

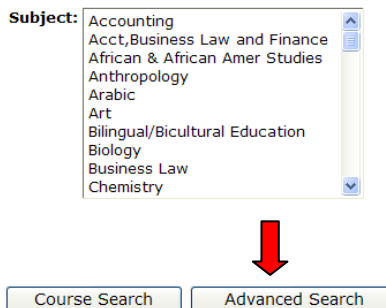
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How to Look Up Classes

1. To look up classes online, there are two ways:
 - a. For guests/prospective students/students who do not have access to [NEIUport](#) go to the following website:
<http://courseschedule.neiu.edu>
 - b. For students with access to [NEIUport](#), log in to [NEIUport](#) and go to the Current Student tab. To see the schedule of classes go under Registration Tools and click on Look Up Classes.
2. From the “Search by Term” drop down menu select the term you are interested in and click Submit.
 - a. **Spring** – classes are from January to May
 - b. **Summer** – classes are from May to August
 - c. **Fall** – classes are from August to December

Please Note: If you log in to [NEIUport](#) to view the list of scheduled classes, you will be presented with the screen below. If you would like to search for all the available sections within an academic department make sure you click the Advanced Search button. This feature enables you to search by campus, specific times, days, etc.



The screenshot shows a web interface for searching classes. At the top, there is a label "Subject:" followed by a dropdown menu. The dropdown menu is open, displaying a list of academic subjects: Accounting, Acct,Business Law and Finance, African & African Amer Studies, Anthropology, Arabic, Art, Bilingual/Bicultural Education, Biology, Business Law, and Chemistry. Below the dropdown menu, there is a large red arrow pointing downwards. At the bottom of the interface, there are two buttons: "Course Search" and "Advanced Search".

3. Searching For Classes

a. Viewing all offered classes

- i. Under “Subject” left-click on the first available choice. Once you click on it, it will highlight in blue. Scroll down to the bottom of that list and press the “Shift” key on your keyboard and click on the last option. This will highlight all the offered subjects. Scroll to the bottom of the page and click on the Section Search button. *Note: Classes will appear in the next screen in alphabetical order by Department.*

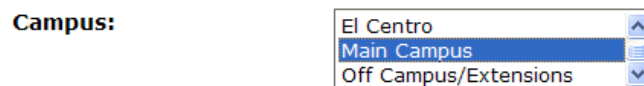


- ii. To view only classes in specific departments left-click on one of your choices and then hold the “Ctrl” key on your keyboard while left-clicking on your other choices. Anything that is highlighted in blue is your selection. Scroll to the bottom of the page and click on the Class/Section Search button. *Note: Classes will appear in the next screen in alphabetical order by Department.*



b. Viewing Classes By Specific Campus

- i. Repeat Step 3ai or 3aii
- ii. Go under Campus and you can select “All” or you can search by specific campuses. To select multiple campuses, first click on one and then hold your “Ctrl” key on your keyboard and select your other choices. Make sure to scroll down to the bottom of the page and click on the Class/Section Search button.



Campus Choices and Locations:

Carruthers Ctr Inner City St (**CIS**) – 700 E. Okwood (700 East & 3940 South)

Chicago Teachers Center (**CTC**) – 770 North Halsted

El Centro (**EC**) – 3119 N. Pulaski Road

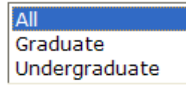
Main Campus (**MC**) – 5500 N. St Louis Avenue

Off Campus/Extensions – Online, Hybrid & Videoconferencing Courses

c. Viewing Classes By Course Level (Undergraduate/Graduate)

- i. Go under Course level and select All, Undergraduate, or Graduate.

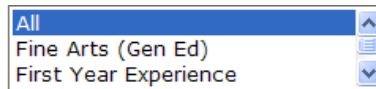
Course Level:

A dropdown menu with three options: 'All' (highlighted in blue), 'Graduate', and 'Undergraduate'.

d. Viewing Classes By Specific “Attribute” e.g. General Education, Writing Intensive, Weekend Course

- i. Go under Attribute Type and select one choice, multiple, or all. To select multiple choices, left-click on one choice and then scroll down, hold your “Ctrl” key on your keyboard and left-click on your other selections. Anything that is highlighted in blue will be your selection. Make sure to scroll down to the bottom of the page and click on the Class/Section Search button.

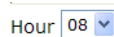
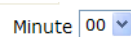
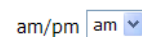
Attribute Type:

A dropdown menu with three options: 'All' (highlighted in blue), 'Fine Arts (Gen Ed)', and 'First Year Experience'.

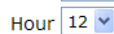
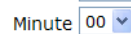
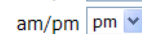
e. Viewing Classes By Specific Times and/or Days:

- i. Scroll to the bottom of the page and from the drop down menu under Start Time and End Time make your selections. Next, click on the days of the week you are looking for class offerings. For our purposes, let’s say that I’m searching for classes that are offered from 8:00 AM - 12:00 PM on Tuesday, Wednesday, and Thursday. Once you have made your selection make sure to scroll down to the bottom of the page and click on the Class/Section Search button. Your results will only show classes that are offered between those times and on those days.

Start Time:

A dropdown menu showing '08'.A dropdown menu showing '00'.A dropdown menu showing 'am'.

End Time:

A dropdown menu showing '12'.A dropdown menu showing '00'.A dropdown menu showing 'pm'.

Days:

An unchecked checkbox for Monday.A checked checkbox for Tuesday.A checked checkbox for Wednesday.A checked checkbox for Thursday.An unchecked checkbox for Friday.An unchecked checkbox for Saturday.An unchecked checkbox for Sunday.

How to Register for Classes

1. In order to register for classes you must be logged in to [NEUUpport](#). Once you log in go to the Current Student tab and under Registration Tools click on Add or Drop Classes. On the next screen select a Term, then click Submit.
2. If you get a message that says “You have holds that prevent your Registration,” scroll to the bottom of the page and click on “View Holds”
 - a. **Advisor’s Hold:** DO NOT PANIC! This message means that you cannot add, drop, or register for any classes without meeting with your Academic Advisor. Students with fewer than 45 credit hours or students who have not declared a major automatically get this hold placed on their record every semester. Please plan to meet with your academic advisor prior to your registration.
3. For Step-By-Step Instructions on How To Look Up Classes [Click Here](#).

How to Print Your Student Detailed Schedule

To see your current schedule, go to the Current Student tab and under Registration Tools click on Student Detailed Schedule. From the “Search by Term” drop down menu, select the term for which you would like to see your schedule, and then click Submit. *Note: Prior to the beginning of classes, check the classes for which you are enrolled, as well as the days and times they meet.*