**Please Note:** You must complete an Enrollment Agreement on LOIS prior to registering for courses. For more information on the Lesley University Enrollment Agreement, please see: [lesley.edu/pay-your-bill](http://lesley.edu/pay-your-bill).

**Express Registration**

Choose Express Registration if you know the five-digit Web Number for your course(s).

1) Log in to LOIS ([lesley.edu/LOIS](http://lesley.edu/LOIS))
2) Click on the Students bar.
3) Select Register for Sections.
4) Choose Express registration.
5) Enter the Web Number 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:
   - First, check for conflicts, etc.
   - Next, choose actions from either Action for ALL or the Preferred Sections drop-down menus.
   - Finally, 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. 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 Class Schedule at the bottom of the screen and select the term.

**Search and Register**

If you do not know the Web Number of your courses, or to register for variable-credit courses, use this option.

1) Log in to LOIS ([lesley.edu/LOIS](http://lesley.edu/LOIS))
2) Click on the Students bar.
3) Select Register for Sections.
4) Choose Search and register for sections.
5) Choose the term, the appropriate location (usually "Main Campus"), 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:
   - First, check for conflicts, etc.
   - Next, choose actions from either the Action for ALL or the Preferred Sections drop-down menus.
   - Finally, 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. 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 Class Schedule at the bottom of the screen and select the term.

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