Registration Guide

This guide is intended to help students through the registration process. The first part of this guide will show you how to use the Pre-Registration Builder through myInfo in order to select your courses. The second part of the guide will outline the steps needed to register for the courses that have been pre-registered for.

Important: Before registering for classes, it is important to review your program requirements found within the Academic Calendar. In general, it is best to plan your schedule in the same order as outlined in your program requirements. Normally, requirements are prioritized as follows:

1. Required courses in your major
2. Required courses outside your major
3. Specified electives (these may be Special Categories, a specified subject or year level)
4. Open electives (these are courses which have the greatest flexibility of choice)

Part I - How to Select Courses for Registration (Pre-Register):

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 Build My Pre-Registration link.
4. After selecting the Build My Pre-Registration link, you will be directed to the Pre-Registration Schedule Builder: Campus Selection screen. Depending on the campus you plan to attend, click on the appropriate campus.

![Campus Selection Screen](image)

5. After selecting the campus, you will be directed to the Pre-Registration Schedule Builder: Select Term screen. Select the term for which you are planning to register for classes, and click on the link corresponding to your level of study (i.e. graduate or undergraduate).

- **Note:** Only terms that are open for registration will appear. If you are trying to register for a term in which registration is not open yet (i.e. registering for September courses in May), the term will not be visible.

![Select Term Screen](image)
6. Once the correct term has been selected, you will be able to start searching for courses. You can use as many of the search criteria as desired. Keep in mind, the more search criteria you use, the fewer classes will appear.

7. After entering the desired search criteria (i.e. **Subject(s)**: Mathematics, **Year Level**: Year 1, everything else blank), a list of **all** courses meeting that criteria will appear.
8. After reviewing the course offerings, select the course(s) that you wish to register for by checking the box to the left of the course code:
   - **Note:** You can select as many courses as you would like by checking off multiple boxes. Once you have selected all of the courses you’d like to register for, click **SAVE FOR LATER.**

9. To select other courses to register for, simply follow the above steps until you have saved all courses that you plan to register for in the given term.
   - **Note:** If you are registering for the Fall/Winter term, be sure to register for both Fall and Winter terms courses at the same time.

**Important:** *Completing the above steps does NOT register you for the selected courses. You must also complete Part II – How to Register in order to add those courses to your timetable.*

After you have chosen all of the courses you would like to register for, move on to **Part II – How to Register for Courses.**
Part II - How to Register for Courses

Once you have selected all courses that you plan to register for (i.e. once you have pre-registered), you will need to add (register) those courses to your timetable. To register, follow the steps below:

1. To begin, follow steps 1 through 4 to access the Pre-Registration Builder. After logging in, selecting your campus, and clicking on the appropriate registration term, click on **PROCEED TO COURSE REGISTRATION**.
   - **Note:** If you are a new student, you will need to review and accept the rights and responsibilities of the University before proceeding. You will also be asked to complete education and aboriginal self-declaration surveys.

2. After clicking **PROCEED TO COURSE REGISTRATION** (and completing the education and aboriginal self-declaration surveys for new students), you will be directed to the **Register and Drop Sections** page.
3. The Register and Drop Sections page is broken into two parts; the Preferred Sections portion, and the Current Registrations portion.
   - Any courses that you saved in the Pre-Registration Builder 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.

4. 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.
5. After clicking **SUBMIT**, the system may take some time to add those courses to your schedule – *do not click exit or refresh the page*.

6. 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.

7. After completing the above steps, you will have completed the registration process, and should see the courses that you added under the **Current Registrations** heading. Once you are happy with your registration, you can simply exit the page, or click OK at the bottom of the screen.

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**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.