Registration Instructions

Here are the steps to register for classes online. Read **all** the instructions **before you register!!!**

Step #1: Prepare Correctly

- Get the latest schedule, with course names, codes, sections, days, times, & teachers.
- Check your LUJ email to find out which day is your registration day.
- Plan which classes you want to take.
- Make an appointment & meet with your advisor.
- Plan the courses you will take **and any alternate courses** in case your intended courses become full.
- Get your Degree Planner from your advisor.
- Make sure to record the course information and details you decide together with your advisor. You will need this information when registering online.

Step #2: Log In on Your Registration Day

On your registration day, you will be able to register from 8:30 a.m. While you can register anywhere you wish, the staff will only provide technical support through email (and telephone if needed) until 4 p.m.

Log in to my.lakeland using your LUW ID number and the password you set up when you created your account. Once you have logged in, click on **LUJ Student** in the page's navigation bar.

Step #3: Go to Add/Drop

At or near the top of the page, you will see a section titled **Add/Drop**.

Click on the link titled **Add/Drop Courses**.

Make sure that you choose the correct **Term**, selecting the term after this one, the one marked "**LUJ ... Term**". If you do not do this, then the courses you need will not appear, or courses in Wisconsin may appear!

Make sure you are in **Add by Course Code**.

※*To get information on open seats in classes, use the "Course Search" tab.*
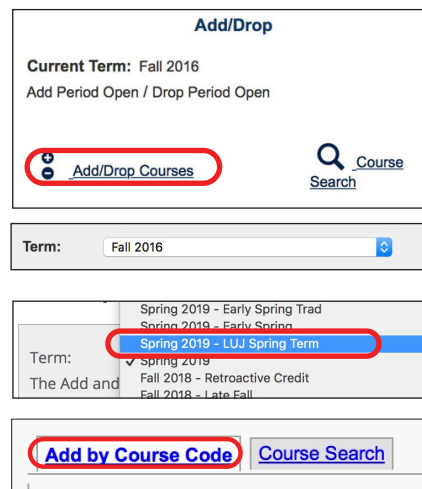
Step #4: Enter Course Codes

In the boxes below, fill in the course codes for the classes you wish to take.

As you begin typing the course code, you will see all matching courses appear in a menu below your typing. You may use the arrow keys on your keyboard to choose the **correct section**, and then hit **Enter** to make the selection.
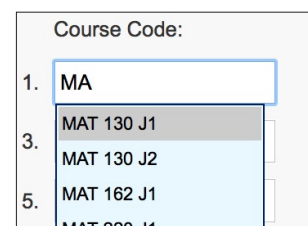
Note: it is not possible to (1) sign up for classes which you have not taken the necessary pre-requisite, and (2) sign up more units than you are allowed. Be careful only to sign up for classes and the number of classes which you are allowed to take!

If you are signing up for any 4-unit courses (Biology or any 100-level language courses), then you must sign up for the Main Course **and** the Lab with the exact same section number. The Lab has an "L" added to the code.

Course Code:		Course Code:	
1.	BIO 100 J1	2.	BIO 100L J1

IMPORTANT:

1. Sign up for courses in the **Japan Campus**, only ones with section number of J1-J4.

2. Make sure that you signed up for the correct section (.J1, .J2, .J3, or .J4)

3. Follow the courses approved by your advisor. You may change to another section of an approved course.

Keep in mind that registering is not the same as being <u>approved</u> for a course. All of your class choices will be reviewed by your advisor, and if you signed up for a course your advisor did not approve, you may be rejected. You must not ignore your advisor's recommendations. When you register for classes, you must only take courses that you arranged with your advisor as your main choices or alternates. <u>Do not</u> suddenly decide to take courses which you were not pre-approved for. **If you stray from the approved courses, you may be denied the course you chose, and you may not be contacted until hours or even a few days later. By the time you find out what happened, your approved courses may be filled up!** This may cause you to miss taking necessary courses, or it may force you to sign up for classes you did not want!

Possible reasons for course non-approval:

- You signed up for a course that requires a prerequisite which you did not take
- You signed up for too many / too few courses
- You signed up for a course that your adviser strongly discourages

Changing the courses you agreed on with your advisor may also mean that you will miss the chance to take a "rotating" course which is only available once a year.

STEP #5: CHECK YOUR COURSES CAREFULLY

Review the choices you made for your classes.

- Did you select the courses approved by your advisor?
- If any of those were filled, did you only choose alternate courses which were pre-approved by your advisor?
- Did you choose the sections you intended?
- Do all of the courses have a J1, J2, or J3 course number?
- If you signed up for a 100-level language class or for Biology, did you also sign up for the separate lab?
- Did you only sign up for 12-14 units? (fewer is OK if you're in your last 2 semesters)
- Did you sign up for at least 6 units if it is your last semester and you are on the school sponsored student visa?

STEP #6: ADD

Once you have entered all the courses you wish to take, click on the **Add Course(s)** button.

If you scroll down below the "Add" window, you will see the results of your registration. Your courses will be reserved under the "Awaiting Advisor Approval" title; you must then wait until the courses are approved by your advisor, and appear under "Your Schedule (Registered)."

There are a few special situations you may have to deal with:

- **Co-requisite course required**: a "co-requisite" course is a lab which is required with a main class. If you sign up for a 4-unit course without the lab, you may see an error message telling you that you need a **co-requisite course** (which means the lab for the course). Click on **Add Co-requisite Course(s)** and add the companion class.


- **Course section is full**: if a class you signed up for is full, you must sign up for a different section. If no section is available, or if no section is free without conflicting with another course you wish to take, then you may sign up for an alternate course, so long as your advisor approved the course previously.

- **Waitlist**: if a course or section is full, you will be given an option to go on a wait list. You **must** register for an alternate class which you can enter **now**. If a space opens up in your waitlisted class, you will be given the option of adding that class at a later time, and dropping the alternate. However, **the chance of being added from a waitlist is very small**. If you go on a waiting list for a course, **you cannot sign up for another available section of the same class**. Therefore, if it is a required course, the waiting list is not your best option, because you may get shut out of all sections if the class fills up.

Be sure to check your list of registered courses, and make sure that you are signed up for all the courses you intend to take. Again, if you chose to be on a wait-list for a class, you must sign up for an alternate class which is not full.
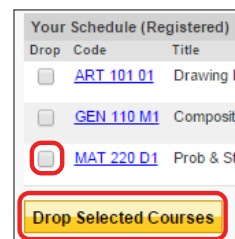
Special Step: Drop

If you find that you have signed up for the wrong class, you may remove a course from the list you have selected so far.

To cancel a course that you have added incorrectly, look in the "Awaiting Advisor Approval" section. You will see that each course has a check box next to it. Put a check **only** in the box next to the class(es) you intend to cancel, then click on the "Cancel Selected Approval Request(s)" button. You will see a confirmation message.
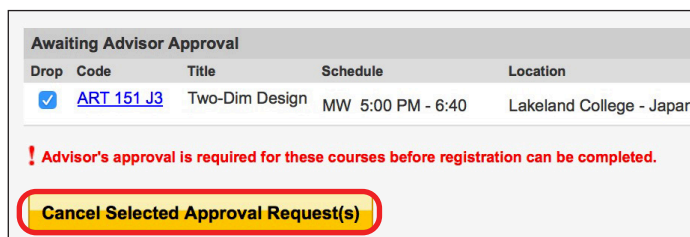
After a course has been approved, if you later decide to make a change (only if it was OK with your advisor!), you can still drop courses any time that course registration is active. This time, under your Registered courses, click on the box next to your course and then click on "Drop Selected Courses." Again, you will see a confirmation.

Special Step: Problems

Make sure that you signed up correctly. If there are any problems that you cannot fix yourself, **it is your responsibility to contact the Academic Affairs staff immediately in order to correct them.** You will **not** be given special permission to join a class which filled up after you failed to join it for any reason.

Step #7: Check

A day or two after you register for your classes, log in again and check the status to see if they are approved. If the courses have not been approved after 2 days, check with your advisor.

REMEMBER

- If you waitlist a class, you **MUST** choose an alternate class at the same time, as most students do not get into waitlisted classes.
- Email your advisor **immediately** after you register for classes, or after you make any subsequent change on my.lakeland.