

EXPRESS REGISTRATION

Registration is simplest if you know the five-digit Web number for the course.

- 1) Log in to LOIS (www.lesley.edu/LOIS).
 - 2) Click on the [Students](#) bar.
 - 3) Select [Register for Sections](#).
 - 4) Choose [Express registration](#).
 - 5) Enter the Web # from the course schedule.
 - 6) Select the [semester](#) from the drop-down menu. [Click submit](#).
 - 7) Your choices will be displayed. To complete your registration:
 - a) First, check for conflicts, etc.
 - b) Next, choose actions from either the “Action for ALL” or the “Preferred Sections” drop-down menus.
 - c) If dropping courses from Current Registrations, click the “Drop” selection box corresponding to each course you’re dropping. [Click submit](#).
 - 8) The system displays the results of your current registration.
- Note:** if any course fails to register, you may add alternative selections by clicking [Register for Classes](#) at the bottom of the screen.
- 9) Review and/or print your schedule: click [My Schedule](#) at the bottom of the screen and select the semester.

SEARCH & REGISTER

If you do not know the Web number, or to register for variable-credit courses, use the search feature.

- 1) Complete steps 1-3 above.
 - 4) Choose [Search and register for sections](#).
 - 5) Choose the [semester](#), the appropriate [location](#) (e.g. Main Campus, for LUCAD and CLAS), and the [subject](#) from the drop-down menus. The [course number](#) and [section](#) fields can be used to narrow your search. [Click submit](#).
 - 6) The course selection screen displays section name, title, meeting info, etc. for sections matching your criteria. To choose sections, click on the corresponding box(es) from the “Select Sections” column. [Click submit](#).
 - 7) Variable-credit, audit, pass/fail: Adjust variable-credit classes by entering the desired number in the “Credits” field. To register for pass/fail or audit, use the “Action” drop-down for the specific course.
 - 8) Your choices will be displayed. To complete your registration:
 - a) First, check for conflicts, etc.
 - b) Next, choose actions from either the “Action for ALL” or the “Preferred Sections” drop-down menus.
 - c) If dropping courses from Current Registrations, click the “Drop” selection box corresponding to each course you’re dropping. [Click submit](#).
 - 9) The system displays the results of your current registration.
- Note:** if any course fails to register, you may add alternative selections by clicking [Register for Classes](#) at the bottom of the screen.
- 10) Review and/or print your schedule: click [My Schedule](#) at the bottom of the screen and select the semester.

PLEASE NOTE:

For security purposes, LOIS automatically logs you out after ten minutes of inactivity. If this occurs, your work will not be saved. When you complete your registration, remember to log out of the system.