
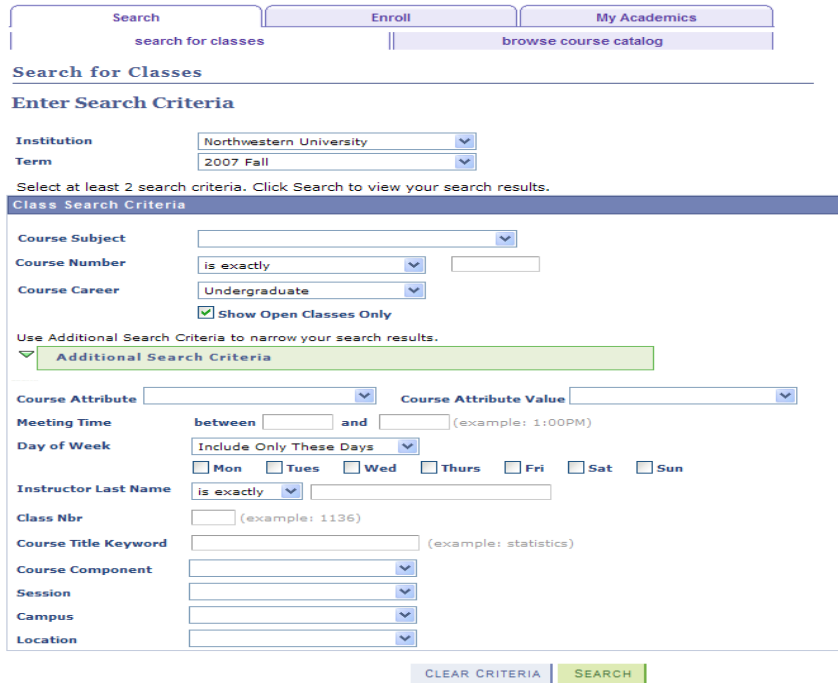


Find Classes and Plan Your Schedule

Before you register, you may want to plan your ideal schedule and make a list of alternative classes. It's helpful to have the class numbers of the selected classes ready when your registration appointment time begins. Class offerings and class numbers are found in both the pdf version of the schedule and on CAESAR. Class information on CAESAR is the most up to date.


Step 1 Navigate to the CAESAR homepage, <http://www.northwestern.edu/caesar/>. The Student Center appears.

Step 2 From the **Student Center (Home)**, click on the **Search** link. 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 3 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.

Class Search Criteria

Course Subject – For example, History - Click on the drop-down arrow  to select from the list of subjects. To move quickly through the list, click the drop-down arrow and type the first letter of the subject that you want.

Course Number – For example, 110-0 - Select the **Contains** option and enter the part of the number that you know. For example, "10" returns "100- level" courses 110-0, 105-6, etc.

Show Open Classes Only –When checked, returns only open sections. Uncheck this box if searching for a closed class for which you have a permission number.

Course Career – Automatically filled in based on your user preferences. Select a different career to search for classes outside your program.

Class Nbr – For example, 12345 - A 5-digit numerical identifier for each class in the schedule.

Course Title Keyword – This field is **not** case-sensitive, enter a word or phrase to search on all or part of the course title.

Course component– From the list, select the class type—lecture, lab, discussion, etc.—that you want to find.

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 Sheet**" at 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.

➤ To ensure account security, click **Sign out** on the top right of the **CAESAR banner** to close your session when you have completed your transactions, 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.