

## Editing Classes on CAESAR

You can use the *Edit Class Enrollment Options* page change a discussion section, change grading basis or change variable units for a class you are enrolled in.

**Step 1** Navigate to the CAESAR homepage at: <http://www.northwestern.edu/caesar/>, and Sign In using your NetID and password. The **Student Center** appears.

**Step 2** To **Edit** a class from your schedule *click* on the **Enroll** link from the **Student Center**. The **Add Classes–Select Term** page appears.

**Step 3** Press the **edit** link. The **Edit Classes–Select Term** page appears.

**Step 4** Select the term and *press* the **Continue** button. The **Edit Class Enrollment Options – Select a Class to Edit** page appears.

The screenshot shows the 'Edit Class Enrollment Options' page. At the top, there are three tabs: 'Search', 'Enroll', and 'My Academics'. Under 'Search' are links for 'my class schedule', 'add', 'drop', and 'swap'. Under 'Enroll' is a link for 'edit'. Under 'My Academics' is a link for 'term information'. Below the tabs is a breadcrumb trail: '1' (active), '2', '3'. The main heading is '1. Select a class to edit'. Below this is a text box: 'Select the class to modify and click Proceed to Step 2 of 3 to change your class preferences.' Underneath is the text '2007 Fall | Undergraduate | Northwestern University'. A blue box titled 'Classes you are allowed to edit' contains a dropdown menu with 'THEATRE 365-2: American Theatre & Drama' selected. Below the dropdown is a green button labeled 'PROCEED TO STEP 2 OF 3'. At the bottom is a blue box with a right-pointing arrow and the text 'My 2007 Fall Class Schedule'.

**Step 5** Use the drop-down arrow (▼) provided to select the class you wish to edit and press the **PROCEED TO STEP 2 OF 3** button. The **Edit Class Enrollment Options – Select a class to edit – Enrollment Preferences** page appears. [Note: only classes that you are allowed to edit will appear in the drop-down menu.]

The screenshot shows the 'Edit Class Enrollment Options' page, Step 1: Select a class to edit - Enrollment Preferences. At the top, there are three tabs: 'Search', 'Enroll', and 'My Academics'. Under 'Search' are links for 'my class schedule', 'add', 'drop', and 'swap'. Under 'Enroll' is a link for 'edit'. Under 'My Academics' is a link for 'term information'. Below the tabs is a breadcrumb trail: '1' (active), '2', '3'. The main heading is '1. Select a class to edit - Enrollment Preferences'. Below this is the text '2007 Fall | Undergraduate | Northwestern University'. The class name 'THEATRE 365-2 - American Theatre & Drama' is displayed. Below this is a blue box titled 'Class Preferences'. Inside this box, there is a row for 'THEATRE 365-2-20 Lecture' with a yellow triangle icon and the text 'Wait List'. To the right of this row is a 'Grading' dropdown menu with 'ABC/NC Grading' selected. Below the 'Grading' dropdown is a 'Units' field with the value '1.00'. Below the 'Class Preferences' box are three rows of text: 'Topic African American Musical/Th', 'Session Regular Academic Session', and 'Career The Graduate School'. At the bottom of the page are three buttons: 'CANCEL', 'PREVIOUS', and 'NEXT'. Below the buttons is a table with the following data:

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** Edit the preferences you wish to modify and *press* the **NEXT** button. The **Edit Class Enrollment Options – Confirm your selections** page appears. [See the box below for more information about **Enrollment Preferences\***.]

\* The **Enrollment Preferences** page displays registration options available for the class(s) in which you are enrolled, which you may be able to modify depending on the class. 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. When multiple grading options are available, such as "P/Not Pass", the **Grading** field will allow you to elect the desired **grading basis**. Finally, you may select a different discussion section.

Search      Enroll      My Academics  
 my class schedule || add || drop || swap || edit || term information

## Edit Class Enrollment Options

1 2 3

### 2. Confirm your selections

Click Finish Editing to process your edit request. To exit without making changes to this class, click Cancel.

2007 Fall | Undergraduate | Northwestern University

Class Attribute	Original Value	New Value
Grade Option	ABC/NC Grading	Pass/Not Pass

**Step 7** Review the page to confirm the course(s) you wish to edit. *Press* the **FINISH EDITING** button to complete the edit transaction or *press* the **CANCEL** button to exit without dropping your class(es). If the action is successful, CAESAR will display Success in the Message field. If the edit is unsuccessful, the **Errors** will be displayed in the Message field. *Press* the **MY CLASS SCHEDULE** button to review your new schedule.

✔ Success: Class updated      ✘ Error: Unable to update class

Class	Message	Status
THEATRE 365-2(12144)	Success: This class has been updated.	✔

- 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, when you have completed your registration, from top right of the **CAESAR banner**, *click* **Sign out** to close your registration 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](mailto:caesar@northwestern.edu).