



Follow these instructions if you are a Northwestern University employee using tuition benefits.



Do NOT follow these instructions if you have paid tuition in full, or are paying tuition via a payment plan.



Do NOT follow these instructions if you are using a student loan

Attention: In order to finalize your registration and be entered into CAESAR, the university's student enterprise system, you must complete the following step-by-step process **BEFORE NOON ON FRIDAY, APRIL 9TH.**

Step 1: Complete a Tuition Benefit Application online via [myHR](#).

Because Northwestern Boot Camps are one of the School of Professional Studies non-credit professional development certificate programs, you are eligible for [Employee Reduced Tuition](#) and [Enhanced Employee Reduced Tuition](#) benefits. Please review the Northwestern University Human Resources website to determine which Educational Assistance benefits to use based on your eligibility.

To receive your tuition benefit, you must submit a completed Tuition Benefit application to the NU Benefits Division within the calendar year for which your benefit is requested. *If you do not submit the benefit form, you will be responsible for paying the entire tuition amount.*

Please note that the (Enhanced) Employee Reduced Tuition benefit is subject to Internal Revenue Code Section 117 for undergraduate courses. You can receive up to \$5,250 a year in benefits from this plan each year tax-free; any benefits you receive from this plan in excess of \$5,250 a year will be treated as noncash compensation and will be considered as taxable income for that year. Please review the [Northwestern University Health and Wellness Benefits Handbook](#). You may contact Benefits at (847) 491-7513 or educational-assistance@northwestern.edu with any questions.

Please follow these directions to submit your tuition benefit online:

1. Use a Firefox browser.
2. Log in to [myHR](#) with your NetID, Password, and Multifactor Authentication (MFA).
 - a. [\(Multi-Factor Authentication\)](#) is required to access self-service. If you get an error, please make sure you are using MFA.)
3. Select the "Benefits" tile and choose "My Tuition Benefit Application."
4. Select "Submit New Application."
5. Select the "Tuition Benefit Year."
6. Use the magnifying glass icon to select the "Plan ID" (your eligible tuition benefit options will appear).
7. Follow the instructions to complete your application.

After submitting your tuition benefit application:

Check back in myHR occasionally to ensure your application status changes to "routed for payment." You do NOT need to have this status before enrolling in the course – **please continue to enroll in your class online by completing Step 2 below now.**

Step 2: Complete your enrollment with the School of Professional Studies through [this link](#).

1. Scroll down. Find the listing for your upcoming course
 - Confirm that all course information on the website matches the course that you have enrolled in *before clicking "Add to Cart."*
 - **EXAMPLE:**

Tuition : \$11495

Winter 2020				
Start/End Dates	Day(s)	Time	Building	Section
02/24/20 - 08/15/20 Additional Day: Saturdays	MWSa	6:30 – 9:30 p.m. Additional Time: 10:00am – 2:00pm	Wieboldt Hall, 339 E Chicago Avenue Room 408	21
Instructor	Course Location		Status	CAESAR Course ID
TBA	Chicago Campus		Open	27832

Schedule Notes :

Weeknights: Class meets 6:30 – 9:30 pm. Office hours are 5:45 – 6:30 pm and 9:30 – 10:00 pm.

Saturdays: Class meets 10:00am – 2:00 pm. Office hours are 9:15 – 10:00 am and 2:00 – 2:30 pm.

Course Materials :

Registration is limited to admitted students only. Admitted students: Please ensure you are registering for the correct section.

ADD TO CART

2. Click the "Add to Cart" button for your course
3. Click the Checkout button.
4. On the next page, enter the email address associated with your NetID, which is probably your *work email*. Then click on Checkout.
5. You will be directed to CAESAR, the student record and enrollment system. On the next page, enter your NetID and password, click the Validate NetID and Password button. *You should not create a new NetID!*
6. Enter the requested personal information. Click the radio button to identify yourself as a Northwestern University employee.
7. Under Program Information, select Data Science Boot Camp from the dropdown menu.
8. Continue to the payment and final checkout, and click enroll.

IMPORTANT UPDATE: As of Fall 2020, registration for all professional development courses will require students to:

- 1) Register for their course
- 2) Complete an acknowledgement of Northwestern University's Student Expectations and COVID-19 Code of Conduct.

Further instructions on how to complete part 2 of this process will be sent via email within 24 hours of registration and must be completed within 48 hours.

Regarding Payment: When you identify yourself as an employee during registration, the tuition benefit amount (90%) will be calculated automatically. You can then pay 10% of tuition online via credit card. If you are paying by paper check or chartstring, you will need to [contact the SPS Registrar's Office](#) for a paper registration form. Payment is due in full at time of registration.

Need help?

- Please refer to the Schedule Notes for the class times.
- Use a [recommended browser](#). [Clear your browser cache](#), then close your browser application completely. Reopen a new browser window and retry the enrollment process.
- **Having an issue with online class enrollment?** If the online class enrollment is not successful on your first or second attempt, please do not continue to try multiple times in a row. Instead, contact the School of Professional Studies Office of the Registrar either by calling [\(312\) 503-6951](#) or emailing onlinereg@northwestern.edu. Please be as specific as you can about the error you are encountering. You are welcome to include screenshots in an email, or speak with the Registrar's Office by telephone and share your computer screen for assistance.
- **Employees / Previous NU students or applicants:** If you were a previous student or applicant to NU, you may already be in CAESAR, the student record system. You may not be able to register online if your NetID requires reactivation. If this is the error you encounter, you will need to contact the School of Professional Studies Office of the Registrar for assistance either by calling [\(312\) 503-6951](#) or emailing onlinereg@northwestern.edu.
- **Having an issue paying via CAESAR?** If you are having trouble paying for this course through CAESAR, please follow the steps below:
 - Login to CAESAR.
 - Click the drop-down at the top-center of your homepage and select Student Homepage.
 - Click the tile that says Professional Development.
 - In the menu on the upper left-hand corner, select Charges and Payments.
 - Click the Yes button to confirm that you are a NU employee. This will take you to your Account Summary page.
 - Click the Make a Payment button. You will be able to make a payment via credit card or e-check.

Please let us know if you have further questions. We look forward to having you in the program.

Registration Checklist - Northwestern Employee

Task:	Additional Information:	Completed by:	Complete
Complete Northwestern University Employee Reduced Tuition Application (Plan ID: ERU) for current calendar year.	Please contact myHR@northwestern.edu for more information about the reduced tuition application process.	Prior to start of class	<input type="checkbox"/>
Attend Orientation	Zoom link emailed from support@bootcampspot.com	1 week prior to the start of class	<input type="checkbox"/>
Register for your course in CAESAR. Be sure to indicate that you are a benefits-eligible Northwestern University employee during this process.	Registration Instructions PDF emailed from your Trilogy Student Success Manager <i>and</i> SPS Boot Camps (spsbootcamps@northwestern.edu) just prior to the course Orientation. NOTE: If you have not received this email the day of your orientation, please check your spam or junk folder.	Prior to start of class	<input type="checkbox"/>
Complete your acknowledgment of Northwestern University's Student Expectations and COVID-19 Code of Conduct. Information on completing your acknowledgement will be shared during Orientation and via email.	Sent via PDF from the SPS Registrar's Office onlinereg@northwestern.edu .	Within 48 hours of registration	<input type="checkbox"/>