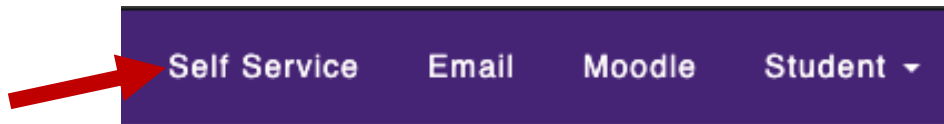


Registering for Classes in Self-Service (NOT Enrolled in 100% Online Programs)

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.

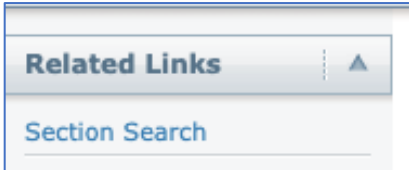
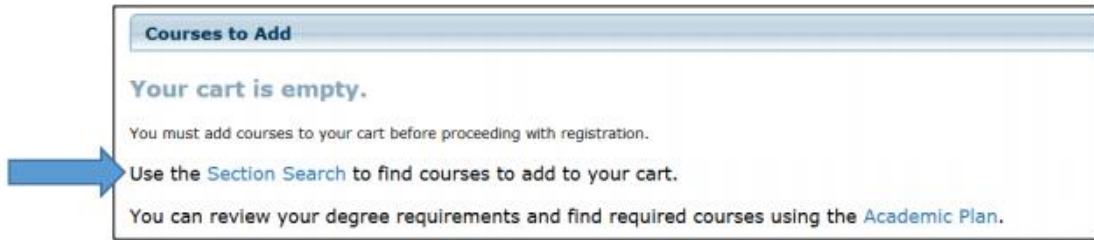
Traditional Courses

▶ 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" and "Session" drop down menus, 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.

The "Session" drop down menu can be left blank. If left blank, a search will find available courses across all sessions.

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).

The screenshot shows the "Section Search" form. The "Advanced Search" tab is selected. The "Course Code" field contains "cmst 1061". The "Registration Type" section has "Traditional" selected. The "Period" dropdown menu is set to "2021 Fall". The "Session" dropdown menu is open, showing options: "Full Session", "1st Session", "ELearn1", "2nd Session", "ELearn2", "A Session", and "B Session". The "Full Session" option is highlighted with a pink background and a checkmark.

- 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.

Course	Date	Session	Credits	Fees	Schedule	Available Seats	
Public Speaking CMST 2060/Lecture/001X	8/28/2017 - 12/15/2017	2017 Spring Full Session	3.00		MonWedFri 9:00 AM - 9:50 AM; Location to be announced	24 of 24	Add
Instructors: Thacker, Jessica							
Public Speaking CMST 2060/Lecture/002X	8/28/2017 - 12/15/2017	2017 Spring Full Session	3.00		MonWedFri 10:00 AM - 10:50 AM; Location to be announced	19 of 24	Add
Instructors: Thacker, Jessica							
Public Speaking CMST 2060/Lecture/003X	8/28/2017 - 12/15/2017	2017 Spring Full Session	3.00		TuesThurs 11:00 AM - 12:15 PM; Location to be announced	24 of 24	Add
Instructors: LaBorde, Melissa							
Public Speaking CMST 2060/Lecture/004X	8/28/2017 - 12/15/2017	2017 Spring Full Session	3.00		TuesThurs 2:30 PM - 3:45 PM; Location to be announced	24 of 24	Add
Instructors: Wagner, Zachary							
Public Speaking CMST 2060/Lecture/005X	8/28/2017 - 12/15/2017	2017 Spring Full Session	3.00		TuesThurs 9:30 AM - 10:45 AM; Location to be announced	19 of 24	Add

- 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 2060/Lecture/001X** was added to your shopping cart for period **2017 Spring / Full Session**.

- 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.

Select Period
 Review Schedule
 Finalize
 Complete

Courses to Add									
	Course	Date	Session	Credits	Credit Type	Schedule	Location	Status	
<input checked="" type="checkbox"/>	Public Speaking - CMST 2060 / Lecture / 001X		Full Session	3.00	Graded	MonWedFri, 9:00 AM - 9:50 AM;	Location to be announced	In Cart	<input type="button" value="Remove"/>
Instructors: Thacker, Jessica									
Registered Courses									
Drop	Course	Date	Session	Credits	Credit Type	Schedule	Location	Status	
<input type="checkbox"/>	College Algebra - MATH 1021 / Lecture /		Full Session	3.00	Graded	MonWedFri, 10:00 AM - 10:50 AM;	Location to be announced	Registered	<input type="button" value="Remove"/>
Instructors: Hale, Amy Marie									

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: [Redacted]

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