

REGISTRATION AND WAITLIST PROCESSES

New Processes, Reminders, & Resources

Registration Opens Soon:

First-year students

Monday, Nov. 11 – Friday, Nov. 15, 2024

Please note that the system will not allow registration changes between Saturday, Nov. 16 and Monday, Nov. 18.

All current students (including first-year students)

Tuesday, Nov. 19 – Friday, Jan. 10, 2025

New Automated Waitlist Process

Beginning Tuesday, Nov. 19th, an automated waitlist software will be switched on for many courses. In the 2025 spring schedule, there will be a column indicating how the course wait list is being managed (automated or by course authorization from the course instructor).

For courses managed through the automated Waitlist Usher software, students will be notified via their Lake Forest email if an opening has occurred in the course, and they are the first person on the waitlist (cross-listed courses have a single waitlist).*

The invitation to join the course is only valid for 72 hours – so students need to be attentive to their email and register for the course, if desired, when they receive an invitation. If the invitation expires and the student has not taken any action, then the student is removed from the course waitlist.

Please note that the automated waitlist software will be shut off when the college is closed over the winter break, December 23 – January 2nd.

*(*we are in the process of adding text notification as well, but this feature will not be ready on November 19th. We will notify students when this feature is added.)*

This video [here](#) demonstrates the steps that are necessary to follow to accept the seat in the course and finalize course registration. Please note that the video does not have sound.

The written instructions are as follows:

- Go to myLakeforest
- Click on the Students tab
- Select the Registration option on the left-hand side of the screen
- Scroll down to the large student registration box – Click REGISTER
- This action will pull up the calendar key for your spring courses. CLICK on the course that you have been given permission to join. This action pulls up a box. Click on Move to Registered.
- The course box should turn green, indicating that you are registered for the course.

For students that need a refresher on how to register, please watch this [video](#).