Registration Guidance for Students Entering MS Program in Spring 2024:

Congratulations on your acceptance to the Chemical Engineering program at Northeastern University!

**How do I register for classes?**
To be able to register for classes, admitted students need to first confirm their enrollment and pay their enrollment deposit. Students may do so by logging into their application portal.

Please register as soon as you can to ensure you have a spot in the courses you need.

Please watch the following webinars for instructions on how to register using your MyNortheastern Student Hub account:
- Course Search Webinar: [Schedule of Classes - Office of the University Registrar Knowledge Base (northeastern.edu)]
- Course Add/Drop Webinar: [Registering for Classes - Office of the University Registrar Knowledge Base (northeastern.edu)]

**What courses should I register for?**
There are four core courses in chemical engineering (Mathematics, Thermodynamics, Kinetics, Transport) and you are expected to take all four core courses within your first two years. When planning, bear in mind that Mathematics and Thermodynamics are only offered in the Fall, and Kinetics and Transport in the Spring. Additionally, if you plan to pursue a research MS with Thesis, then also register for CHME 7390 Seminar.

**Students will register for:**
1. Chemical Engineering Kinetics, CHME 7340, 4 semester hour credits.
   CRN: 30600 Mondays & Wednesdays, 5:50 pm – 7:30 pm
2. Chemical Engineering Transport, CHME 7350, 4 semester hour credits.
   CRN: 30655 Tuesdays & Thursdays, 5:50 pm – 7:30 pm

**If you plan to pursue a research MS with Thesis, then also register for:**
3. Seminar, CHME 7390, 0 semester hour credits,
   CRN: 30654 Wednesdays, 11:45 am – 1:25 pm

**What if I want to take an additional/elective course?**
Please know that graduate students are advised not to add courses on top of two chemical engineering core courses. Additional/elective courses are only advised when taken on their own or, in rare cases, seeking to supplement only one core course. You can choose from the available graduate-level electives in Chemical Engineering, as found in the Course Schedule:

1. Term - “Spring 2024 Semester”
2. Subject - “Chemical Engineering”
3. Under Advanced Searches - “Graduate” for Course Level

In doubt, please also utilize the Academic Catalog to find a full list of pre-approved electives.

**What if my course is full?**
Do not panic! Enrollments are always shifting as students get Co-ops or change their course registrations. If a seat is not available in your preferred classes right away, you can join the waitlist. To join a waitlist, enter the class CRN (the 5 numbers in parentheses next to the course number above) directly into your registration sheet and hit submit. You will then have an option to select “waitlist” from a drop-down menu. The waitlist system will
automatically inform you when a seat opens - just log into your account and accept it within the 24-hour time limit!

**What if I am a part time student?**
We recommend choosing one of the two core courses listed above.

**What if I am transferring credits from another institution or degree program?**
Students who are transferring credit for core and/or elective courses should talk with the Associate Director of MS Programs and their Graduate Student Services (GSS) Academic Advisor (at coe-chme-gradadvising@northeastern.edu) to determine an appropriate plan of study. You will be able to easily add or drop courses using the online registration system for the first two weeks of the term.

**Will I get a bill from registering?**
Yes, your first e-bill is generated when you register for your courses. You will receive an e-bill from the University with instructions on how to pay the e-bill. If you have questions about payment, please contact the Student Financial Services office directly.

**What if I am interested in the Gordon Engineering Leadership Program?**
If you are considering the Gordon Engineering Leadership program, please discuss your interest with your Graduate Student Services (GSS) Academic Advisor at Orientation. You should still register for the above-listed courses.

**What if I’m interested in the Co-op Program?**
Before going on a Co-op, students need to have completed their first semester (8 semester hours). A Co-op preparatory course, ENCP 6100, must also be completed, during the second semester at the earliest. Find out more [here](#). If you have further questions, contact Jake Walker at jw.walker@northeastern.edu.

**Meeting with your Graduate Student Services (GSS) Academic Advisor:**
For questions related to registration errors and issues, program requirements, and questions about GSS forms, please email coe-chme-gradadvising@northeastern.edu to be connected with your academic advisor. You can find more information about the academic advisors [here](#).

**Meeting with your Chemical Engineering Department faculty advisor:**
MS students pursuing a Thesis will initially be advised by the Associate Director of MS Programs and, based on their thesis research, will choose their official faculty advisors typically by the end of the first semester. Non-thesis students (taking coursework only) are advised by the Associate Director of MS Programs throughout their degree.

**Who else can answer questions that I have for the Chemical Engineering Department:**
In addition to the Associate Director of MS Programs, please contact the department Academic Coordinator Cindy Rinear c.rinear@northeastern.edu or the Graduate Committee at che-grad-committee@coe.neu.edu.

Sincerely,
The Chemical Engineering Department