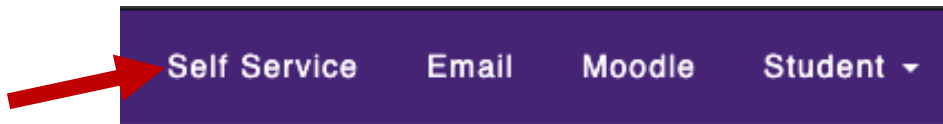


Registering for Classes in Self-Service (Enrolled in 100% Online Programs)

To Register for a Class:

1. Login at <http://my.lsua.edu> with your LSUA username and password. If you need to request a username, [click here](#). If you forgot your password, you can [reset it here](#).
2. Once logged in to your account, navigate to the menu at the top of the page and select **Self-Service**.



3. Scroll to the bottom of the page and click **Continue to Self-Service**.



4. Select the **Register** tab from the *Self-Service* menu, then click 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.

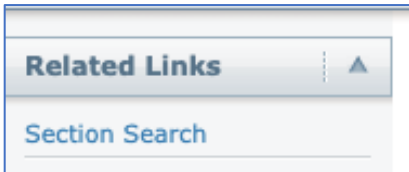
Traditional Courses

▶ Select Period Review Schedule Finalize Complete

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

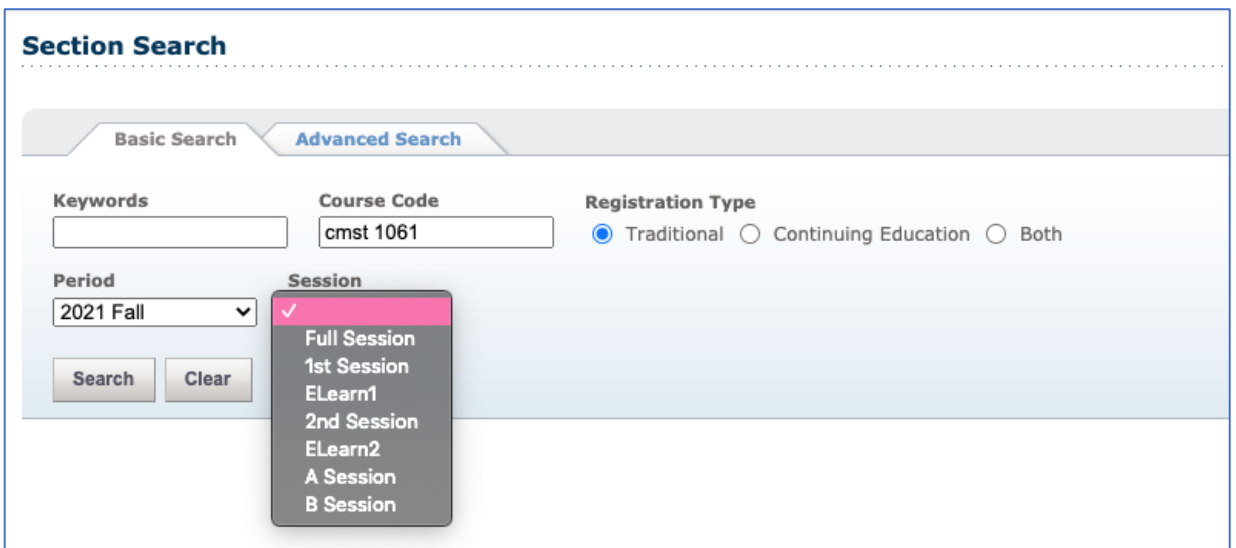
Period	Status
 2021/Fall	OK to register.
 2021/SUMMERO2	Advisor authorization needed to register.
 2021/SUMMERO1	Advisor authorization needed to register.
 2021/Summer	OK to register.

6. To search for classes, you can either select the link **Section Search** in the middle of the page or you can select **Section Search** from the left-side menu.



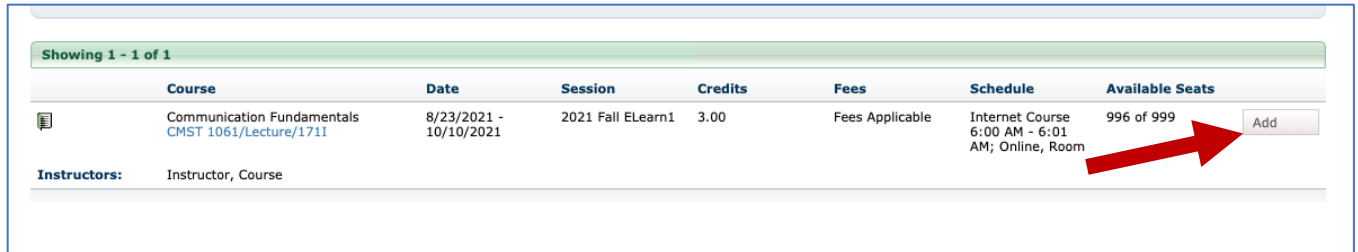
7. From the "Period" drop down menu, select the semester/session for which you want to register. **Note:** If you are in a 100% online program, the session will be Elearn1 and/or Elearn2.

Also, 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 (ex. CMST 1061).



8. Once you click **Search**, a list of available course sections 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.



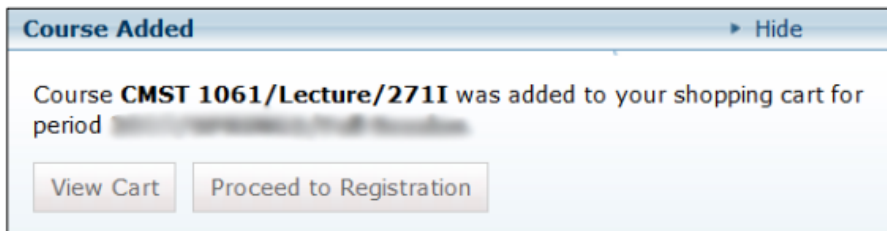
Showing 1 - 1 of 1

Course	Date	Session	Credits	Fees	Schedule	Available Seats
Communication Fundamentals CMST 1061/Lecture/1711	8/23/2021 - 10/10/2021	2021 Fall ELearn1	3.00	Fees Applicable	Internet Course 6:00 AM - 6:01 AM; Online, Room	996 of 999

Instructors: Instructor, Course

Add

9. 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.

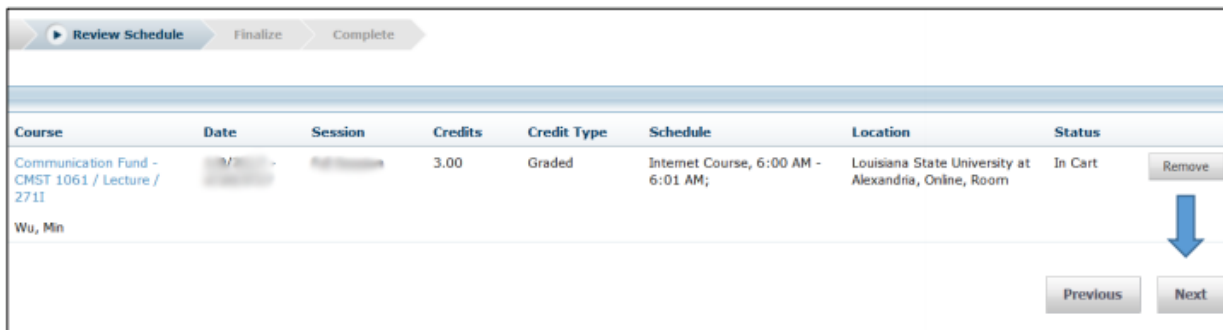


Course Added [Hide](#)

Course **CMST 1061/Lecture/271I** was added to your shopping cart for period **8/23/2021 - 10/10/2021**

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

10. If 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 / 2711	8/23/2021 - 10/10/2021	2021 Fall ELearn1	3.00	Graded	Internet Course, 6:00 AM - 6:01 AM;	Louisiana State University at Alexandria, Online, Room	In Cart

Wu, Min

[Remove](#)

[Previous](#) [Next](#)

11. An account summary screen will appear showing the course(s) for which you have registered and the cost of attendance. Click **Next**.

New Charges/Credits:			View Statement
20	Academic Excellence Fee	\$30.00	Payment Due: \$1,836.25
20	Operational Fee	\$13.50	
20	Tuition Regular Semesters	\$611.76	
20	Athletic Fee	\$42.00	
20	Energy Surcharge	\$4.95	
20	Student Technology Fee	\$15.00	
20	Student Excellence Fee PC	\$36.00	
20	Fee Building Use PC	\$12.00	
20	Fee Health Student PC	\$9.00	
20	Other PC	\$24.54	
Total:		\$798.75	



12. You are now registered for courses!

✓ **Select Period** ✓ **Review Schedule** ✓ **Finalize** ✓ **Complete**

Congratulations! You have completed your Registration for: [blurred text]

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