REGISTRATION

Registration for fall, spring and summer semesters open on dates stated on the Registrar’s Academic Calendar. Any registration holds must be resolved by the student before they can register. Students are assigned a time ticket by the Registrar’s Office based on their credits completed and enrolled. An email notifies them when and how they can view their time in MyNortheastern. Students register online with waitlists offered for many classes. Students can add online through the first two weeks of classes and drop without a W grade through the first three weeks of classes (for full-semester classes).

Waitlists. Waitlists are offered on most courses unless they are cross-listed with an undergrad course (per the Registrar). When a spot opens in a class with a waitlist, the first student on the waitlist receives an email notifying them they have 24-hours to add the course. If they miss their window, it moves on to the next student. This is a university-wide system setting that is not customizable to our college. The deadline to add to a waitlist across all graduate courses is one week after classes begin.

Late Registration. At the end of add/drop, the waitlists are purged by the Registrar’s Office and the late registration process begins. In order to be added to any course during this period, students will need to speak to the professor first to gain permission. Keep in mind that it is likely challenging to make up the missed assignments, but this is at the professor’s discretion. Upon approval, students can complete the Late Course Registration form online through MyNortheastern. The professor will need to approve the request via an email notification first, then the academic advisor receives an email to approve the request before it is sent on to the Registrar’s Office for processing.

Individual Instruction Registration Form. For students who are approved to enroll in a Directed Study, Readings, Project or Thesis course, they will need to complete and submit an Individual Instruction Registration Form online through MyNortheastern. The instructor will need to approve the request via an email notification first, then the academic advisor receives an email to approve the request before it is sent on to the Registrar’s Office for processing.

Overload Consideration. An overload is when a student takes 3 courses (12 credits) in one semester instead of the standard 2 courses (8 credits). Students can request this by sending an email to their academic advisor. An overall GPA of 3.50 or better is required for the overload.
INTERNATIONAL STUDENT REQUIREMENTS (ONLINE, PT, COMPLETION GUIDANCE)

Status. International students must be full-time (8 credits) per the requirements of their visa. Students are typically not allowed to withdraw from a course during the semester as they will drop to below full-time. If an international student has only one course left to complete the degree in the final semester, it is permitted and no other actions are needed. If an international student is not on his/her last semester and wishes to take only one course, and it is fall or spring term, the student must petition for a reduced course load to take one course.

Online courses. In the fall and spring semesters, international students must take at least 50% of their credits on campus. They are allowed to take online summer courses. In their last semester, if they only need one course to graduate, it must be on campus regardless of the term.

Program Extensions. To request additional time for the completion of the program of study, international students must submit a Program Extension form to OGS. The student needs to fill out part 1 and submit the form to their academic advisor to fill out the rest before sending it to OGS for processing.

OPT/Pre-OPT. OPT is work experience students are permitted to do on their visa once they graduate. Students must submit a Program Completion form to OGS. The student must fill out part 1 and submit the form to their academic advisor to fill out the rest before sending it to OGS for processing.

Pre-OPT is part-time work (less than 20 hours per week) students are allowed to do toward the end of their degree (not co-op). These hours are taken from the student’s OPT hours after graduation. Students will need to submit a Pre-OPT Verification form to OGS. The student must fill out part 1 and submit the form to their academic advisor to fill out the rest before sending it to OGS for processing.

STUDENT FORMS
Students can submit forms available on the Khoury College website to request:

- Course waiver
- Elective petition
- Individual instruction courses: Readings, Project, Directed Study, Thesis
- Transfer of credit
- Campus transfer

Please read the instructions carefully.
RESEARCH

Students interested in conducting research can pursue several types of opportunities during their graduate program. Research can be taken for credit or can be a volunteer/paid opportunity with a faculty member. If you are interested in learning more about the research taking place at Khoury College, you can visit our research webpage. Students should also connect with their academic advisor to learn more about current research opportunities at their campus location.

STUDENT LIFE

Student Financial Services. Students can reach out to the office of Student Financial Services for inquiries regarding tuition, financial aid and billing.

Office of Global Services. International students should reach out to the Office of Global Services for inquiries regarding your visa and maintaining status.

On and Off Campus Housing. Housing assistance is available to graduate students whether it’s on or off-campus.

Health Plans. For inquiries regarding student health plans and requirements, students can visit The Northeastern University Student Health Plan (NUSHP) website.

We Care. We Care is available to all students who need support services in their personal or academic life.

University Health and Counseling Services. The office of University Health and Counseling Services provides confidential medical and behavioral health services for Northeastern students.

Career Center. The office of Employment Engagement and Career Design provides graduate students with job search resources. They are available for group or individual career counseling.