

Add a Class to your Schedule Using CAESAR


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

- Step 1** Navigate to the CAESAR homepage, <http://www.northwestern.edu/caesar/>, and Sign In using your NetID and password. The **Student Center** appears.
- Step 2** To **Add** a class to your schedule *click* on the **Enroll** link from the **Student Center**. The **Add Classes–Select Term** page appears.
- Step 3** Select a term and *press* the **Continue** button. The **Add Classes–Select classes to add** page appears.
- Step 4** 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 5** 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 "Pass/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."



Section	Component	Days & Times	Room	Instructor	Start/End Date
20	Lecture	TuTh 2:00PM - 3:20PM	Frances Searle Building 2407	Rashida Shaw	09/25/2007 - 12/08/2007

- Step 6** 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.**

- Step 7** 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 8** 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 9** 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 10** *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.**]

- 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, *click* **Sign out** on the top right of the **CAESAR banner** to close your session when you have completed your registration 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.