

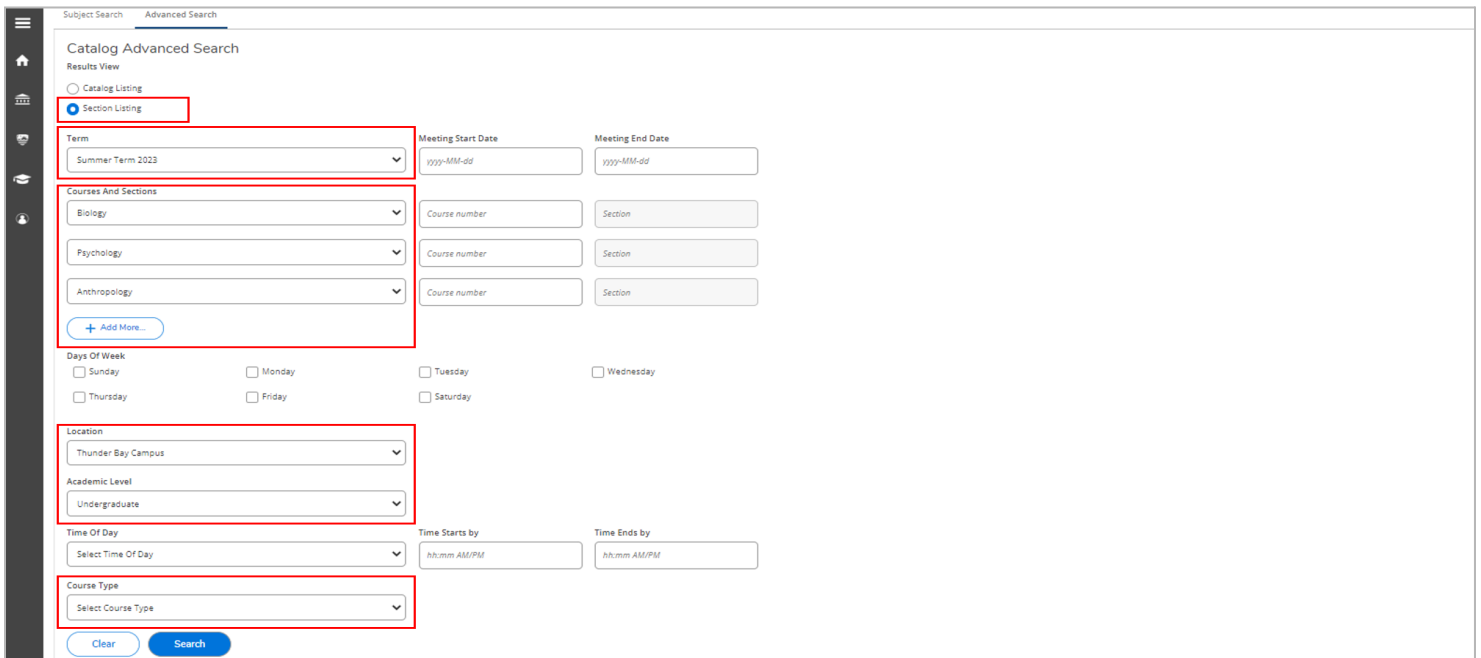
myPortal Course Registration Guide:

This guide is designed to help you understand the course registration process through myPortal. The first part of the guide will walk you through the process of planning classes in your schedule. The second part of the guide will walk you through the process of registering for the classes you have planned, and the third part of the guide will walk you through how to drop classes you have registered for.

Important: Before going through the registration process, you should review your program requirements as listed in the ***Programs & Faculties*** section of the [Academic Calendar](#) to understand the classes you will need to register for in each year of your program. You should also be aware of the [Academic Schedule of Dates](#) as they outline the final days to register and drop classes for each term.

PART 1 - How to Plan Your Classes:

1. Log in to myPortal at myportal.lakeheadu.ca
2. Click on the Academics tab (student cap icon) on the left hand side of the screen and navigate to **Pre-registration Planning** which is found under the **Course Registration & Timetable** section. Once on the advanced search screen, leave Section Listing checked off, and fill in the following information (see image below):
 - a. Term
 - b. Subject
 - c. Location
 - d. Academic Level
 - e. Course Type (you can use this if your program requirements indicate you need to take classes from a certain type (i.e., Type A, B, C, D, or E)

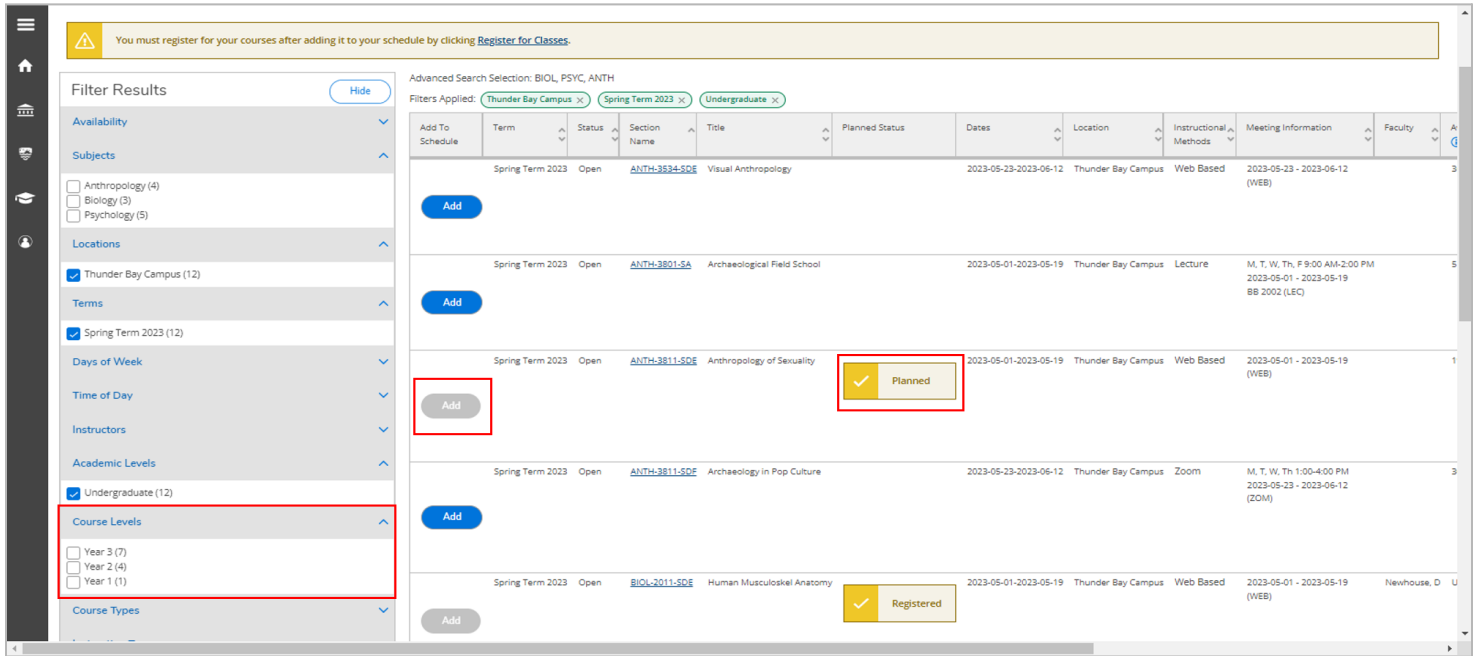


The screenshot shows the 'Catalog Advanced Search' interface. The 'Section Listing' radio button is selected. The form includes the following fields:

- Term:** Summer Term 2023
- Meeting Start Date:** 9999-MM-dd
- Meeting End Date:** 9999-MM-dd
- Courses And Sections:**
 - Biology
 - Psychology
 - Anthropology
 - + Add More...
- Days Of Week:**
 - Sunday
 - Monday
 - Tuesday
 - Wednesday
 - Thursday
 - Friday
 - Saturday
- Location:** Thunder Bay Campus
- Academic Level:** Undergraduate
- Time Of Day:** Select Time Of Day
- Time Starts by:** hh:mm AM/PM
- Time Ends by:** hh:mm AM/PM
- Course Type:** Select Course Type

Buttons: Clear, Search

3. You can leave all of the other fields blank. Once all of this information is filled in, click **Search** at the bottom of the screen and this will give you a list of all the class options available to you based on your search criteria.
4. Be sure to also use the **Course Levels** filter on the left hand side of the screen to ensure you are also searching for courses at your correct year level. In order to plan a course in your schedule, click the **Add** button beside the desired course and it will be planned in your schedule as indicated by the yellow check mark on the course listing (see image below).



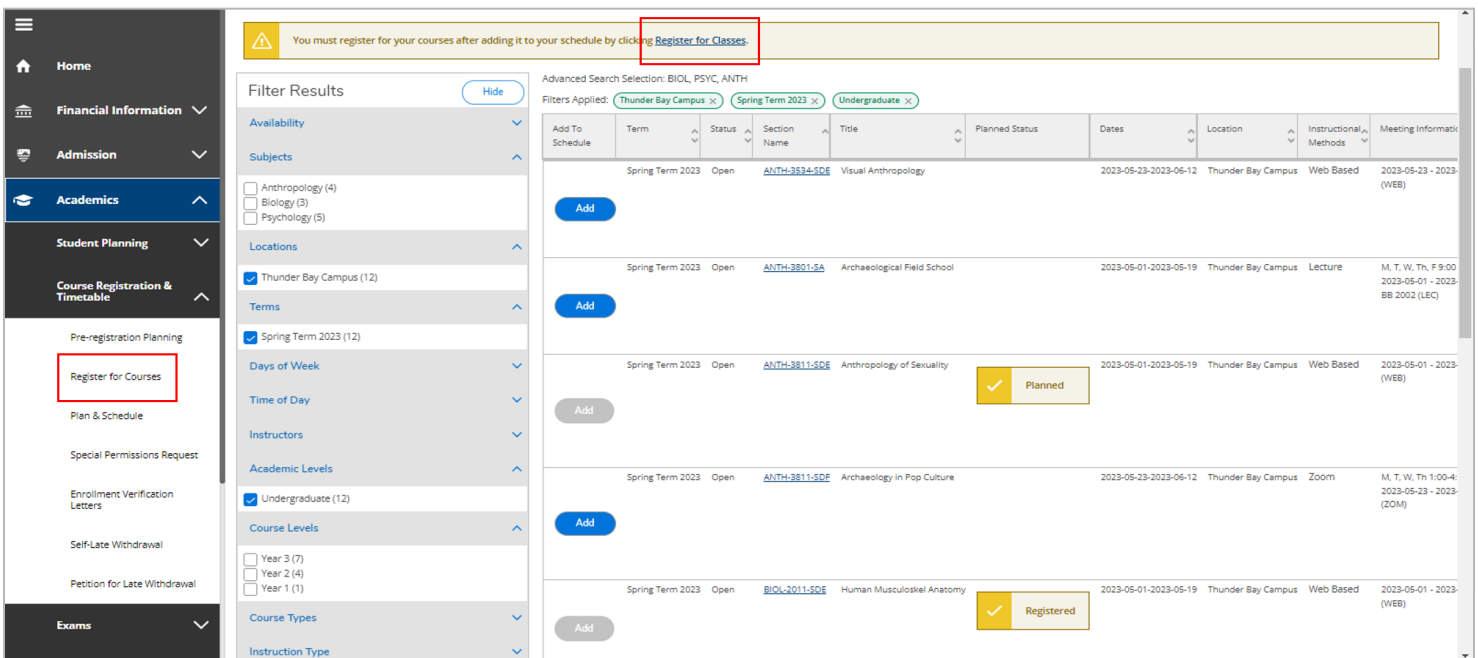
Filter Results (Hide)

Advanced Search Selection: BIOL, PSYC, ANTH
Filters Applied: Thunder Bay Campus, Spring Term 2023, Undergraduate

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location	Instructional Methods	Meeting Information	Faculty
<input type="button" value="Add"/>	Spring Term 2023	Open	ANTH-3534-SDE	Visual Anthropology		2023-05-23-2023-06-12	Thunder Bay Campus	Web Based	2023-05-23 - 2023-06-12 (WEB)	
<input type="button" value="Add"/>	Spring Term 2023	Open	ANTH-3801-SA	Archaeological Field School		2023-05-01-2023-05-19	Thunder Bay Campus	Lecture	M, T, W, Th, F 9:00 AM-2:00 PM BB 2002 (LEC)	
<input type="button" value="Add"/>	Spring Term 2023	Open	ANTH-3811-SDE	Anthropology of Sexuality	<input checked="" type="checkbox"/> Planned	2023-05-01-2023-05-19	Thunder Bay Campus	Web Based	2023-05-01 - 2023-05-19 (WEB)	
<input type="button" value="Add"/>	Spring Term 2023	Open	ANTH-3811-SDF	Archaeology in Pop Culture		2023-05-23-2023-06-12	Thunder Bay Campus	Zoom	M, T, W, Th 1:00-4:00 PM 2023-05-23 - 2023-06-12 (ZOM)	
<input type="button" value="Add"/>	Spring Term 2023	Open	BIOL-2011-SDE	Human Musculoskeletal Anatomy	<input checked="" type="checkbox"/> Registered	2023-05-01-2023-05-19	Thunder Bay Campus	Web Based	2023-05-01 - 2023-05-19 (WEB)	Newhouse, D U

PART 2 - How to Register for Your Classes:

1. In order to register for your classes, you will need to either click on the **Register for Classes** link in the yellow banner at the top of the screen or navigate through the Academics tab in the menus on the left hand side of the screen and click **Register for Courses** (see image below).



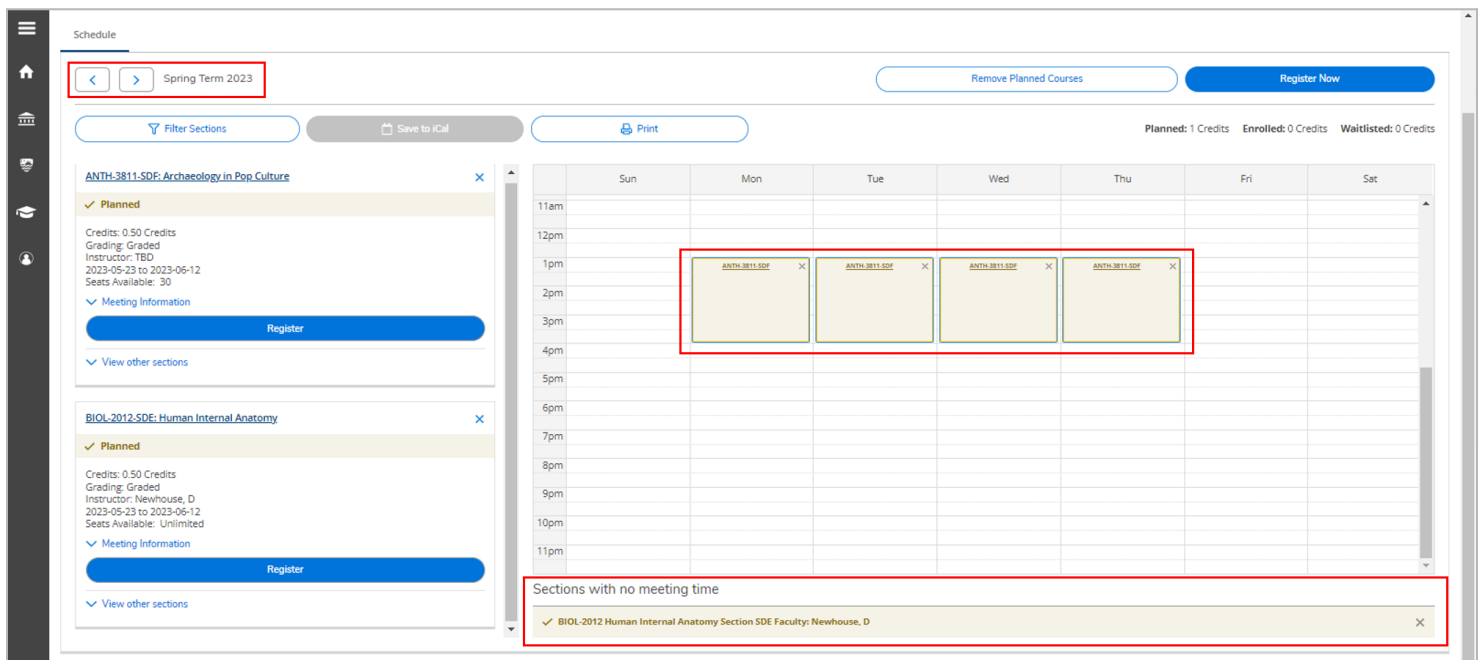
Home
Financial Information
Admission
Academics
Student Planning
Course Registration & Timetable
Pre-registration Planning
Register for Courses
Plan & Schedule
Special Permissions Request
Enrollment Verification Letters
Self-Late Withdrawal
Petition for Late Withdrawal
Exams

Filter Results (Hide)

Advanced Search Selection: BIOL, PSYC, ANTH
Filters Applied: Thunder Bay Campus, Spring Term 2023, Undergraduate

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location	Instructional Methods	Meeting Information	Faculty
<input type="button" value="Add"/>	Spring Term 2023	Open	ANTH-3534-SDE	Visual Anthropology		2023-05-23-2023-06-12	Thunder Bay Campus	Web Based	2023-05-23 - 2023-06-12 (WEB)	
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<input type="button" value="Add"/>	Spring Term 2023	Open	ANTH-3811-SDE	Anthropology of Sexuality	<input checked="" type="checkbox"/> Planned	2023-05-01-2023-05-19	Thunder Bay Campus	Web Based	2023-05-01 - 2023-05-19 (WEB)	
<input type="button" value="Add"/>	Spring Term 2023	Open	ANTH-3811-SDF	Archaeology in Pop Culture		2023-05-23-2023-06-12	Thunder Bay Campus	Zoom	M, T, W, Th 1:00-4:00 PM 2023-05-23 - 2023-06-12 (ZOM)	
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- After clicking either of those links, you will be brought to a screen that will show you the courses you have planned and how they all fit into your schedule. Make sure you are looking at the correct term you planned courses for by using the arrows on the top left corner of the screen (see image below). You will see courses with set days and times (i.e., in person lectures and zoom courses) are outlined on the calendar in the middle of the screen and courses with no days or times attached to them (i.e., web based courses) are listed underneath the calendar (see image below).

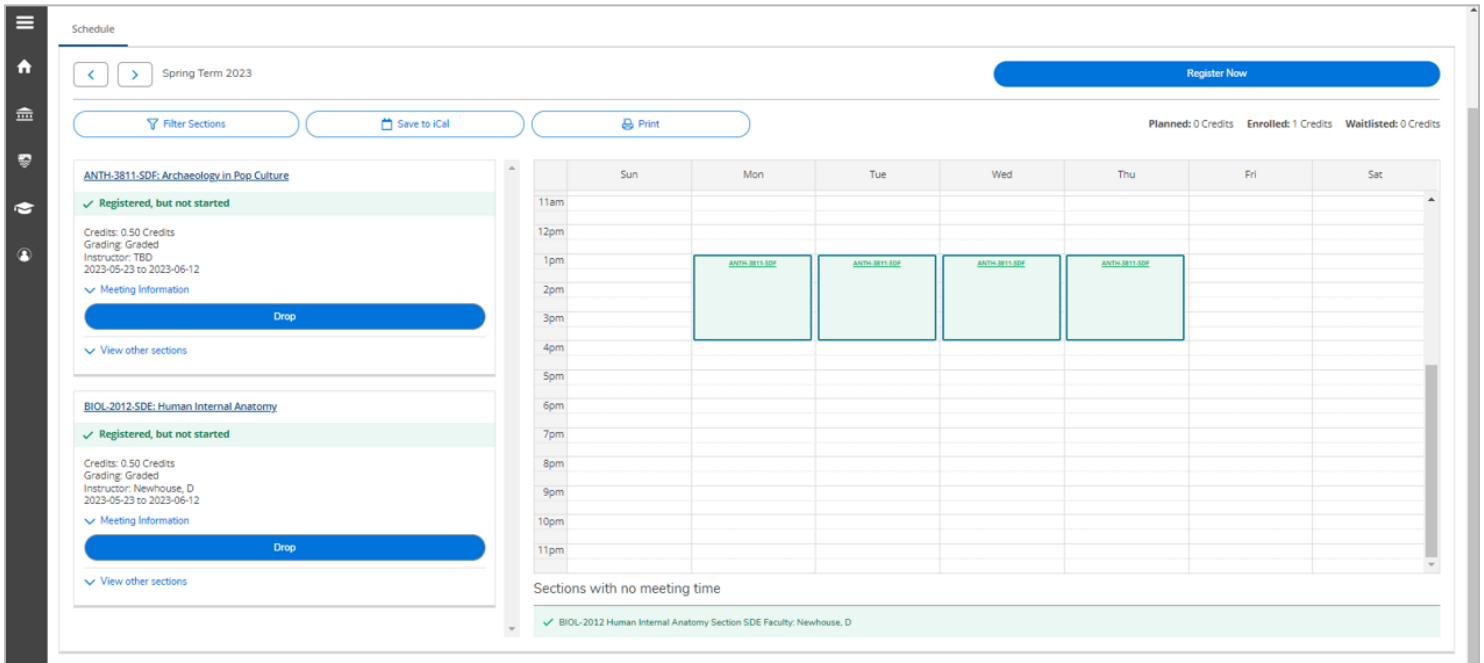


The screenshot displays the 'Schedule' page for 'Spring Term 2023'. On the left, two course sections are listed as 'Planned' (highlighted in yellow):

- ANTH-3811-SDE: Archaeology in Pop Culture**
 - Credits: 0.50 Credits
 - Grading: Graded
 - Instructor: TBD
 - 2023-05-23 to 2023-06-12
 - Seats Available: 30
 - Meeting Information: Register
- BIOL-2012-SDE: Human Internal Anatomy**
 - Credits: 0.50 Credits
 - Grading: Graded
 - Instructor: Newhouse, D
 - 2023-05-23 to 2023-06-12
 - Seats Available: Unlimited
 - Meeting Information: Register

The calendar view shows the first course scheduled on Wednesdays and Thursdays from 1pm to 2pm. Below the calendar, a section titled 'Sections with no meeting time' lists the second course: BIOL-2012 Human Internal Anatomy Section SDE Faculty: Newhouse, D.

- You will notice that your planned courses are highlighted in yellow. This does not mean that you are registered for your courses yet. In order to register, you can either click the **Register** button under each course on the left hand side of the screen or you can click the **Register Now** button at the top right corner of the screen. Once you do this, the courses will be highlighted in green indicating that you have successfully registered for your classes (see image below).



Schedule

Spring Term 2023

Register Now

Filter Sections Save to iCal Print

Planned: 0 Credits Enrolled: 1 Credits Waitlisted: 0 Credits

ANTH-3811-SDF: Archaeology in Pop Culture
 ✓ Registered, but not started
 Credits: 0.50 Credits
 Grading: Graded
 Instructor: TBD
 2023-05-23 to 2023-06-12
 Meeting Information
 Drop
 View other sections

BIOL-2012-SDE: Human Internal Anatomy
 ✓ Registered, but not started
 Credits: 0.50 Credits
 Grading: Graded
 Instructor: Newhouse, D
 2023-05-23 to 2023-06-12
 Meeting Information
 Drop
 View other sections

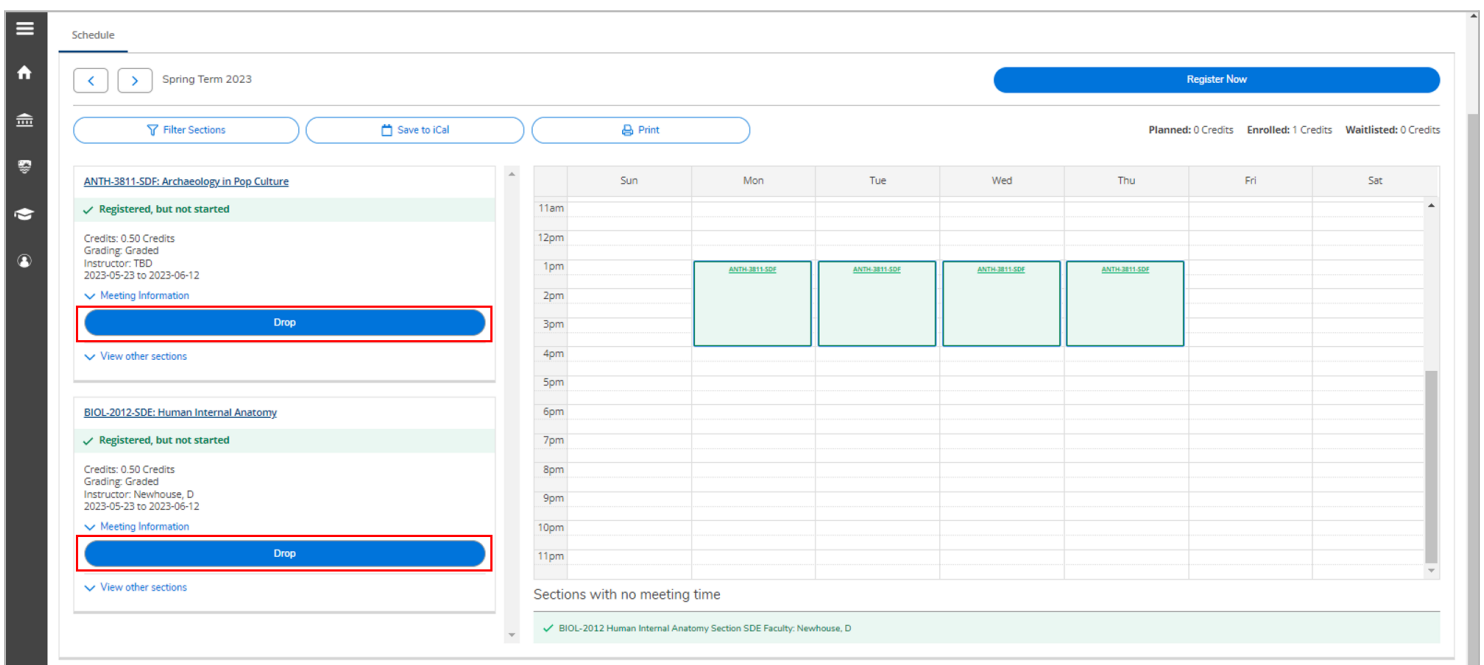
	Sun	Mon	Tue	Wed	Thu	Fri	Sat
11am							
12pm							
1pm		ANTH-3811-SDE	ANTH-3811-SDE	ANTH-3811-SDE	ANTH-3811-SDE		
2pm							
3pm							
4pm							
5pm							
6pm							
7pm							
8pm							
9pm							
10pm							
11pm							

Sections with no meeting time

✓ BIOL-2012 Human Internal Anatomy Section SDE Faculty: Newhouse, D

PART 3 - How to Drop Classes:

1. The process of dropping classes is similar to registering for classes. Navigate to the Academics tab in the menus on the left hand side of the screen, click on the dropdown menu that says **Course Registration & Timetable** and then click on **Register for Courses**. This will again take you to the screen that shows you the courses that you have previously registered for still highlighted in green.
2. To drop your class or classes, click the **Drop** button under the classes you wish to remove from your schedule (see image below).



Schedule

Spring Term 2023

Register Now

Filter Sections Save to iCal Print

Planned: 0 Credits Enrolled: 1 Credits Waitlisted: 0 Credits

ANTH-3811-SDF: Archaeology in Pop Culture
 ✓ Registered, but not started
 Credits: 0.50 Credits
 Grading: Graded
 Instructor: TBD
 2023-05-23 to 2023-06-12
 Meeting Information
 Drop
 View other sections

BIOL-2012-SDE: Human Internal Anatomy
 ✓ Registered, but not started
 Credits: 0.50 Credits
 Grading: Graded
 Instructor: Newhouse, D
 2023-05-23 to 2023-06-12
 Meeting Information
 Drop
 View other sections

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
11am							
12pm							
1pm		ANTH-3811-SDE	ANTH-3811-SDE	ANTH-3811-SDE	ANTH-3811-SDE		
2pm							
3pm							
4pm							
5pm							
6pm							
7pm							
8pm							
9pm							
10pm							
11pm							

Sections with no meeting time

✓ BIOL-2012 Human Internal Anatomy Section SDE Faculty: Newhouse, D

Additional Notes:

- Classes highlighted in red indicate a conflict (i.e., two classes occurring on the same date and at the same time), if this is the case you will need to look for another available section of one of the conflicting classes or a different course altogether in order to clear up the conflict.
- If any of your classes require you to submit a special permission request, you will be able to do so by clicking the link in the error message that will appear at the top right corner of the screen in a yellow banner
 - Keep in mind special permission requests do not grant students access to courses that are at capacity.
 - Special permission requests are for students who are missing a prerequisite course or who are trying to register for a course that is restricted to a certain group of students (e.g., a non-business student may need to request special permission in order to register for certain business courses)
- Common registration issues:
 - Class is full
 - You can choose to add yourself to the waitlist if one is available or try registering for an alternate section of the course if one is available.
 - Prerequisite course is not completed
 - If you are trying to register for a class without having completed the necessary prerequisite, you can try submitting a special permission request and if approved you will be able to register for the class.
 - Co-requisite course is missing
 - If you try to register for a class without an associated lab section you will be unable to register for the class itself. Classes and associated lab sections need to be registered for at the same time.
 - Year level restriction
 - E.g., a first year student trying to register for a fourth year course
 - Program restriction
 - E.g., a non-nursing student trying to register for nursing classes