

## **JOURNAL CREDIT ENROLLMENT**

Journal credit enrollment will be available during the Fall/Spring/Summer terms and will occur during the Open Enrollment (add/drop) period. Students do not need to place bids or use bid points to enroll for journal credit. Please note Summer is the last term in the academic year.

### **STEPS TO ENROLL FOR JOURNAL CREDIT**

- Log into CAESAR and select the Manage Classes tile. Steps to add/drop/swap classes can be found [here](#).
- There will be 2 sections per journal: a 1-credit section (representing a minimum of 50 hours of academic work) and a 0.5-credit section (minimum of 25 hours of academic work). You will receive an email with the class number for your journal section options. Following the steps to add a class (linked above), select the correct class number for enrollment.
  - Journal members may elect to earn up to 1 academic credit per academic year for up to 2 years, during which they are an active member of any Northwestern Law journal.
  - The maximum number of credits allowed to be taken in a semester is 17, inclusive of credits for journal. For summer, journal counts as 1 class.
- Students will be able to use CAESAR to adjust journal enrollment during the Open Enrollment (add/drop) period. If a change needs to be made to a journal credit enrollment after the Open Enrollment (add/drop) period, please email the Law Registrar's Office at [law-registrar@law.northwestern.edu](mailto:law-registrar@law.northwestern.edu). Changes to other courses or credits are not available after Open Enrollment (add/drop) period closes.