

Registration Guidance for Students Entering PhD Program in Fall 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.

Other students with backgrounds outside of Chemical Engineering or those needing a refresher on Chemical Engineering basics will begin with the Fundamentals of Chemical Engineering course (CHME 5101) along with one elective before moving on to core courses. CHME 5101 covers all essential topics in chemical engineering and serves as an introduction or review. It can be counted as an elective, thus not increasing overall class requirements. Additionally, PhD students must attend Seminar and a series of courses on Professional Development and Communication. These courses are interchangeable on Wednesdays and Fridays. Your attendance sequence and requirements will be clarified by the course instructor. Please register for CHME 7390 and CHME 7391.

Students <u>with</u> a ChE background register for:				
1	CHME 7320 CRN: 10551	Chemical Engineering Mathematics	4 credits	Mondays & Wednesdays, 6:00 – 7:40 pm
2	CHME 7330 CRN: 12648	Chemical Engineering Thermodynamics	4 credits	Tuesdays & Thursdays, 5:45 – 7:25 pm
3	CHME 7391 CRN: 13238	Professional Development and Communication in Chemical Engineering 1	1 credit	Fridays, 11:45 am – 1:25 pm
4	CHME 7390 CRN: 10603	Seminar	0 credits	Wednesdays, 11:45 am – 1:25 pm

Students with <u>non-ChE background</u> or who <u>want to refresh</u> ChE background register for:				
1	CHME 5101 CRN: 12657	Fundamentals of Chemical Engineering Analysis	4 credits	Mondays & Wednesdays, 5:45 pm – 7:25
2		One <u>elective</u> of your choices	4 credits	
3	CHME 7391 CRN: 13238	Professional Development and Communication in Chemical Engineering 1	1 credit	Fridays, 11:45 am – 1:25 pm
4	CHME 7390 CRN: 10603	Seminar	0 credits	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!

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 are funded on a SGA, your tuition and NUSHP fees will be waived 6-8 weeks into the semester. You do not need to pay these. However, you are responsible to pay the mandatory student fees. If you have questions about payment, please contact the Graduate School of Engineering at coe-phd-gradadvising@northeastern.edu or the [Student Financial Services office by submitting an inquiry](#).

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 Chair of Graduate Studies](#), Dr. Eno Ebong, and their Graduate Student Services (GSS) Academic Advisor (at coe-phd-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.

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 your Co-op team at ChemEGradCoop@northeastern.edu

What if I already have an MS in Chemical Engineering? Students who already have an MS degree in Chemical Engineering may be eligible to waive up to three of their Core classes, by petitioning the department's Graduate Committee. Consult with [Graduate Committee](#) and the department Academic Coordinator [Cindy Rinear](#) for advice and be prepared to provide transcripts and syllabi.

Meeting with your Chemical Engineering Department faculty advisor:

Students will initially be advised by the [Associate Chair of Graduate Studies](#) and, based on their research and lab capabilities, will be matched their official faculty advisors typically by the end of the first semester after a rotation process.

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

For more information about beginning your program at Northeastern University, please read your acceptance letter in full.

We look forward to welcoming you to the Graduate School of Engineering!

Sincerely,

The Chemical Engineering Department