

Academic Registration Guide

ALL ACADEMIC STUDENTS MUST REGISTER FOR CLASSES FOR THE NEXT TERM ON YOUR OWN **REGISTRATION DAY!!**

STEP 1: Download a tentative class schedule from the the LUJ web site, in the Current Students Menu, under "Student Resources.".

STEP 2: Contact your advisor as soon as possible to make an appointment for advising.

STEP 3: Meet with your advisor during the advising period (10/22 ~ 11/2) and discuss the courses you will take next term and in succeeding terms. In addition to choosing the courses you want to take, discuss with your advisor which other courses you could take in case the class or section you want is filled and closed. Write these down and have them ready for registration.

STEP 4: Fill out the registration form and get your advisor's signature **no later than** 11/2 (Fri.)

STEP 5: Submit the registration form to Maya Hirabara, Dr. Brender's assistant, on the 6th floor. After Dr. Brender signs the form, you must pick up the **blue** sheet from your advisor before your registration day (do not lose that form!). The date of your registration will be emailed to your account; find it and remember it. Remember, the final step of the procedure is STEP 6: registering.

STEP 6: Register for classes. On your assigned registration day (11/5 - 11/8), you will be allowed to sign up for classes after 8:30 a.m. You can register from any location, but support for any difficulties will not be available by phone. If you think you may need support, be at school after 10:00 a.m. when you register, and report any problems to the staff in the Academic Affairs office (3F) as soon as you encounter them.

Before your registration time, make sure you are somewhere with a stable Internet connection. Have your my.lakeland login information ready, as well as your registration form and list of approved alternative classes. To register, log in to my.lakeland.edu, click on LUJ Students, go to the Add/Drop section near the top of the page, and then follow the directions in your **Registration Instructions** handout, which all students receive in their very first advising session (your advisor will have given one to you; if you do not get one, download a copy from the LUJ web site, in the Current Students Menu, under "Student Resources")

