



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.

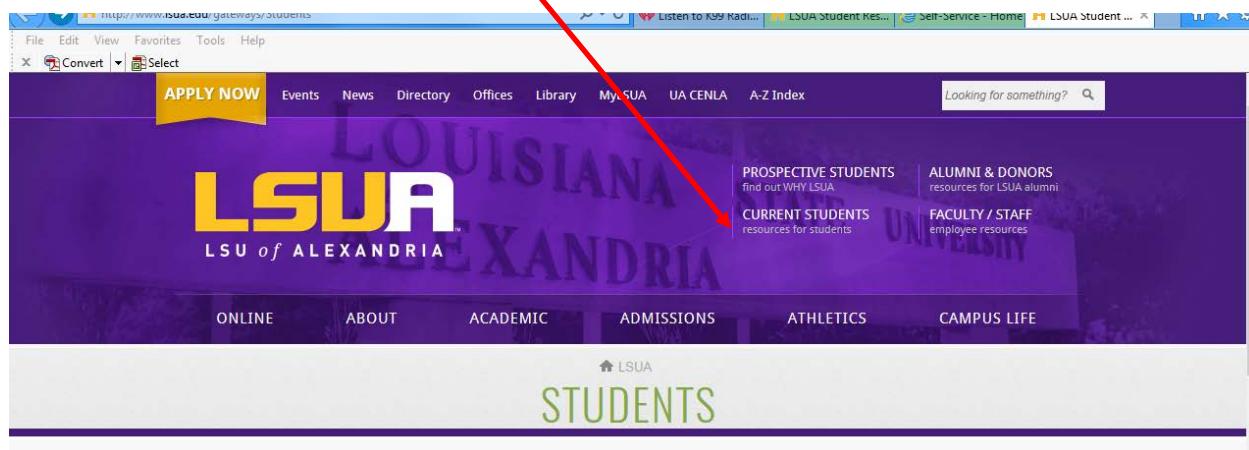
Students may add courses for credit, make section changes, or withdraw from courses with approval of the appropriate university personnel within the periods specified in the [Academic Calendar](#) found on the Registrar's website.

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

The screenshot shows the LSUA Students portal. At the top, there's a purple header with the LSUA logo. Below it, a green banner says 'STUDENTS'. Underneath, there's a 'NOTEWORTHY' section. In the center, there are four colored boxes: blue ('MY LSUA'), green ('EMAIL'), green ('MOODLE'), and orange ('SELF-SERVICE'). Below these are 'SEMESTER RELATED LINKS' with two items: 'Course Offerings (Online | Off-Campus | On-Campus)' and 'Academic Calendar'. To the right, there's a 'UPCOMING EVENTS' section with two entries: 'APR 1 Out of the Darkness | Campus Walks' and 'APR 22 Ms. LSUA Pageant'. At the bottom right, there's a 'RECENT ANNOUNCEMENTS' section with one entry: 'Adjunct of Communication Studies'.

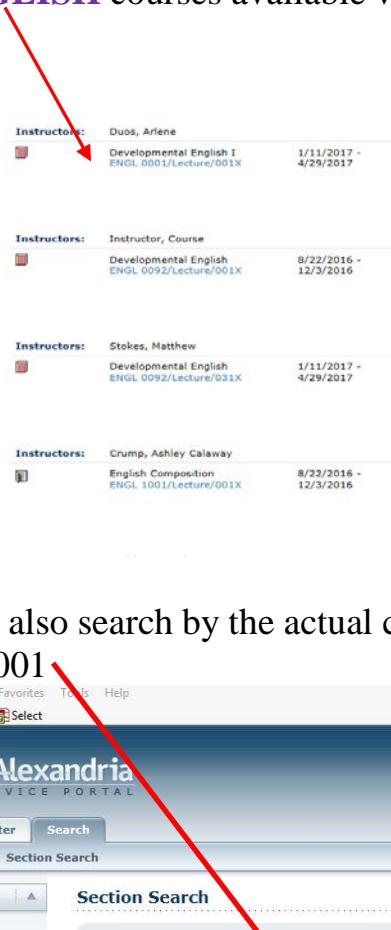
To search for courses, enter area of study such as English in the **KEYWORDS** field. This will give you all English courses offered for the semester:

The screenshot shows the LSU Alexandria Self-Service Portal. At the top, there's a blue header with the URL 'https://lswa.lsua.edu/selfservice/Search/SectionSearch.aspx'. Below it, there's a navigation bar with links for 'Home', 'Register', 'Search', 'Course Catalog', and 'Section Search'. On the left, there's a 'Login' section with fields for 'User Name' and 'Password', and a 'Log In' button. The main area is titled 'Section Search' with tabs for 'Basic Search' and 'Advanced Search'. Under 'Basic Search', there's a 'Keywords' field containing 'English', a 'Course Code' field, and 'Registration Type' options ('Traditional', 'Continuing Education', 'Both'). Below that are 'Period' and 'Session' dropdown menus, and 'Search' and 'Clear' buttons. At the bottom right, there's a 'Results Per Page' dropdown set to '10'.

All **ENGLISH** courses available will appear:

Instructors:	Doos, Arlene	Developmental English I ENGL 0001/Lecture/001X	1/11/2017 - 4/29/2017	2017 Spring Full Session	3.00	MonWedFri 9:00 AM - 9:50 AM; Louisiana State University at Alexandria, Avoyelles Hall, Room 102	0 of 0
Instructors:	Instructor, Course	Developmental English ENGL 0092/Lecture/001X	8/22/2016 - 12/3/2016	2016 Fall Full Session	3.00	MonWed 1:00 PM - 2:15 PM; Louisiana State University at Alexandria, Coughlin Hall, Room 221	0 of 24
Instructors:	Stokes, Matthew	Developmental English ENGL 0092/Lecture/031X	1/11/2017 - 4/29/2017	2017 Spring Full Session	3.00	TuesThurs 9:25 AM - 10:55 AM; Louisiana State University at Alexandria, Oakland Hall, Room	0 of 0
Instructors:	Crump, Ashley Calaway	English Composition ENGL 1001/Lecture/001X	8/22/2016 - 12/3/2016	2016 Fall Full Session	3.00	MonWed 11:00 AM - 12:15 PM; Louisiana State University at Alexandria, Coughlin Hall, Room 222	2 of 26

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



File Edit View Favorites Tools Help

X Convert Select

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

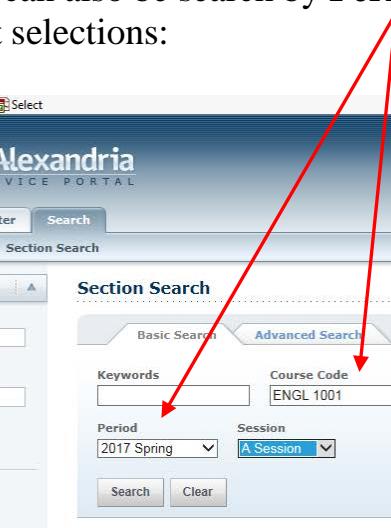
Registration Type Traditional Continuing Education Both

Period Session

Search Clear

Results Per Page

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



File Edit View Favorites Tools Help

X Convert Select

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 Traditional Continuing Education Both

Period Session

Search Clear

Results Per Page

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.

<input type="checkbox"/> Open Sections Only							
<input type="checkbox"/> New Search							
<input type="checkbox"/> Refine Search							
Sort By							
Course ID	<input type="button" value="Sort"/>						
Results Per Page	10	<input type="button" value="Show"/>					
Legend	<input type="checkbox"/> Open	<input checked="" type="checkbox"/> Closed					
<hr/>							
Instructors:	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 222	0 of 22	
Instructors:	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	
Instructors:	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

Self-Service - Section Details - Internet Explorer

<https://lsws0.lsua.edu/selfservice//search/sectiondetailsdialog.aspx?id=15241>

PowerCampus by Ellucian™

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)

Instructors: 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 222

Instructors: 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

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

A screenshot of the myLSUA login page. The page has a dark blue background. At the top, it says "myLSUA". Below that are two input fields: "Username" and "Password". Underneath the password field is a "Log In" button. Below the "Log In" button is a link "Trouble logging in?". At the bottom of the page is a "Get Username" button.

3. Click on SELF SERVICE

A screenshot of a web browser displaying the myLSUA dashboard. A red arrow points from the text "Click on SELF SERVICE" down to the "Self Service" link in the top navigation bar. The dashboard includes sections for EVENTS (Academics, Athletics, General, All), IMPERSONATE (Username, Impersonate button), and a Health Clinic logo featuring a stethoscope and the text "Monday, Wednesday, & Thursday | 9 am - 4 pm" and "Click here for more info".

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

A screenshot of the myLSUA self-service page. A red arrow points from the text "Scroll down to the bottom of page and click on ‘Continue to Self-Service’ button" down to the "Continue to Self-Service" button at the bottom of the page. The page contains a list of individuals who may request information, a section on reasonable requests, a disclaimer about withhold information, a note about FERPA, and an important acknowledgment statement.

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 rank, 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 will be outlined in the Student Handbook and LSUA Policy Statements found at www.lsua.edu.

Continue to Self-Service

Select REGISTER

The screenshot shows the LSU Alexandria Self-Service Portal. At the top, there's a navigation bar with links for Home, Register, Classes, Finances, Grades, Search, and My Profile. Below the navigation bar is a 'Cart' and 'Inquire' button. The main content area features a banner for 'PowerCampus by Ellucian' with images of students and faculty. Underneath the banner, a 'Students' section includes a list of links: Find Courses, Register, and View Schedule.

Click TRADITIONAL COURSES

The screenshot shows the 'Traditional Courses' page of the LSU Alexandria Self-Service Portal. The navigation bar at the top includes a 'Traditional Courses' link, which is highlighted with a red box and has a red arrow pointing to it. The main content area is titled 'Register' and contains a brief description of the registration process for Continuing Education courses.

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

The screenshot shows the 'Traditional Courses' registration page. On the left, there's a sidebar with 'Related Links' for Section Search, Academic Plan, and View Schedule. The main content area is titled 'Traditional Courses' and includes a 'Select Period' button. Below the button is a message: 'In order to begin the registration process, please select a registration period.' A table lists two registration periods:

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

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

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
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

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'.

Course Added

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

[View Cart](#) [Proceed to Registration](#)

AM; Louisiana State University at Alexandria, 6:01 AM Thomas, Cynthia A

NURS 1020/ 2.00 Cr. Tues, 8:00 AM - 9:50 AM

Cr.

View Cart will display the below:

Cart

2017/SPRING 3

[Empty Cart](#) [Add Section](#) [View Schedule](#) [Register](#)

Session - Full 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
Instructors: Rolfs, 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

The screenshot shows the 'Traditional Courses - 2017/SPRING 3' section of the portal. It displays two tables: 'Courses to Add' and 'Registered Courses'. In the 'Courses to Add' table, there is one row for 'General Statistics - MATH 2011 / Lecture / 3711'. In the 'Registered Courses' table, there are two rows: 'Health Care of Women - NURS 3009 / Lecture /' and 'Ethical Dilemmas - NURS 3010 / Lecture /'. At the bottom right, there are 'Previous' and 'Next' buttons.

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**

The screenshot shows the 'Traditional Courses' page. The 'Related Links' sidebar on the left includes 'View Schedule'. A red arrow points from the text above to the 'Register' tab in the top navigation bar. Another red arrow points from the text above to the 'View Schedule' link in the sidebar.

OR

OPTION 2

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

LSU Alexandria
SELF-SERVICE PORTAL

Home Register Classes Finances Grades Search My Profile

Schedule Permission Requests

Schedule

Student Schedule

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STUDENT DETAILED SCHEDULE

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

Student Schedule

Traditional 2017/Spring/2nd Session

Registered Courses
PSYC 3075/Lecture/2711 - PSYC of Death, Dying, and Bereavement
Credits 3.00 Type Graded
Schedule Internet Course 6:00 AM - 6:01 AM; LSUA, Online, Room
Instructors Thomas, Cynthia A

Duration 1/9/2017 - 2/26/2017
CEUs 0.00

Traditional 2017/Spring/Full Session

Registered Courses
NURS 1020/Lecture/001X - Medical Surgical Nursing I
Credits 2.00 Type Graded
Schedule Tues 8:00 AM - 9:50 AM; LSUA, Coughlin Hall, Room 132
Instructors Windham, Dana Collins , Perry, Kyrstil Sunshine , Hamilton, Nancy Richey , Cormier, Catherine , Battalora, Elizabeth , Wood, Deborah Parker

Duration 1/11/2017 - 4/29/2017
CEUs 0.00

NURS 1021/Laboratory/004X - Medical Surgical Nursing I Clinical
Credits 2.00 Type Pass or No Credit
Schedule Thurs 6:00 AM - 6:00 PM; LSUA, Coughlin Hall, Room 209
Instructors Windham, Dana Collins , Hamilton, Nancy Richey , Wood, Deborah Parker

Duration 1/11/2017 - 4/29/2017
CEUs 0.00

NURS 1025/Lecture/001X - Psychiatric-Mental Health Nursing
Credits 2.00 Type Graded
Schedule Wed 10:00 AM - 11:50 AM; LSUA, Chambers Hall, Room 143
Instructors Herrington, Kim J , Williams, Sandra Roberts , Yonge, Denise

Duration 1/11/2017 - 4/29/2017
CEUs 0.00

NURS 1026/Laboratory/004X - Psychiatric-Mental Health Nurs Clinical
Credits 2.00 Type Pass or No Credit

Duration 1/11/2017 - 4/29/2017
CEUs 0.00

Student Schedule

Options

Text | Grid

Period 2017/Spring

Courses in Cart
 Waitlisted Courses
 Con Ed Courses

Submit

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 positon 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 screenshot shows the LSUA Self-Service Student Schedule interface. On the left, there is a sidebar with options: 'Student Schedule' (selected), 'Options' (dropdown menu), 'Text' (radio button selected), 'Grid' (radio button), 'Period' (dropdown menu set to '2017/Spring'), and checkboxes for 'Courses in Cart', 'Waitlisted Courses', and 'Con Ed Courses'. A red arrow points from the bottom of the 'Waitlisted Courses' checkbox towards the 'Waitlisted Courses' section in the main content area. The main content area is titled 'Student Schedule' and shows two session sections: 'Traditional 2017/Spring/2nd Session' and 'Traditional 2017/Spring/Full Session'. Each section lists registered courses, credits, type, schedule, and instructors. For example, the 'Traditional 2017/Spring/2nd Session' section includes PSYC 3075/Lecture/2711 - PSYC of Death, Dying, and Bereavement with 3.00 credits, Type Graded, and schedule Internet Course 6:00 AM - 6:01 AM; LSUA, Online, Room 131, Instructors Thomas, Cynthia A.