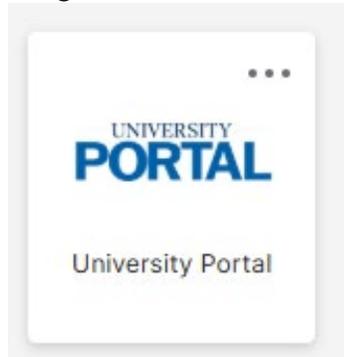# WEB REGISTRATION INSTRUCTIONS

Check the registration schedule for your assigned web registration time slot before open registration.

1. Login to *LawNet/Portal by clicking here*, **then click on the University Portal icon.**

   Click here for help with logging into LawNet. Note, while it says PirateNet in instructions, the Law School utilizes LawNet

2. Click on the "Open Student Dashboard" tab on the home page.
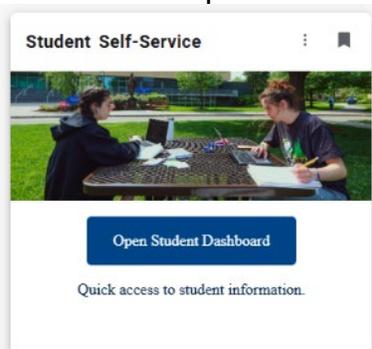
3. Under **Registration Tools** click on click on **Register for Term/Add or Drop Classes**. **To register for both Winter Session 2026 and Spring 2026 courses, select Spring 2026 Term** and click submit. You will not be permitted to register until your designated date and time of registration.

4. Enter the CRNs of your classes in the boxes which appear on the **Add Classes Worksheet.** Press **Submit changes** to submit your course requests. Your schedule will appear; check it for accuracy.

5. Changing your schedule: If you need to modify your schedule by dropping a course, pull down the options in the Action column for the course. Highlight Drop on Web – then press Submit to process the drop. If you do not press the Submit button after entering a drop action, you will remain in the course. To add a class, enter its CRN in the Add Classes Worksheet box. Press Submit to record your add request.

6. How to join a wait list: If a course is closed and a wait list is available, a message will appear, click the drop-down box, and choose **Add Name to Wait List** and be sure to then click **Submit Changes.**

To look up classes: From the **Registration Menu,** click on **Look up Classes.** Select **Registration Term** from the Term menu. Using the pull-down option, select the subject if you are seeking courses in a specific discipline. Also enter the course number if you are looking for sections of a specific course. You can also search by campus, course level, instructor, meeting day(s), class attribute, and times. Note Winter Session courses are in Spring, under section WS or WSR.

Plan Ahead Tool: While you will not be able to register until your registration timeslot, you can start with the **Plan Ahead tool.** You can find this under **Registration Tools** on the Student Dashboard of the University Portal by clicking **Access Registration System (New Look).** There you will find the Plan Ahead tool, which allows you to add courses to your proposed plan now, and load for fast registration during your scheduled timeslot.

IMPORTANT PHONE NUMBERS

Enrollment Services
973-642-8502
973-642-8385
973-642-8733
973-642-8714

Associate Dean's Office
973-642-8506