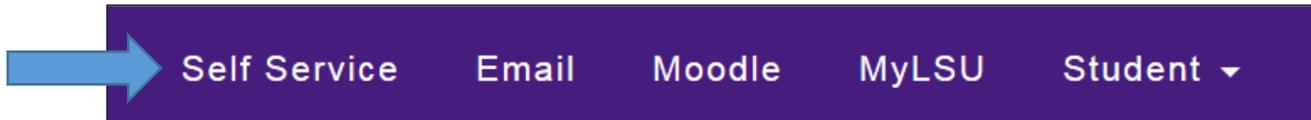


# Registering for Classes in Self-Service

## Instructions for Students Enrolled in 100% Online Programs

1. Go to <http://my.lsua.edu> and log onto your account with your LSUA username and password. (Need to request a username? Visit this [link](#). Forget your password? Change it [here](#)).
2. Once logged in to your account, go to the menu at the top of the page and click on the “Self-Service” link.



3. Scroll to the end of the splash page and click “Continue to Self-Service.”



4. Select the “Register” tab in the Self-Service menu and then click on the “Traditional Courses” link directly below it.



5. Select the period for which you’ve been authorized to register. You can select either the period name or the green open book. Note that **if you are in a 100% online program**, the period will be **Spring 2 and/or Spring 3 or Fall 2 and/or Fall 3**. In the example below, the student has been authorized to register for both Spring 2 and Spring 3.

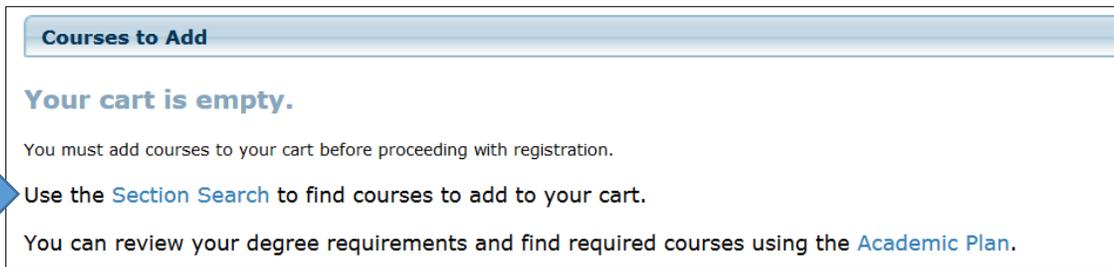
### Traditional Courses

▶ 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 2	OK to register.
	2017/Spring	Advisor authorization needed to register.

To search for courses to add to your cart, click on the “Section Search” link.



**Courses to Add**

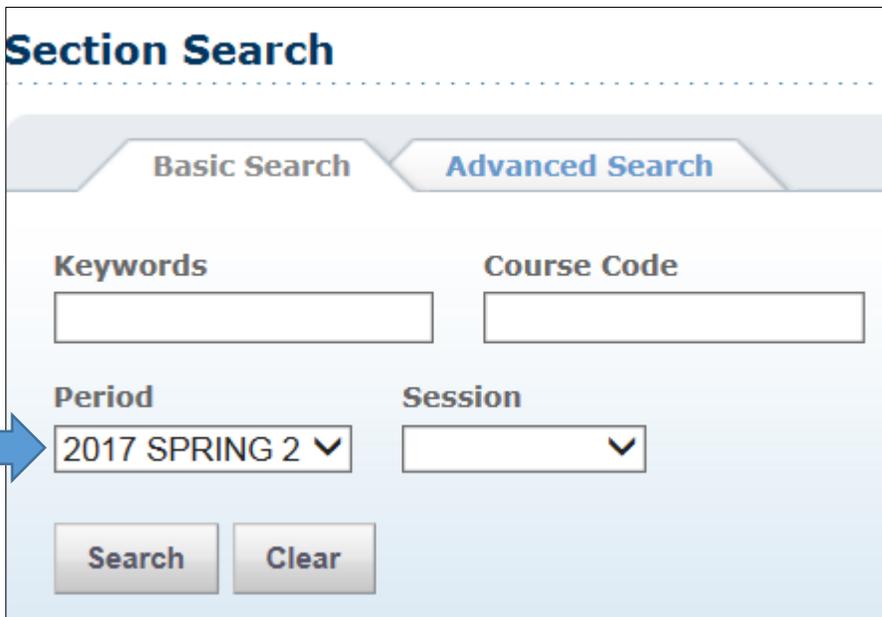
**Your cart is empty.**

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](#).

6. In the “Period” field, select the semester for which to want to register for courses.



### Section Search

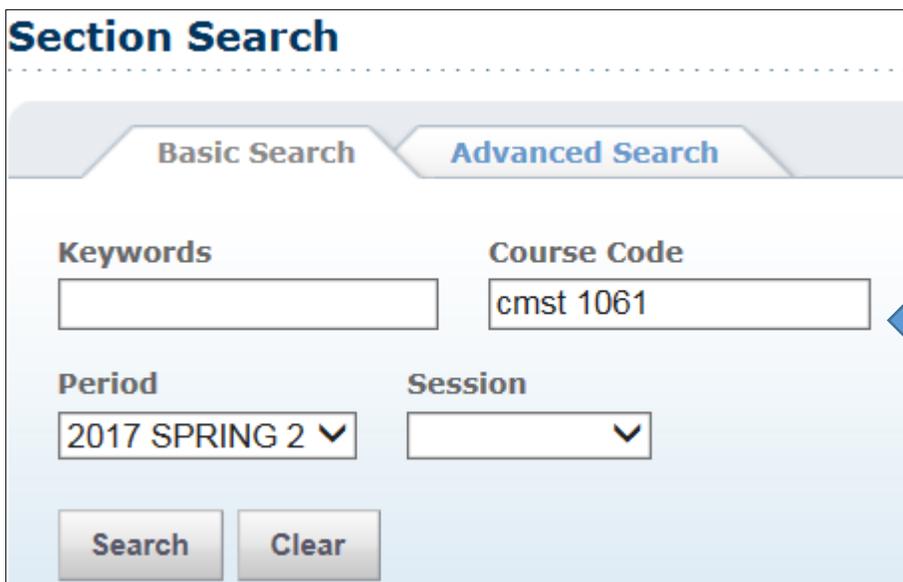
Basic Search    **Advanced Search**

**Keywords**       **Course Code**

**Period**       **Session**

7. If you know the course for which you want to register, you can search by entering the course prefix and number in the “Course Code” field (e.g., CMST 1061).



### Section Search

Basic Search    **Advanced Search**

**Keywords**       **Course Code**

**Period**       **Session**

8. Once you click “Search”, a list of available sections of the course will appear. Included for each section listed is the instructor’s name, the start and end date for the course, the course meeting time, and the number of credits earned if the course is successfully completed. To add the course to your cart, click on the “Add” button in the far-right column.



Course	Date	Session	Credits	Fees	Schedule	Available Seats	
Communication Fundamentals CMST 1061/Lecture/271I	1/9/2017 - 2/26/2017	2017 SPRING 2 Full Session	3.00		Internet Course 6:00 AM - 6:01 AM; Louisiana State University at Alexandria, Online, Room	990 of 999	Add
Wu, Min							

Once you’ve added a course to your cart, you can either click “View Cart” (and, if you wish, add more courses) or click “Proceed to Registration” to complete the registration process.

**Course Added** ▶ Hide

Course **CMST 1061/Lecture/271I** was added to your shopping cart for period **2017/SPRING2/Full Session**.

9. When you click “Proceed to Registration,” you will have an opportunity to review your schedule. To finalize it, click “Next” in the bottom right-hand corner of the screen.

▶ **Review Schedule**    Finalize    Complete

Course	Date	Session	Credits	Credit Type	Schedule	Location	Status	
Communication Fund - CMST 1061 / Lecture / 271I	1/9/2017 - 2/26/2017	Full Session	3.00	Graded	Internet Course, 6:00 AM - 6:01 AM;	Louisiana State University at Alexandria, Online, Room	In Cart	Remove
Wu, Min								



10. An account summary screen will appear showing the course(s) for which you have registered and the cost of attendance. Click next one more time.

New Charges/Credits:			<a href="#">View Statement</a>
2017/Spring	Academic Excellence Fee	\$30.00	Payment Due: \$1,836.25
2017/Spring	Operational Fee	\$13.50	
2017/Spring	Tuition Regular Semesters	\$611.76	
2017/Spring	Athletic Fee	\$42.00	
2017/Spring	Energy Surcharge	\$4.95	
2017/Spring	Student Technology Fee	\$15.00	
2017/Spring	Student Excellence Fee PC	\$36.00	
2017/Spring	Fee Building Use PC	\$12.00	
2017/Spring	Fee Health Student PC	\$9.00	
2017/Spring	Other PC	\$24.54	
	<b>Total:</b>	<b>\$798.75</b>	

11. You are now registered for courses!

✔ Select Period ✔ Review Schedule ✔ Finalize ✔ Complete

**Congratulations! You have completed your Registration for: 2017/Spring**

**You may now purchase books through the Bookstore by [Clicking Here](#)**