


The screenshot shows the my.Lakeland website. At the top is a blue navigation bar with the my.LAKELAND logo and several tabs: Home, Muskie Central, Parents and Families, Employee Info, Student, Campus Life, Alumni, and LUJ Student. Below the navigation bar, a breadcrumb trail reads "You are here: LUJ Student > Academic Information". On the left is a sidebar menu for "LUJ Student" with options: Academic Information (expanded), Announcement, Student Schedule, Unofficial Transcript, 1098T Reports, Student Registration (highlighted), Resources, My Grade Report, and My Course History. The main content area has a blue header "LUJ Student" and a sub-header "Announcement". The announcement is titled "Add/Drop Period and Waiting List for Spring 2025" and includes text about the registration period starting on Monday, January 6th at 8:45 am. On the right is a "Resources" section with links to "Handbook" (which is expanded to show "LUJ Student Handbook", "LUJ Academic Handbook", and "LUJ EAP Handbook") and "Forms" (with a link to "Request for Degree Conferral"). A red arrow labeled "1" points to the "LUJ Student" tab in the navigation bar. Another red arrow labeled "2" points to the "Student Registration" option in the sidebar menu.

- ① Log into my.Lakeland and click on **LUJ Student** tab
- ② On the left side, you will see **Academic Information**


Click on the arrow  to open the menu and click on **Student Registration**

The screenshot shows the "LUJ Student" page with a sub-header "Student Registration". Below this is a section titled "Add/Drop Courses". It features a dropdown menu currently set to "Summer 2025". Below the dropdown, the text reads "Planning now open" and "Registration now open and ends 3/13/2025 10:00 AM". It also states "Subterms are open. Check the calendar for registration availability." At the bottom of this section are three links: "Register" (highlighted with a red arrow labeled "4"), "Course search", and "Schedule Not Available".



- ③ Select the term you are registering for from the drop box (e.g., Summer 2025 / Fall 2025 / Spring 2026)
- ④ Click on **Register**

Student Registration

Summer 2025 ▾ [My Schedule](#)

[Degree Audit PDF](#) 

☐ Show only needed courses

- + Degree Audit Summary
- + **Course Search**  
- + Program Information

8am


9am

10am

11am

12pm

Course Code

Begins With ▾ BUS150 


Course Title

Department

Search...

Location

Lakeland University - Japar

Lakeland University - Japan 

Place

⑤ Click on **Course Search**

⑥ Type the **Course Code (e.g., BUS150)**

⑦ In “Location”, type **Lakeland University Japan**

Section Status

Meets on Selected Days

M Tu W Th F Sa Su

Search Courses

⑧

⑧ Click on **Search Courses**

Course Search

⏪ [Back to search](#)



BUS150.J1

Tue, Thu 1:00-2:30 PM

LUJ Summer Term; 05/07/25 - 08/01/25

23 seats remaining

Anca Todica



GEN110.J1

Mon, Wed, Fri 10:45 AM-12:10 PM

LUJ Summer Term; 05/07/25 - 08/01/25

16 seats remaining

Instructor To Be Announced



GEN110.J2

Mon, Wed, Fri 5:00-6:30 PM

LUJ Summer Term; 05/07/25 - 08/01/25

16 seats remaining

Instructor To Be Announced



MUS221.J1

Tue, Thu 10:45 AM-12:15 PM

LUJ Summer Term; 05/07/25 - 08/01/25

23 seats remaining

Patrick R Glynn

9am

10am

11am

12pm

1pm


2pm

3pm

4pm

5pm

6pm

⑨ Click on the plus button  to add courses on the calendar on the right side.

Summer 2025
My Schedule
Degree Audit PDF

Course Search

Back to search

+
BUS150.J1
...

Tue, Thu 1:00-2:30 PM
 LUJ Summer Term; 05/07/25 - 08/01/25
 23 seats remaining
 Anca Todica

+
GEN110.J1
...

Mon, Wed, Fri 10:45 AM-12:10 PM
 LUJ Summer Term; 05/07/25 - 08/01/25
 16 seats remaining
 Instructor To Be Announced
 Section added successfully

+
GEN110.J2
...

Mon, Wed, Fri 5:00-6:30 PM
 LUJ Summer Term; 05/07/25 - 08/01/25
 16 seats remaining
 Instructor To Be Announced

+
MUS221.J1
...

Tue, Thu 10:45 AM-12:15 PM
 LUJ Summer Term; 05/07/25 - 08/01/25
 23 seats remaining
 Patrick R Glynn

| | Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|------|----------------------------------|-----|----------------------------------|-----|----------------------------------|-----|-----|
| 8am | | | | | | | |
| 9am | | | | | | | |
| 10am | | | | | | | |
| 11am | GEN110.J1 4.00 hrs - 16 seats | | GEN110.J1 4.00 hrs - 16 seats | | GEN110.J1 4.00 hrs - 16 seats | | |
| 12pm | | | | | | | |
| 1pm | | | | | | | |
| 2pm | | | | | | | |
| 3pm | | | | | | | |
| 4pm | | | | | | | |
| 5pm | | | | | | | |
| 6pm | | | | | | | |



Registration checkout

You will see what your weekly schedule will look like.

⑩ After adding all the courses you need, click on **Registration Checkout**

The image shows a 'Registration Checkout' window with a close button (X) in the top right corner. Under the heading 'Available to Register', there are two course options. The first option, 'GEN110.J1 - Composition I: Academic Writing', is selected with a checked checkbox. The second option, 'MUS221.J1 - Jazz History', is not selected, indicated by an unchecked checkbox. A red arrow labeled '11' points to the unchecked checkbox for 'MUS221.J1'. Below the course list, there are two buttons: 'Contact' and 'Request advisor approval'. A red arrow labeled '12' points to the 'Request advisor approval' button.

10am

Registration Checkout

Available to Register

- ☒ GEN110.J1 - Composition I: Academic Writing
Mon, Wed, Fri 10:45 AM-12:10 PM (4.00 hrs)
LUJ Summer Term; 05/07/25 - 08/01/25
16 seats remaining
- ☐ MUS221.J1 - Jazz History
Tue, Thu 10:45 AM-12:15 PM (3.00 hrs)
LUJ Summer Term; 05/07/25 - 08/01/25
23 seats remaining

11

12

Contact Request advisor approval

⑪ A new window pops out. Check the box ☐ for the courses that you would like to register.

⑫ Click on the **Request advisor approval**



Pending approval

Waiting for the advisor's approval



Registered

The course is approved and the course registration is completed

| | Mon | Tue | Wed | Thu | Fri |
|------|-----|---------------------------|-----|---------------------------|-----|
| 8am | | | | | |
| 9am | | | | | |
| 10am | | | | | |
| 11am | | MUS221.J1 ✓ Registered | | MUS221.J1 ✓ Registered | |
| 12pm | | | | | |
| 1pm | | | | | |
| 2pm | | | | | |
| 3pm | | | | | |

If you would like to drop the course, click the down arrow to open the menu and click on **Drop course**