

1. Go to Liberty's homepage: www.liberty.edu.
2. Find and click "**Student Login**" located on the top menu bar.
3. Type in your username and password.
4. Click "**Go.**"
5. Find and click "**ASIST**" on the left side of the website.
6. Find and click the "**Student**" tab.
7. Find and click "**Registration.**"
8. Find and click "**Look Up Classes.**"
9. Select the appropriate term from the drop-down box.
10. Click "**Submit.**"
11. You must choose at least one subject. Hold CTRL while clicking to select multiple values or hold SHIFT while clicking to select a range of values.
12. Click "**Class Search.**"
13. Classes that match your search criteria are now displayed. You will need to record these on your trial schedule sheet. Repeat this process for additional classes.
14. Write down all prospective classes including CRN numbers. Remember to select alternates in case you cannot get into your first choices.
15. Find and click "**Student**" tab.
16. Find and click "**Registration**"
17. Find and click "**Add or Drop Classes.**"
18. Select "**Drop Via Web**" for "**News 501*.**"
19. Click "**Submit Changes.**"
20. Enter the CRN numbers for the classes you wish to register for and click "**Submit Changes.**"
21. **After adding classes (minimum 9 credit hours for Masters degree; minimum 6 credit hours for Doctoral degree) to your schedule, registration is complete.**

*News 501 is used to calculate financial aid during Financial Check-In. You will need to remove this class before you can register for classes.

If you have problems registering for classes, please contact your First Semester Graduate Advisor at 1-877-298-9617.