



REGISTRATION PROCESS

Students with any type of hold, **will not be able to register** for classes until the hold is cleared.

Students may attend class only after *completing registration and paying fees*. Students whose names are not on the official class rosters **cannot attend classes** until they provide evidence that they have completed registration.

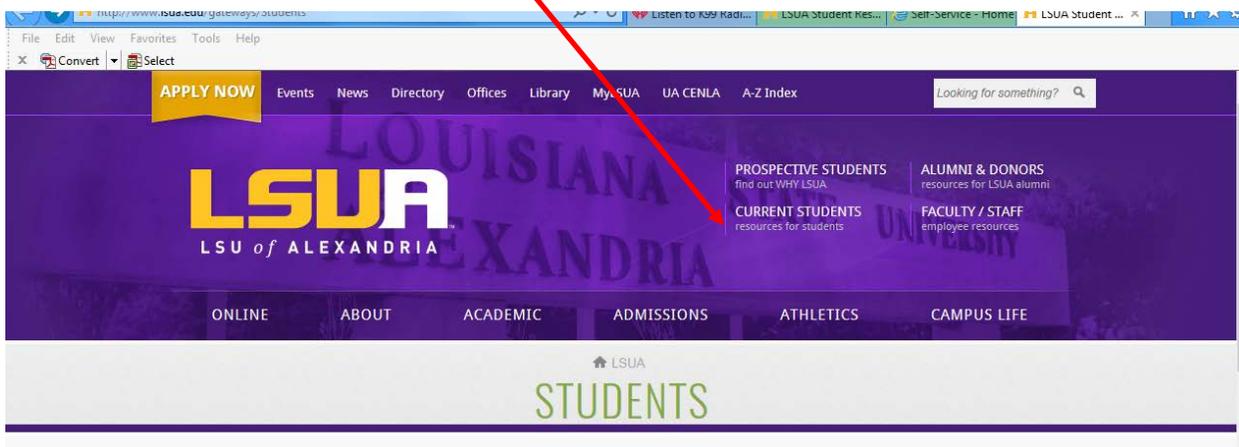
Students may add courses for credit, make section changes, or withdraw from courses with approval of the appropriate university personnel within the periods specified in the [Academic Calendar](#) found on the Registrar's website.

Students who register for classes during late registration, dates for each semester can be found on the university's academic calendar, will be charged a late registration fee of **\$35**.

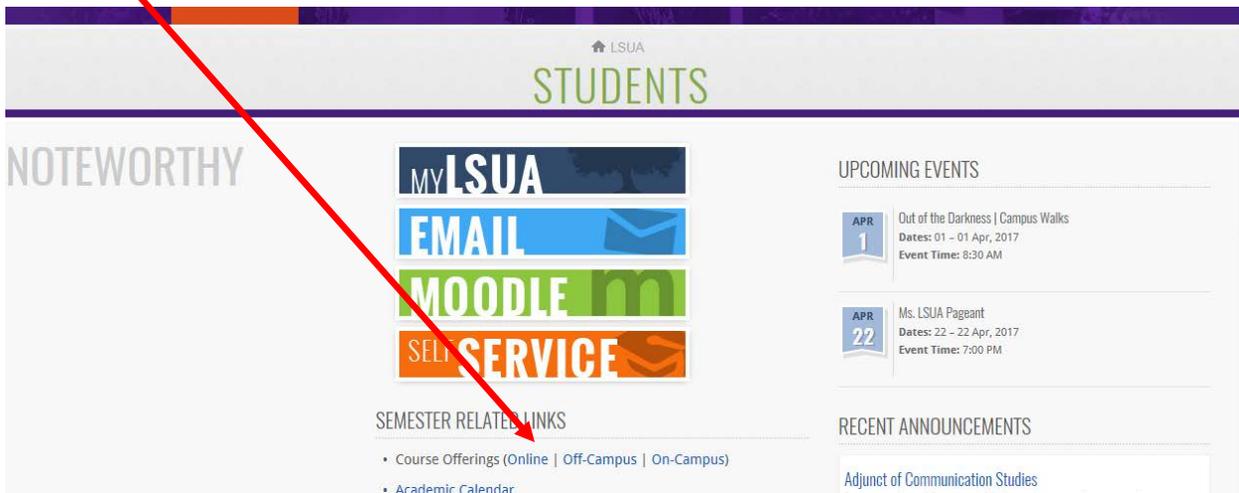
COURSE SEARCH

Student can search the online [schedule of classes](#) to review course offerings. Below are the steps:

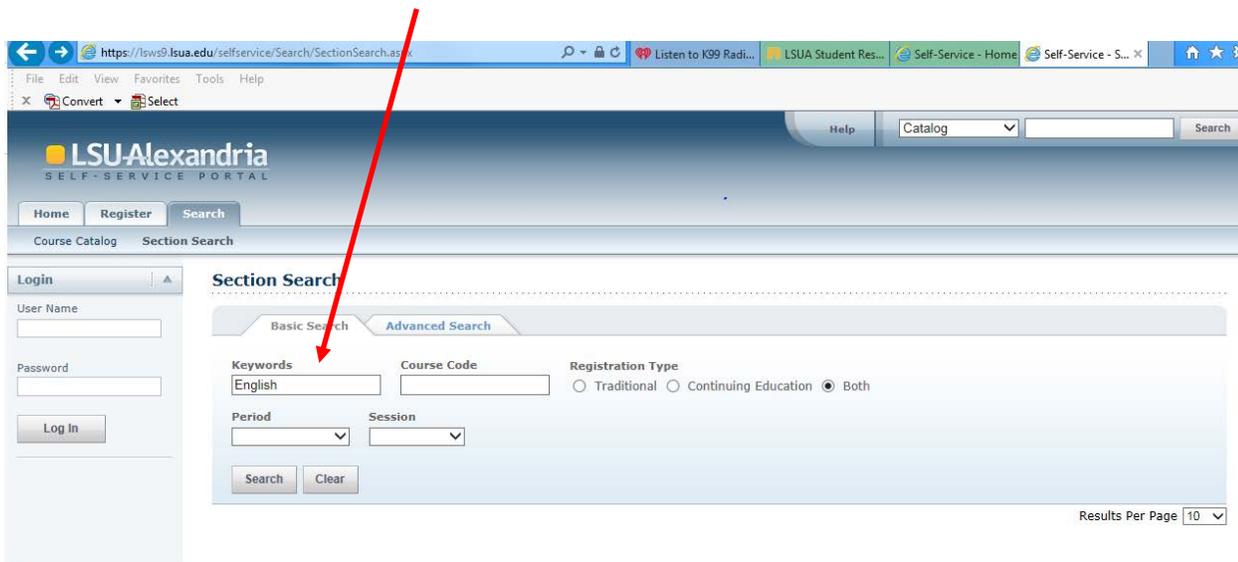
Visit the [LSUA](#) website. Click on **CURRENT STUDENTS**



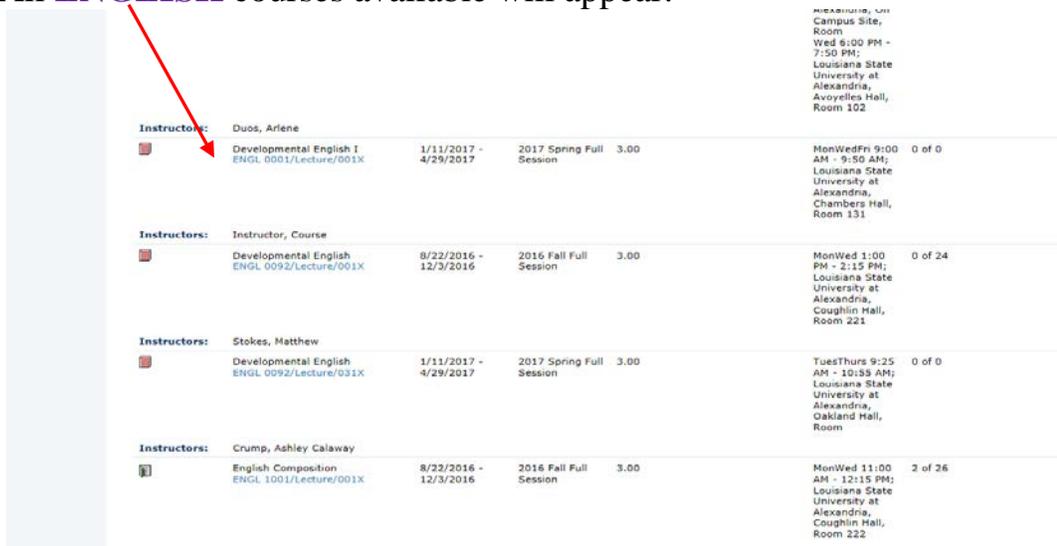
Courses Offerings are listed in the different formats



To search for courses, enter area of study such as **English** in the **KEYWORDS** field. This will give you all English courses offered for the semester:

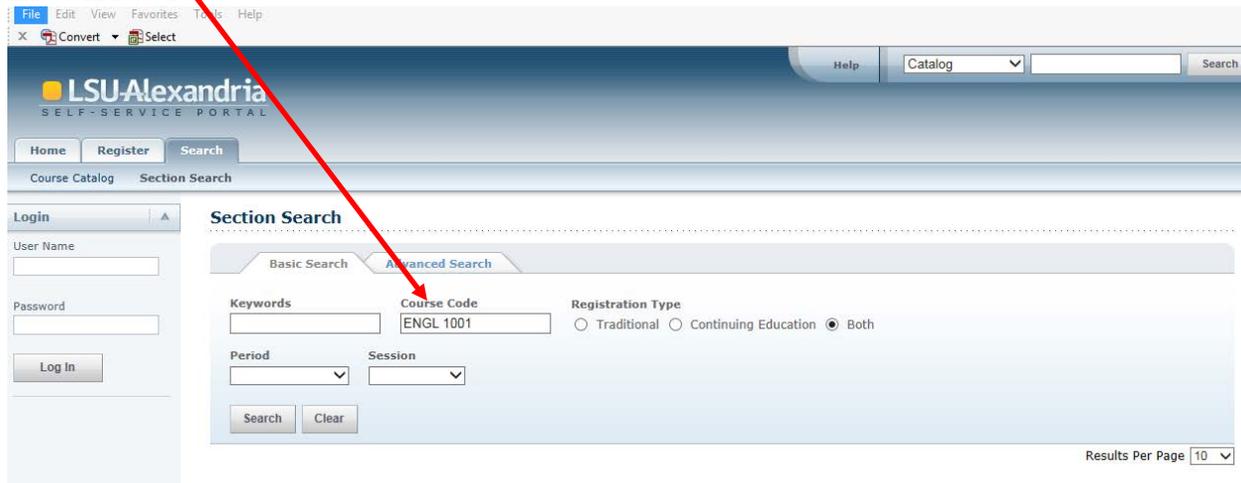


All **ENGLISH** courses available will appear:



Instructors:	Duos, Arlene								MonWedFri 9:00 AM - 9:50 AM; Louisiana State University at Alexandria, Avoyelles Hall, Room 102
	Developmental English I ENGL 0001/Lecture/001X	1/11/2017 - 4/29/2017	2017 Spring Full Session	3.00				0 of 0	
Instructors:	Instructor, Course								
	Developmental English ENGL 0092/Lecture/001X	8/22/2016 - 12/3/2016	2016 Fall Full Session	3.00				0 of 24	MonWed 1:00 PM - 2:15 PM; Louisiana State University at Alexandria, Coughlin Hall, Room 221
Instructors:	Stokes, Matthew								
	Developmental English ENGL 0092/Lecture/001X	1/11/2017 - 4/29/2017	2017 Spring Full Session	3.00				0 of 0	TuesThurs 9:25 AM - 10:55 AM; Louisiana State University at Alexandria, Coughlin Hall, Room 222
Instructors:	Crump, Ashley Calaway								
	English Composition ENGL 1001/Lecture/001X	8/22/2016 - 12/3/2016	2016 Fall Full Session	3.00				3 of 26	MonWed 11:00 AM - 12:15 PM; Louisiana State University at Alexandria, Coughlin Hall, Room 222

You can also search by the actual course number if you know this information. Ex: ENGL1001



LSU-Alexandria SELF-SERVICE PORTAL

Home Register Search

Course Catalog Section Search

Login

User Name
Password
Log In

Section Search

Basic Search **Advanced Search**

Keywords Course Code Registration Type

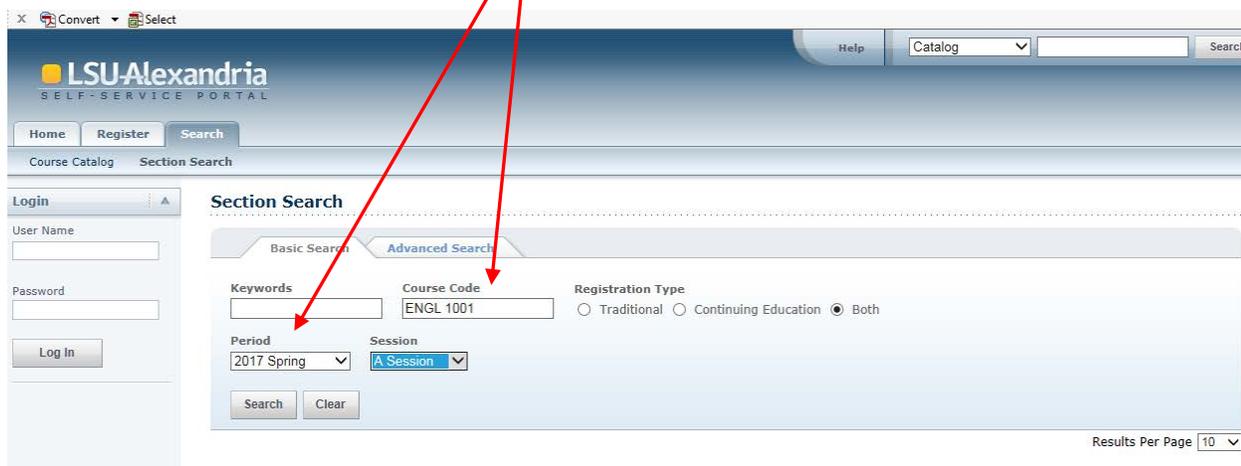
ENGL 1001 Traditional Continuing Education Both

Period Session

Search Clear

Results Per Page 10

Courses can also be search by **Period** and **Session**. Drop down box is available for the different selections:



LSU-Alexandria SELF-SERVICE PORTAL

Home Register Search

Course Catalog Section Search

Login

User Name
Password
Log In

Section Search

Basic Search **Advanced Search**

Keywords Course Code Registration Type

ENGL 1001 Traditional Continuing Education Both

Period Session

2017 Spring A Session

Search Clear

Results Per Page 10

COURSE STATUS: If a course is **CLOSED**, a red book icon will appear for closed status. If it is **OPEN**, a green book icon will appear. See legend of icons below.

Legend
 Open Closed

Instructors:	Course	Start/End	Session	Credits	Location	Seats
Smith, Lawanda	English Composition ENGL 1001/Lecture/001X	1/11/2017 - 4/29/2017	2017 Spring Full Session	3.00	TuesThurs 8:00 AM - 9:15 AM; Louisiana State University at Alexandria, Mulder Hall, Room 231	0 of 22
Stokes, Matthew	English Composition ENGL 1001/Lecture/002X	8/22/2016 - 12/3/2016	2016 Fall Full Session	3.00	MonWed 11:00 AM - 12:15 PM; Louisiana State University at Alexandria, Mulder Hall, Room 231	1 of 26
Gerl-Brown, Clara	English Composition ENGL 1001/Lecture/002X	1/11/2017 - 4/29/2017	2017 Spring Full Session	3.00	MonWedFri 11:00 AM - 11:50 AM; Louisiana State University at Alexandria, Mulder Hall, Room 224	1 of 22

Course Information: Clicking on the link of the course name, will display full details of the course

2016 Fall Full Session
 ENGL 1001/Lecture/002X - English Composition | Credits 3.00
 Prerequisite: ACT score as specified in the placement section of the catalog or a grade of "C" or higher in ENGL 0092. ENGL 1001 offers an introduction to composition and analysis of the essay and its rhetorical strategies. A grade of "C" or higher required to advance to ENGL 1002. [CENL 1013] Contact Hours: Lec. 3 Lab. 0 Offered FA,SP,SU.

Registration Type	Traditional
Fees	N/A
Instructors	Gerl-Brown, Clara
Duration	8/22/2016 - 12/3/2016
Schedule	MonWed 11:00 AM - 12:15 PM; LSUA, Mulder Hall, Room 231
Prerequisites	ACT / English <18.00> or ACTRES / English <18.00> or COMPAS / Writing Skills <68.00> or ENGL 0092 / Lecture <min grade = C, min credit = 3.00> or SAT / Writing Skills <450.00> or Instructor Permission Required from Allowed, None
Corequisites	N/A
Credit Types	Audit Bankruptcy Graded
Class	26 Seats 1 Remaining Open (Target Met)

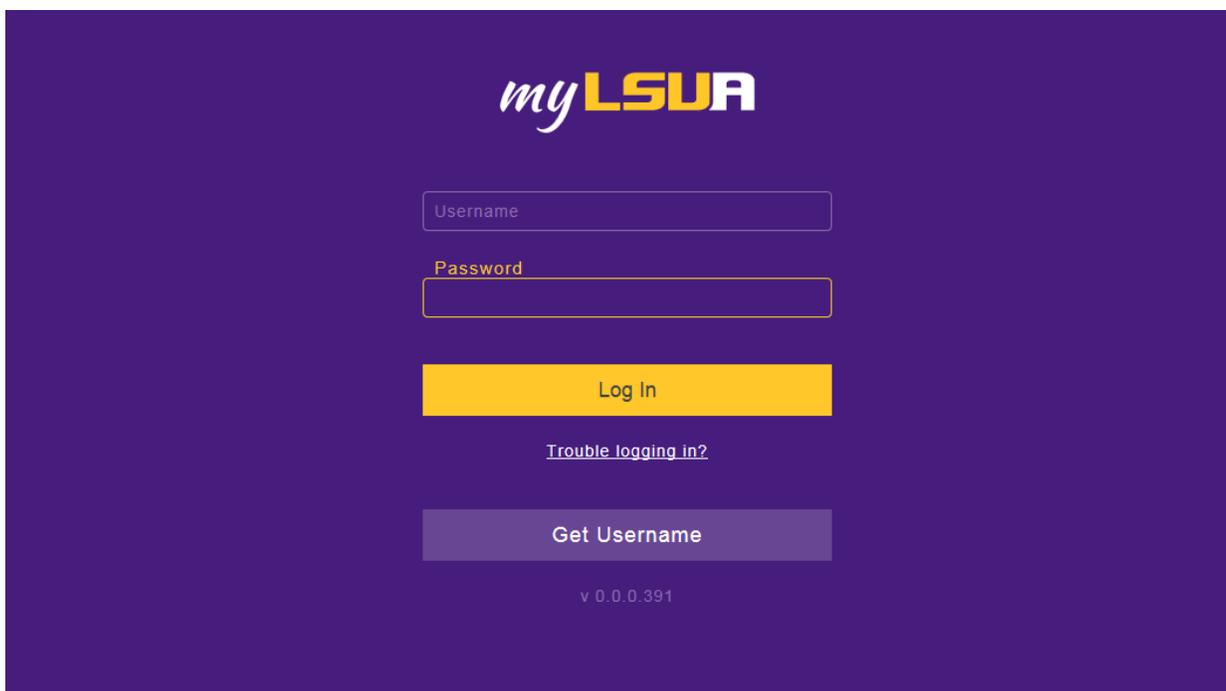
HOW TO REGISTER FOR COURSES AT LSUA

Registration occurs by accessing [self-service](#). Below are the steps:

1. Click, [MyLSUA](#) from the [LSUA](#) website



2. Enter your Username and Password



3. Click on SELF SERVICE

The screenshot shows the myLSUA website interface. At the top, there is a navigation bar with the myLSUA logo on the left and links for Self Service, Email, Moodle, MyLSU, and Staff on the right. A red arrow points from the text '3. Click on SELF SERVICE' to the 'Self Service' link in the navigation bar. Below the navigation bar, there is an 'EVENTS' section with a 'Request Media Coverage' button. The events list includes:

- Mar 8** B-Session: Final date for adding courses for Spring 2017 (3/8-1/1 | 12:00 AM)
- Mar 9** B-Session: Final date for receiving a full refund (100% minus non-refundable fee) (3/9-1/1 | 12:00 AM)
- Mar 10** (22)Softball @ Our Lady of the Lake University (3/10/2017 | 1:00 PM)

On the right side, there is an 'IMPERSONATE' section with a 'Username' input field and an 'Impersonate' button. Below that is a banner for the 'LSUA Health Clinic' with a stethoscope and the text 'Monday, Wednesday, & Thursday | 9 am'.

4. Scroll down to the bottom of page and click on “Continue to Self-Service” button

The screenshot shows the bottom portion of the myLSUA website. The navigation bar at the top includes the myLSUA logo and links for Self Service, Email, Moodle, and MyLSU. The main content area contains a list of bullet points regarding FERPA exemptions, followed by a paragraph about information disclosure and a link to www.ed.gov. At the bottom, there is an 'IMPORTANT' notice and a yellow button labeled 'Continue to Self-Service'. A red arrow points from the text '4. Scroll down to the bottom of page and click on “Continue to Self-Service” button' to the 'Continue to Self-Service' button.

- A student serving on an official committee or who is assisting another school official in performing his/her task for legitimate educational purposes.
- Officials of another school, upon request, in which the student seeks or intends to enroll.
- Officials of the U.S. Department of Education and federal, state, or local education authorities in connections with audit or evaluation of supported programs.
- To persons in connection with a student's request for or receipt of financial aid to determine the eligibility, amount or conditions of the aid.
- To state and local officials or authorities if specifically required by state law that was adopted prior to November 19, 1974.
- To organizations conducting research studies on behalf of the University.

When reasonable and legitimate requests are received by LSUA, the University may provide information that includes, but is not limited to:

- Academic records, including, but not limited to, registration/enrollment, major/minor, academic standing, grades, grade point average, class and test scores.
- Student account information such as charges, fees, payments, financial aid and account balance.
- Violations of the University behavioral standards.
- Behavior related to, and/or caused by, emerging and/or ongoing emotional issues.

LSUA reserves the right to withhold information when it deems the request to be either not reasonable or not legitimate.

Please note that, in addition, LSUA will publicly disclose personally identifiable information from education records, also known as directory information, such as name, major, hometown, room assignment, email address, mail box number, photograph, enrollment status, participation in University activities/events and/or phone number. If you wish to restrict publication of any or all of this type of information, please complete a non-disclosure form in the Office of Records located in Oakland Hall Room 100, Telephone: 318-473-6424, Fax 318-473-6418.

Further information about FERPA may be found online at www.ed.gov.

IMPORTANT: By clicking the “Continue to Self-Service” button below, students acknowledge that they have received this notification. Updates to this policy will be outlined in the Student Handbook and LSUA Policy Statements found at www.lsu.edu.

Continue to Self-Service

Select REGISTER

LSU Alexandria
SELF-SERVICE PORTAL

Home Register Classes Finances Grades Search My Profile

Cart Inquire

PowerCampus
by Ellucian™

Students

- ▶ Find Courses
- ▶ Register
- ▶ View Schedule

Click TRADITIONAL COURSES

LSU Alexandria
SELF-SERVICE PORTAL

Home Register Classes Finances Grades Search My Profile

Traditional Courses

Register

You can register for Continuing Education courses. After you log in, you can also register for Traditional courses, view your academic plan, and create What If? plans to compare your current coursework against the degree requirements for a different major or minor.

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Select from TERMS AVAILABLE at the time of registration (red book icon, term closed; green book icon, term opened)

LSU Alexandria
SELF-SERVICE PORTAL

Home Register Classes Finances Grades Search My Profile

Traditional Courses

Related Links

- Section Search
- Academic Plan
- View Schedule

Traditional Courses

Select Period Review Schedule Finalize Complete

In order to begin the registration process, please select a registration period.

Period	Status
 2017/SPRING 3	Advisor authorization needed to register.
 2017/Spring	OK to register.

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Select **SECTION SEARCH** to search for open courses for each particular session

LSU-Alexandria
SELF-SERVICE PORTAL

Home Register Classes Finances Grades Search My Profile

Traditional Courses

Related Links

- Section Search
- Academic Plan
- View Schedule

Traditional Courses - 2017/SPRING 3

Select Period Review Schedule Finalize Complete

Courses to Add

Your cart is empty.

You must add courses to your cart before proceeding with registration.

Use the [Section Search](#) to find courses to add to your cart.

You can review your degree requirements and find required courses using the [Academic Plan](#).

Registered Courses

Drop	Course	Date	Session	Credits	Credit Type	Schedule	Location	Status
<input type="checkbox"/>	Health Care of Women - NURS 3009 / Lecture /	3/6/2017 - 4/23/2017	Full Session	3.00	Graded	Internet Course, 6:00 AM - 6:01 AM;	Louisiana State University at Alexandria, Online, Room	Registered

Instructors: Doyle, Catherine

Enter area of interest, **COURSE CODE** to retrieve all open courses for open registration session, **PERIOD** and **SESSION**. You can also enter a specific course to get all opened sections.

Home Register Classes Finances Grades Search My Profile

Course Catalog Section Search Directory

Related Links

- Registration
- Academic Plan

Section Search

Basic Search Advanced Search

Keywords Course Code Registration Type

ENGL

Traditional Continuing Education Both

Period Session

2017 Spring 3rd Session

Search Clear

Results

Courses available to register will appear with the **ADD** button. Those courses not available will not have the **ADD** button

Instructors: Jones, Ginger							
	English Composition II ENGL 1002/Lecture/371I	3/6/2017 - 4/23/2017	2017 Spring 3rd Session	3.00	Fees Applicable	Internet Course 6:00 AM - 6:01 AM; Louisiana State University at Alexandria, Online, Room	0 of 22
Instructors: Jones, Ginger							
	English Composition II ENGL 1002/Lecture/371K	3/6/2017 - 4/23/2017	2017 Spring 3rd Session	3.00	Fees Applicable	Mon 7:00 PM - 8:50 PM; Louisiana State University at Alexandria, OFFCAMPUS: Learning Center for Rapides Parish, Room	12 of 22 <input type="button" value="Add"/>
Instructors: Alai, Eric							
	The Novel ENGL 2031/Lecture/371I	3/6/2017 - 4/23/2017	2017 Spring 3rd Session	3.00	Fees Applicable	Internet Course 6:00 AM - 6:01 AM; Louisiana State University at Alexandria, Online, Room	5 of 30 <input type="button" value="Add"/>

When adding a course, the below message appears and places the course in **MY CART**

[Back to Registration](#)

GL' and Registration Type = 'Traditional' and Period = '2017 Spring' and Session = '3rd Session'.

My Cart

Cart Items

ENGL 1002/371K 3.00 Cr.
3/6/2017 - 4/23/2017
Mon, 7:00 PM - 8:50 PM
Alai, Eric

Course Added [Hide](#)

Course ENGL 1002/Lecture/371K was added to your shopping cart for period 2017/SPRING/3rd Session.

Date	Session	Credits	Fees
3/6/2017 - 4/23/2017	2017 Spring 3rd Session	3.00	Fees Applicable

View Cart will display the below:

LSU-Alexandria
SELF-SERVICE PORTAL

Home Register Classes Finances Grades Search My Profile

Cart Inquire

Cart

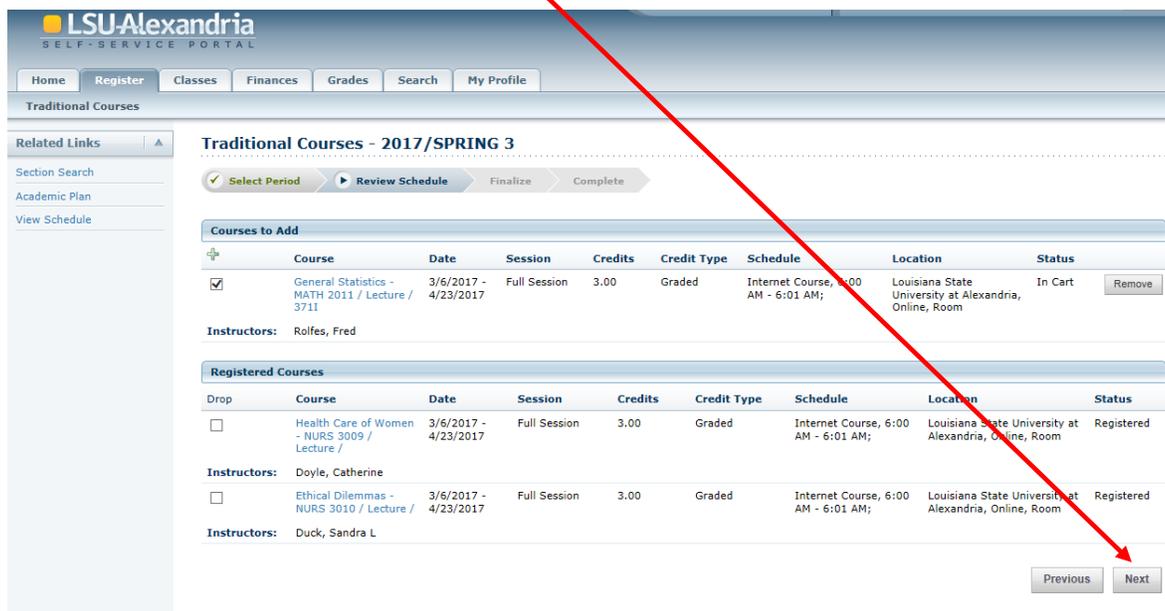
Empty Cart Add Section View Schedule Register

2017/SPRING 3 [Delete Session](#)

Course	Date	Credits	Credit Type	Schedule	
General Statistics MATH 2011/Lecture/371I	3/6/2017 - 4/23/2017	3.00	Graded	Internet Course 6:00 AM - 6:01 AM; LSUA, Online, Room	<input type="button" value="Remove"/>

Instructors: Rolles, Fred

PROCEED TO REGISTRATION, will display the course to be added. The course to add has the  Select the **NEXT** button to finish the registration of the course



LSU Alexandria
SELF-SERVICE PORTAL

Home Register Classes Finances Grades Search My Profile

Traditional Courses

Related Links
Section Search
Academic Plan
View Schedule

Traditional Courses - 2017/SPRING 3

Select Period Review Schedule Finalize Complete

Courses to Add

Course	Date	Session	Credits	Credit Type	Schedule	Location	Status
<input checked="" type="checkbox"/> General Statistics - MATH 2011 / Lecture / 371I	3/6/2017 - 4/23/2017	Full Session	3.00	Graded	Internet Course, 6:00 AM - 6:01 AM;	Louisiana State University at Alexandria, Online, Room	In Cart

Instructors: Rolles, Fred

Registered Courses

Drop	Course	Date	Session	Credits	Credit Type	Schedule	Location	Status
<input type="checkbox"/>	Health Care of Women - NURS 3009 / Lecture /	3/6/2017 - 4/23/2017	Full Session	3.00	Graded	Internet Course, 6:00 AM - 6:01 AM;	Louisiana State University at Alexandria, Online, Room	Registered
<input type="checkbox"/>	Ethical Dilemmas - NURS 3010 / Lecture /	3/6/2017 - 4/23/2017	Full Session	3.00	Graded	Internet Course, 6:00 AM - 6:01 AM;	Louisiana State University at Alexandria, Online, Room	Registered

Instructors: Doyle, Catherine

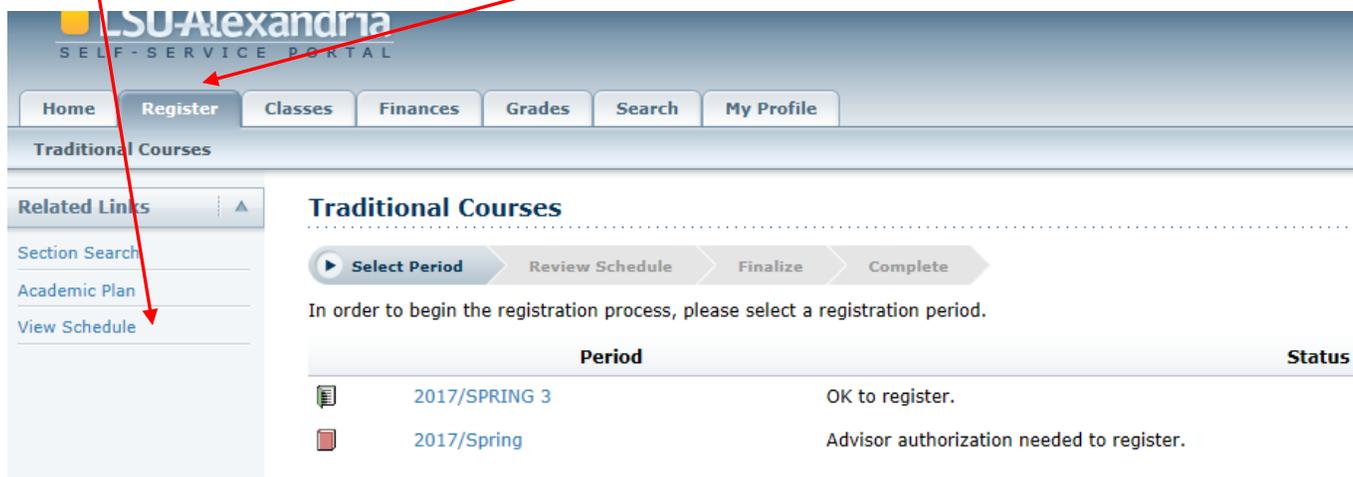
Instructors: Duck, Sandra L

Previous Next

VIEW SCHEDULE. Students can view their schedule two ways. They are below:

OPTION 1

Student schedule can be viewed by selecting the **REGISTER** tab, *Traditional Courses*, **VIEW SCHEDULE**



LSU Alexandria
SELF-SERVICE PORTAL

Home Register Classes Finances Grades Search My Profile

Traditional Courses

Related Links
Section Search
Academic Plan
View Schedule

Traditional Courses

Select Period Review Schedule Finalize Complete

In order to begin the registration process, please select a registration period.

Period	Status
 2017/SPRING 3	OK to register.
 2017/Spring	Advisor authorization needed to register.

OR

OPTION 2

Student can select **CLASSES** tab, **SCHEDULE** and then **STUDENT SCHEDULE**



STUDENT DETAILED SCHEDULE

Full detail of student schedule will display to include course title, instructors names, course time, room location and duration of course.

The screenshot displays the 'Student Schedule' page. On the left is a sidebar with 'Student Schedule' and 'Options' (Text | Grid), a 'Period' dropdown set to '2017/Spring', and checkboxes for 'Courses in Cart', 'Waitlisted Courses', and 'Con Ed Courses'. The main content area is titled 'Student Schedule' and lists several courses. Red arrows point from the text above to the course details. The courses listed are:

Course Title	Credits	Type	Duration	CEUs
PSYC 3075/Lecture/2711 - PSYC of Death, Dying, and Bereavement	3.00	Graded	1/9/2017 - 2/26/2017	0.00
NURS 1020/Lecture/001X - Medical Surgical Nursing I	2.00	Graded	1/11/2017 - 4/29/2017	0.00
NURS 1021/Laboratory/004X - Medical Surgical Nursing I Clinical	2.00	Pass or No Credit	1/11/2017 - 4/29/2017	0.00
NURS 1025/Lecture/001X - Psychiatric-Mental Health Nursing	2.00	Graded	1/11/2017 - 4/29/2017	0.00
NURS 1026/Laboratory/004X - Psychiatric-Mental Health Nurs Clinical	2.00	Pass or No Credit	1/11/2017 - 4/29/2017	0.00

WAITLIST A COURSE

LSUA has implemented the process of Waitlist. Waitlist is a way for students to get open seats in full sections without having to spend all day, and night, trying to add. When students drop out of a full section, or its department opens seats, students are automatically moved off the section's waitlist to fill the class. An email notification is sent to the student to complete the process to register the course. *It is a first come, first serve basis.*

Being on a waitlist does not guarantee that you will get the class, but once a waitlist is turned on it is the only chance to possibly secure an open seat. It is critical that you regularly monitor your position on a waitlist to determine if you need to add an alternative course.

How does waitlisting a course work?

When a student enrolled in the section drops the course, is purged, or otherwise changes their schedule, the student in the number one slot on the waitlist will be sent an email to add the course. The student emailed has **24 hours** to add the course. If they do not register for the course in the time allotted, the student will have to join the waitlist again putting him at the end of the established waitlist for the course.

What can students do with waitlists?

Students can join a waitlist for any course they have not scheduled if the waitlist for the course is active. They may only join one waitlist per course but no limit on the number of courses they can waitlist. **Waitlisting a course does not guarantee that they will get into the course.**

Can students view waitlists?

Students are unable to see entire waitlists. They are however able to see their line position when they elect to waitlist the course. They are also able to log into **Self-Service** through **MyLSUA** to view the waitlist status for each of their courses.

Do waitlisted courses count towards a student's credit hour max?

No, waitlisted courses are not used to determine if students have reached their maximum credit hours. In addition, waitlisted courses are not used to assess fees.

What happens to waitlisted students if their courses are purged?

If a student has their courses purged for non-payment or for being scholastically dropped, they will be automatically deleted from any waitlist they were on.

When are waitlists available?

Waitlists are available to students throughout the available dates and times of the registration process. When a section is full, a waitlist is automatically created and may be joined by students. The waitlist will available until the week before the semester starts.

What sections of courses will be waitlisted?

All on-campus course sections are eligible to be waitlisted. *Waitlists will not be accessible until a section's enrollment maximum is met.*

How can students join a waitlist?

Students can join a waitlist during the registration period. In order to be presented with the option to join a waitlist, students must first attempt to add the desired course to their schedule. When joining a waitlist that conflicts with a previously scheduled class, students will have the option to have the conflicting class automatically dropped to make room for the waitlisted class.

How will students know if they are added to a class?

Students who become eligible to register for a waitlist course will be sent an email to their LSUA email account to register for the course. The student is usually given a 24 hour window to register the course. .

What will happen if a student is first on a waitlist, but the student has scheduled the maximum hours permitted?

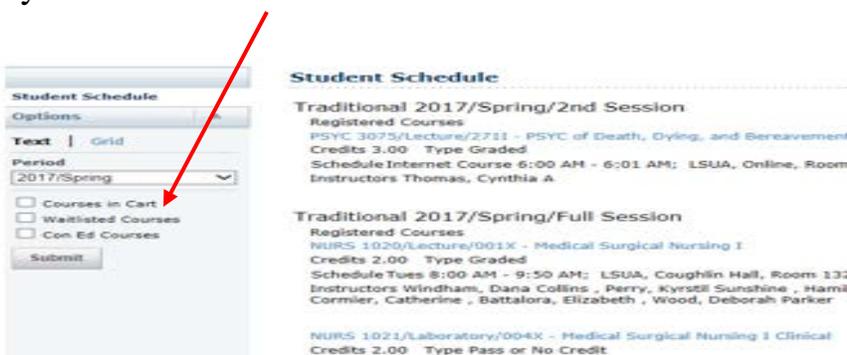
Once the student is notified to register for the waitlisted course, they will have to drop a course to allow for the waitlist course to be registered. As long as the overall hours does not exceed the maximum hours allowed, the student should not have any issue with making this change.

If a student joins a waitlist, are they guaranteed a seat?

No, joining a waitlist does not guarantee a seat. If a seat in the class never opens up, they will not be moved off the waitlist and into the section. Students must check the status of the waitlisted course regularly to decide whether to remove themselves from the waitlist and find alternative courses to schedule. It is up to the student to decide when they can no longer wait for a class and have to schedule an alternative course instead.

How does a student leave a waitlist?

Students can remove themselves from a waitlist by logging into **Self-Service** through **MYLSUA**. Student can select the Waitlisted Courses option in Self-Service to see all the courses they have waitlisted. If a student decides to remove a course from the waitlist, they can select the remove from waitlist for that course.



The image shows a screenshot of the 'Student Schedule' interface. On the left, there is a sidebar with a 'Student Schedule' header and an 'Options' section. Under 'Options', there are two radio buttons: 'Courses in Cart' and 'Waitlisted Courses'. The 'Waitlisted Courses' option is selected. Below these are checkboxes for 'Con Ed Courses' and a 'Submit' button. A red arrow points from the 'Waitlisted Courses' radio button to the main content area. The main content area is titled 'Student Schedule' and lists two sections of courses. The first section is 'Traditional 2017/Spring/2nd Session' and lists a registered course: 'PSYC 3075/Lecture/2711 - PSYC of Death, Dying, and Bereavement' with 3.00 credits, graded type, and a schedule of 6:00 AM - 6:01 AM. The second section is 'Traditional 2017/Spring/Full Session' and lists a registered course: 'NURS 1020/Lecture/001X - Medical Surgical Nursing I' with 2.00 credits, graded type, and a schedule of Tues 8:00 AM - 9:50 AM. Below this, there is another course listed: 'NURS 1021/Laboratory/004X - Medical Surgical Nursing I Clinical' with 2.00 credits, pass or no credit type.