

IMPORTANT REGISTRATION POLICIES 2020

Please see the undergraduate guide or [advising website](https://advising.soc.northwestern.edu/) (https://advising.soc.northwestern.edu/) for more information.

Adding and Dropping Courses

<https://advising.soc.northwestern.edu/registration-and-policies/add-or-drop-a-class/>

Regular Adds: During the add period (the first week of each term), you can add yourself to classes via CAESAR. Take note of prerequisites and whether you need permission numbers. You cannot add yourself to independent studies, internships, or honors program classes; the Student Resource Center (dear-soc@northwestern.edu; 847-491-7214; Ryan Center for the Musical Arts, Room 5-134) must register you for those.

Regular Drops: You can drop yourself from a course via CAESAR through the sixth week of classes. Before dropping a class, see your academic advisor to determine if dropping the class will impact your degree progress, your Undergraduate Registration Requirement, or your full-time status. If you drop a class online, be sure you log off and log back into CAESAR to check that the drop was completed successfully. Student athletes must see an advisor in athletics to determine their NCAA and NU eligibility requirements and to obtain permission to drop any class.

IMPORTANT NOTES: The deadlines for tuition adjustment are different from the add and drop deadlines. Notably, the tuition adjustment is much earlier in the quarter than the drop deadline. **Adding a course after the tuition adjustment deadline may incur additional tuition fees. Further, no refunds will be issued for classes dropped after the deadline for tuition adjustment.** Make sure to check the University's academic calendar (<https://www.registrar.northwestern.edu/calendars/academic-calendars/index.html>) for the most up-to-date information on deadlines.

Late Add/Drop and Course Withdrawal

School of Communication Students may not late add/drop or withdraw from courses without approval. Late add/drop and withdrawals are only granted under specific circumstances.

Late Add

<https://advising.soc.northwestern.edu/registration-and-policies/add-or-drop-a-class/>

It is very important that you be sure to properly register for all of your courses no later than the end of the first week of the quarter. Occasionally, there may be reason for you to request to late add a class. In that case, you can petition for approval to late add.

Late Drop

<https://advising.soc.northwestern.edu/registration-and-policies/add-or-drop-a-class/>

If you want to drop a course, you must do so before the drop deadline. Make sure to check the University's academic calendar (<https://www.registrar.northwestern.edu/calendars/academic-calendars/index.html>) for the most up-to-date information on deadlines. **If you are worried that you may be failing a course but will not have any graded feedback from the professor prior to the drop deadline, contact your advisor before the drop deadline** and let them know the situation. A late drop may be approved in those circumstances. Additionally, if it is past the drop deadline, you may request approval for a withdrawal (see below).

Withdrawal from a Course

<https://advising.soc.northwestern.edu/registration-and-policies/withdraw-from-a-class/>

SoC students may request permission to withdraw from a course or courses after the drop deadline. All approved withdrawals will result in a W (withdrawal) grade being posted to the transcript. Grades of W do not affect the GPA, but no credit is received for the course. **Students may initiate a withdrawal request until 5pm the business day before the due date of a final project, paper or in-class assessment, or by the University's withdrawal deadline, whichever comes first.**

Pass/No Pass (P/N) Grading Option

<https://advising.soc.northwestern.edu/registration-and-policies/grading-options/>

If you are interested in taking a course that is out of your normal area of study, or that might be highly challenging for you, **and that is not a distribution or major requirement**, taking the class Pass/No Credit (P/N) might be an option. If you register for a course P/N, then either a "Pass" (P) or "No Credit" (N) grade is posted to the transcript in place of an ABC grade. The P/N does not affect your GPA, regardless of whether you "Pass" or "No Credit" the class. If you pass, you can use the course as an elective credit toward your degree. If you receive an "N" grade, you receive no credit for the class. Be very cautious when registering for a class P/N; it is best to discuss it with your advisor before going ahead with this option. Also, be sure to review the rules on P/N grading below.

***For all matriculation years, human communication sciences and communications studies have additional rules concerning grades; see their major requirements for complete information.

- Make sure to check the University's academic calendar (<https://www.registrar.northwestern.edu/calendars/academic-calendars/index.html>) for the most up-to-date information on deadlines. The P/N deadline is absolute -- No Exceptions.

P/N Rules

- Grades of P or D may only count as electives courses; they may not count in either the major or distribution requirement areas.
- Courses offered by the major department may not be taken for a P grade, regardless of which requirement they are applied to, and even if they will count as an elective.
- You may P/N only one class in a given quarter, and you cannot P/N a course during a quarter in which you are on probation.
- A maximum of six courses may be taken P/N. This includes Ns.
- You cannot P/N a language course that you will use to fulfill the language requirement for your major.
- It is solely your responsibility to sign up for P/N grading successfully. If you change your grading via CAESAR, be sure to log out and log back in to double check that the grading option was properly set. You can also sign up in person at the Registrar's Office; if so, save your receipt so you can prove you did sign up P/N.
- Professors may decide not to allow the P/N grading option in their course. That information will be listed in CAESAR.

Keep in mind – professors do not know if you sign up for a course grading option of P/N unless you tell them. Also, many graduate schools (especially law schools) do not like to see P/N grades because they may be masking low grades and artificially inflate your GPA. P/Ns are intended to help you explore new areas – use them wisely and consider how they will impact your record.

Lastly, each school and department at Northwestern may have varying rules on P/N grading, so do not ask the people at the front desk in the Registrar's Office to accurately tell you the rules for your major in the School of Communication. You should ask your own academic advisor, the School of Communication's Undergraduate Dean, or your degree auditor in the Registrar's Office. These are the people who know the rules that apply to you.