Please note that this automated system is not compatible with Mac or mobile devices.

Please follow these steps to complete a CSER add request:

1) Log into ASIST.
2) Click on “Student.”
3) Click on “Registration.”
4) Click on “Christian Service.”
5) Click on “CSER Registration Form for Residential Students.”
6) Log into the portal with your Liberty username and password.
7) Select the semester for which you need to register (when you actually complete the CSER hours, not necessarily for when you need the credit applied).
8) From the drop-down menu select your CSER course code. Select the organization from the 2nd drop down list that will appear to the right of the CSER course. Select a supervisor from the 3rd drop-down list (Note: You will need to click on the white background to get the 2nd and 3rd drop down menus to appear).
9) If you are completing your CSER with a church, you will select 279-001 - Church Extension. If you are completing your CSER with a non-profit organization that does not have a specific CSER course code, you will select CSER 399-001 - Special Projects.
   a. If you are doing a CSER 279 or 399 and the organization (organized by state) is not listed in the 2nd drop down list, select “Not Listed” from the bottom of the list. Enter the organization name in the text field that appears.
   b. If your CSER supervisor is not listed in the 3rd drop, select “Not Listed” and enter the supervisors name and email address in those text fields.
   c. Enter your personal responsibilities.
10) Certify that you have already contacted your CSER supervisor. If you have not contacted your CSER supervisor, you will need to make contact before continuing to register for a CSER.
11) E-sign and submit your CSER application.

When you submit your application, you will receive a confirmation code and e-mail (KEEP A COPY OF THE CONFIRMATION NUMBER). Your supervisor will also receive an e-mail within 24 hours letting him/her know that you have requested them to take the next step in processing your registration.

Please follow these steps to complete a CSER drop request:

1) Log into ASIST.
2) Click on “Student.”
3) Click on “Registration.”
4) Click on “Christian Service.”
5) Click on “CSER Registration Form for Residential Students.”
6) Log into the portal with your Liberty username and password.
7) Select the semester for which you need to drop.
8) At the top of the form you will see your registered CSER. Under “Action” select “Drop this Course.”
9) E-sign and submit your CSER application.

When you submit your drop application you will receive a confirmation code and e-mail (KEEP A COPY OF THE CONFIRMATION NUMBER). Your supervisor will also receive an e-mail within 24 hours letting him know that you have requested him to take the final step in dropping your registration. Once the drop is approved by your supervisor, it will be removed from your transcript.