Student Central
Enrolment Services
t: (807) 343-8500
e: studentcentral@lakeheadu.ca

Registration Guide

This guide is intended to guide students through the registration process. Once courses have been chosen, the student can use this step-by-step guide to proceed through online course registration.

Before Registration:

1. Obtain Course synonyms for ***each*** course that you will be registering for. This can be done using either the Lakehead University Course Timetable, or the Build My Pre-Registration tool found on your myInfo account.

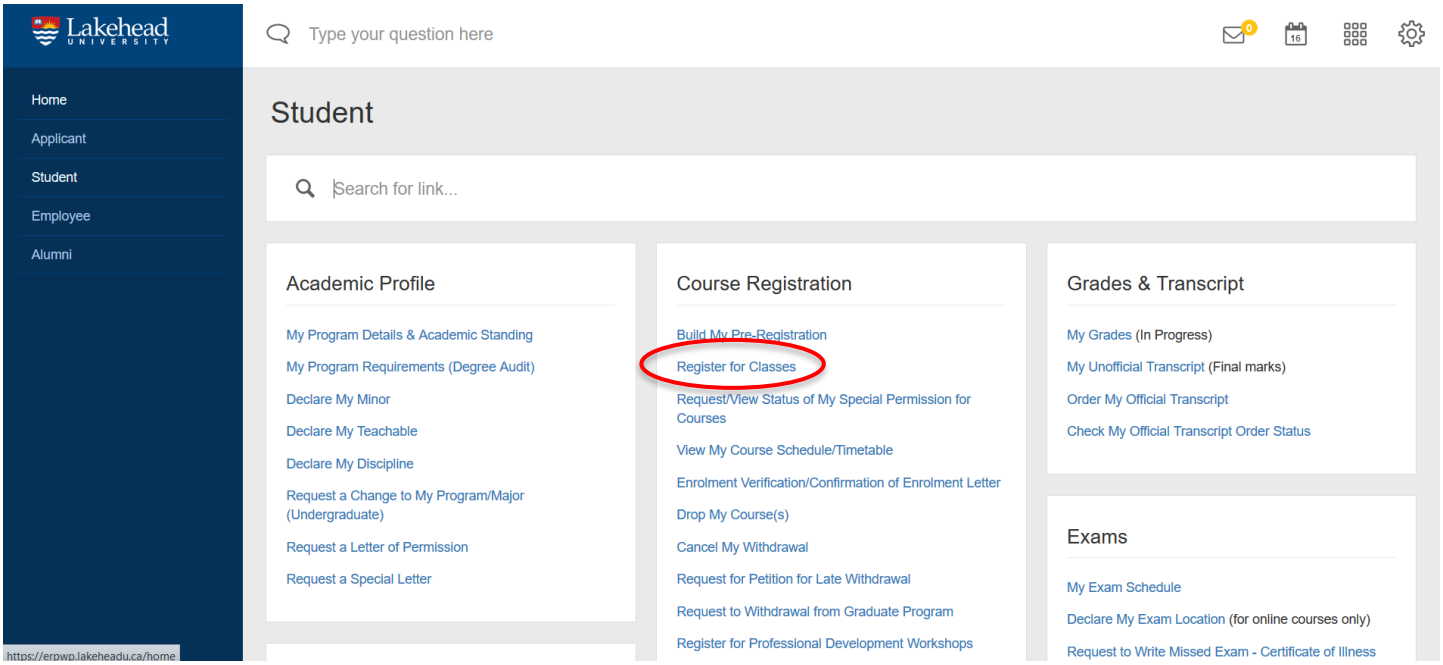
From Lakehead University Course Timetable (https://www.lakeheadu.ca/studentcentral/exams-grades)

From Pre-Registration Builder on myInfo (https://erpwp.lakeheadu.ca/timetable)

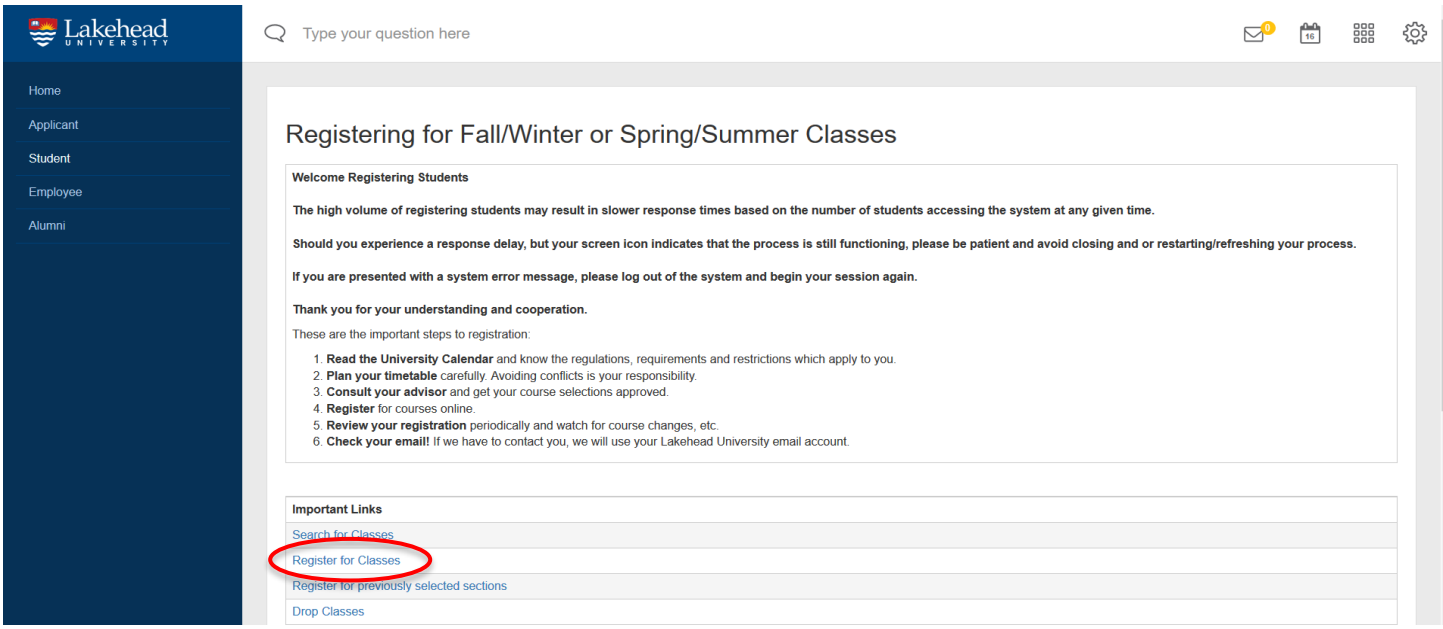
Once ***all*** synonyms have been obtained, proceed to course registration below.

How to Register for Courses:

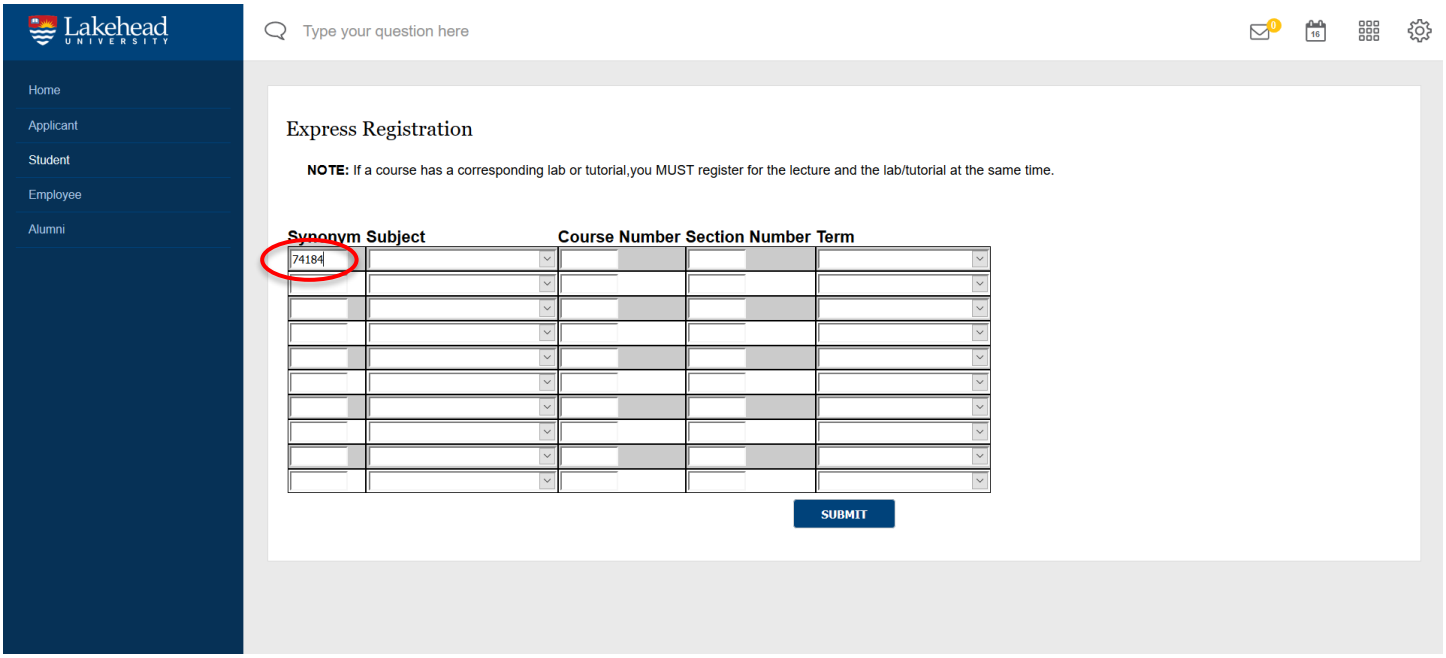
1. Log in to myInfo at https://erpwp.lakeheadu.ca/.
2. On the left hand side of the screen, select the ***Student*** tab.
3. In the ***Course Registration*** section, select the Register for Classes link.



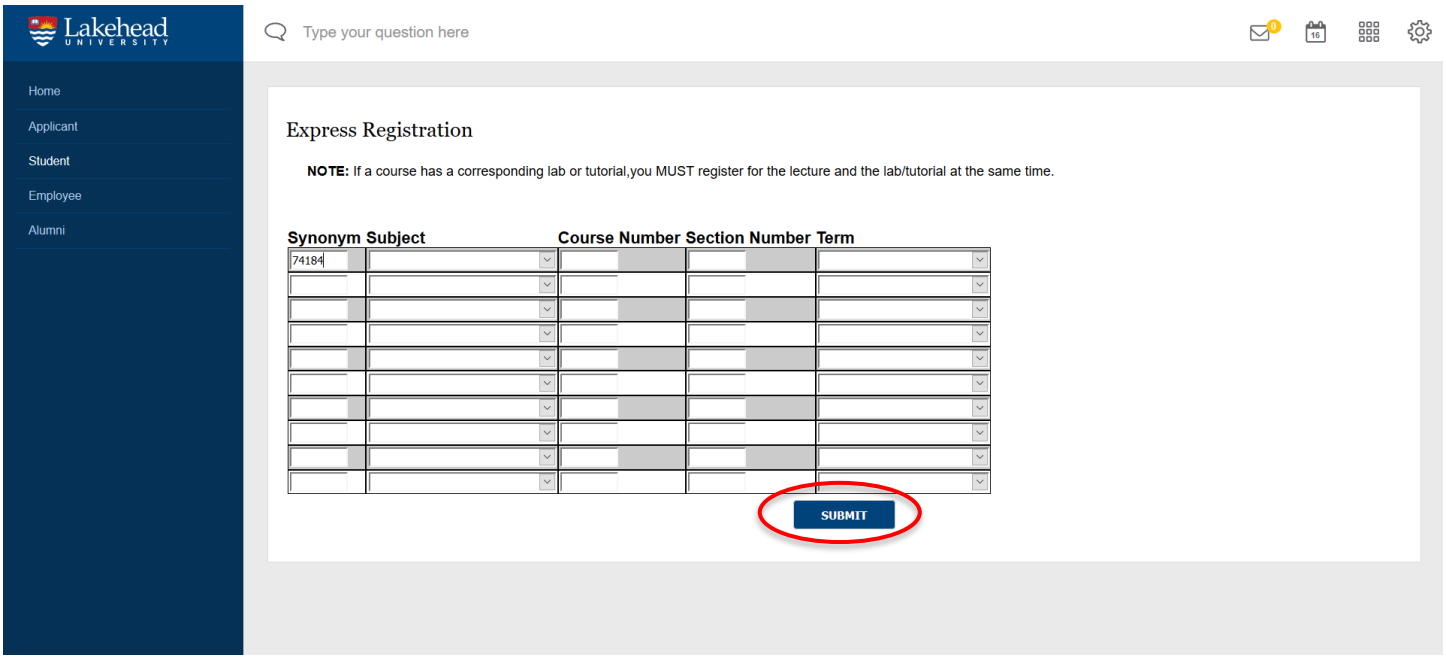
4. Once on the **Registering for Fall/Winter or Spring/Summer Classes** page, scroll down to the ***Important Link*** section, and click the Register for Classes link.
    - You will be brought to the **Express Registration** page.



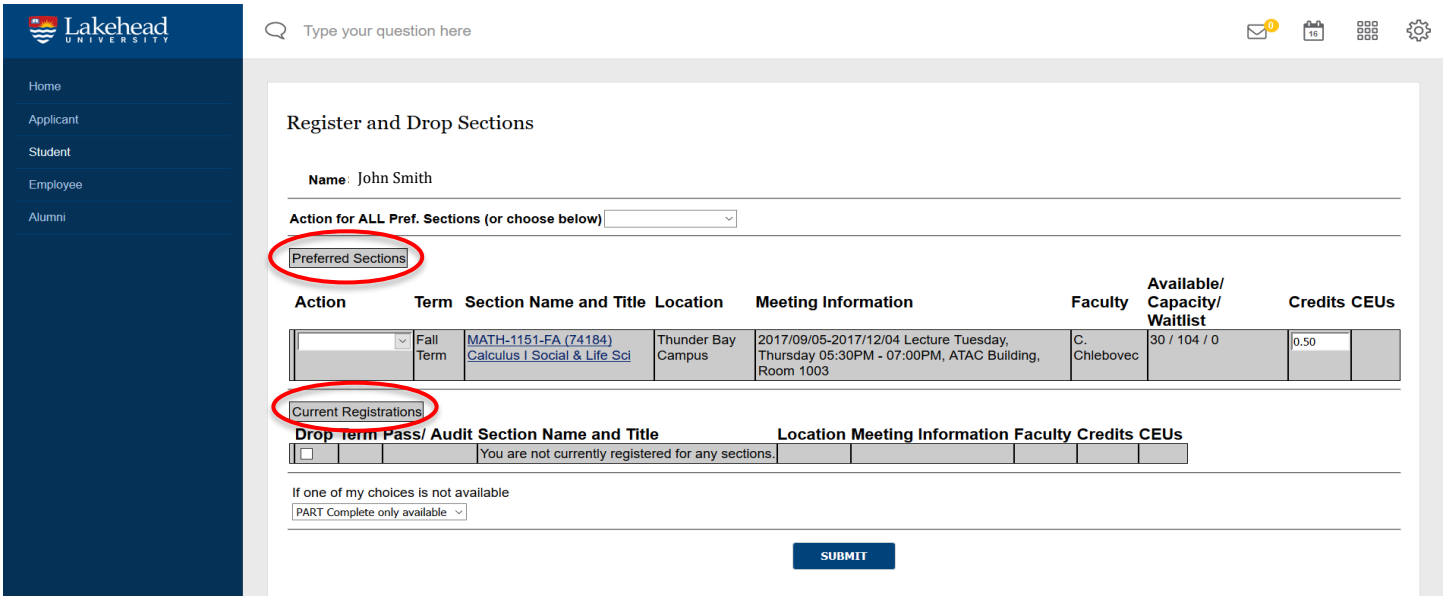
5. On the **Express Registration** page, enter the course synonyms in the **Synonym** section of the table.
    - The synonyms you should enter are those obtained in the previous section of this guide.
    - No other information needs to be entered on the table.



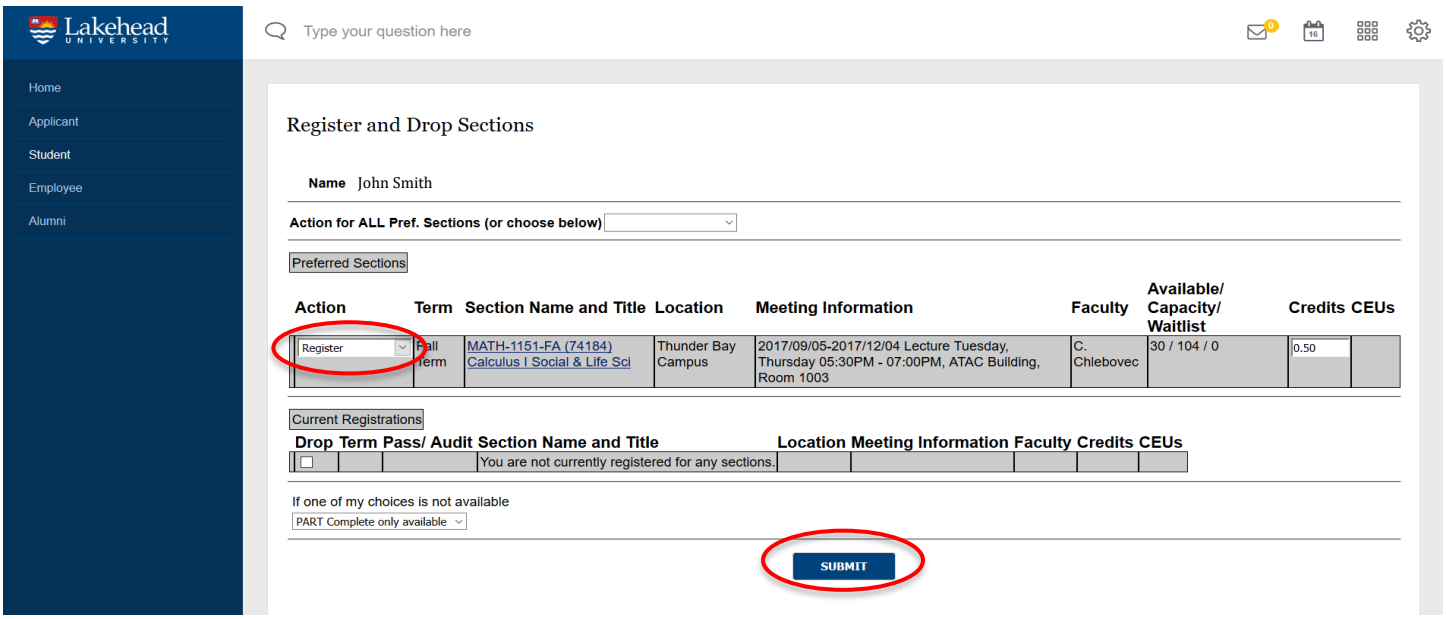
6. Once all synonyms have been entered, click the ***Submit*** button at the bottom of the page.
    - This will bring you to the **Register and Drop Sections** page.



7. The **Register and Drop Sections** page is broken into two parts; the ***Preferred Sections*** portion, and the ***Current Registrations*** portion.
    - Any courses that you added the synonyms for in the **Express Registration** page will appear in the ***Preferred Sections*** portion of the page.
        i. Please note that if courses have been previously added to the ***Preferred Sections*** page, they will remain there unless removed, or registered for.
    - Any courses that you are already registered for will appear in the ***Current Registrations*** section.



8. In the ***Preferred Sections*** portion of the page, for each course that you wish to add, click the drop down menu to the left of the respective course(s), and select ***Register***.
    - Once you have selected ***Register*** on each drop down menu for the course(s) that you wish to add, scroll to the very bottom of the page and click the ***Submit*** button.



9. After clicking submit, the system may take some time to add those courses to your schedule – ***do not click exit or refresh the page***.
10. Once the page has refreshed, scroll to the very top of the **Register and Drop Sections** page, and you will see a summary of what has been done for each course that you tried to register for.
    - If ***Successfully Registered*** appears next to a course, it means that the course has been added to your schedule.
    - If ***Unsuccessful Registration*** appears beside a course, it means that the course was ***not*** added to your schedule.
        i. In this case, there should be an error message presented at the top of the page, outlining why registration was unsuccessful. For troubleshooting tips, see the **Troubleshooting Registration Problems** sections of this guide.
11. After completing the above steps, you will have completed the registration process, and you can simply exit the page, or click ***OK*** at the bottom of the screen.

Important: It is recommended that you double check your registration after completing the above process. To do so, simply login to myInfo, select the *Student* tab, and under the *Course Registration* section, select the View My Course Schedule/Timetable link.

Troubleshooting Registration Problems

Below is a list of common ***error*** messages encountered during registration:

Course Full – The course has reached its maximum capacity.
- You can choose to register for the waitlist if there is space available on the waitlist.

Waitlist Full – The waitlist has reached its maximum capacity.
- If the course is a program requirement, speak with the Chair of your department.

Registration Closed – You may be trying to register for a course in a term in which registration is not open.
- i.e. trying to register for a Spring/Summer course before Spring/Summer registration opens.

Prerequisite – You do not possess the prerequisite(s) for the course.
- In some circumstances, special permission can be requested from the Chair of your program

Co-requisite – You need to register for another course at the same time that you register for this course.
- Course labs and tutorials are generally co-requisites.

Year Level Restriction – You may need to be in a specific year level to register for the course.
- i.e. A course restricted to third year students cannot be taken by 1st, 2nd, or 4th year students.

Program Restriction – You must be in a specific program in order to take certain courses.
- i.e. Non-Nursing students trying to take a Nursing course.