on the Home Page and follow the instructions provided.
- To ensure account security, after registration, from top right of the CAESAR banner, click Sign out to close your 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 at 1800 Sherman Avenue, at 847-491-HELP or caesar@northwestern.edu.