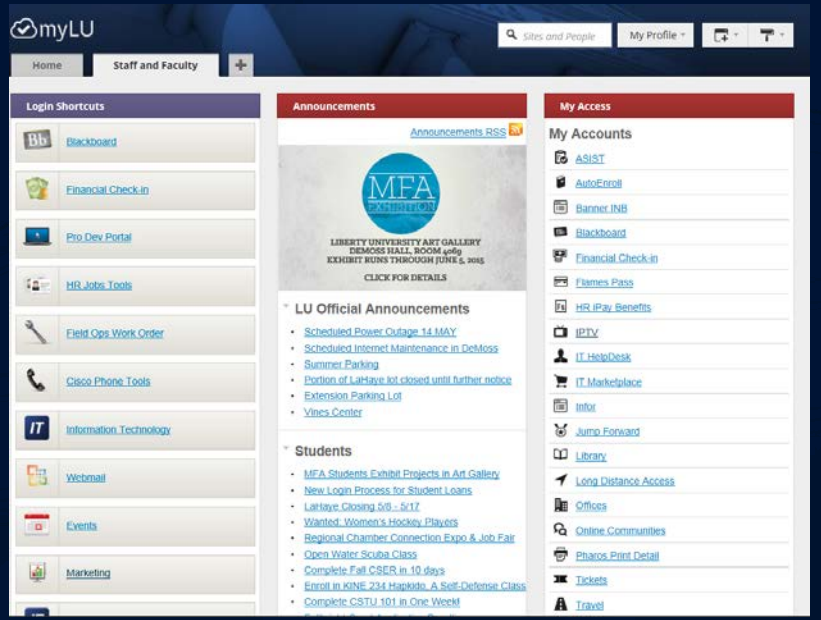
Training Block Registration

Walkthrough

LIBERTY UNIVERSITY

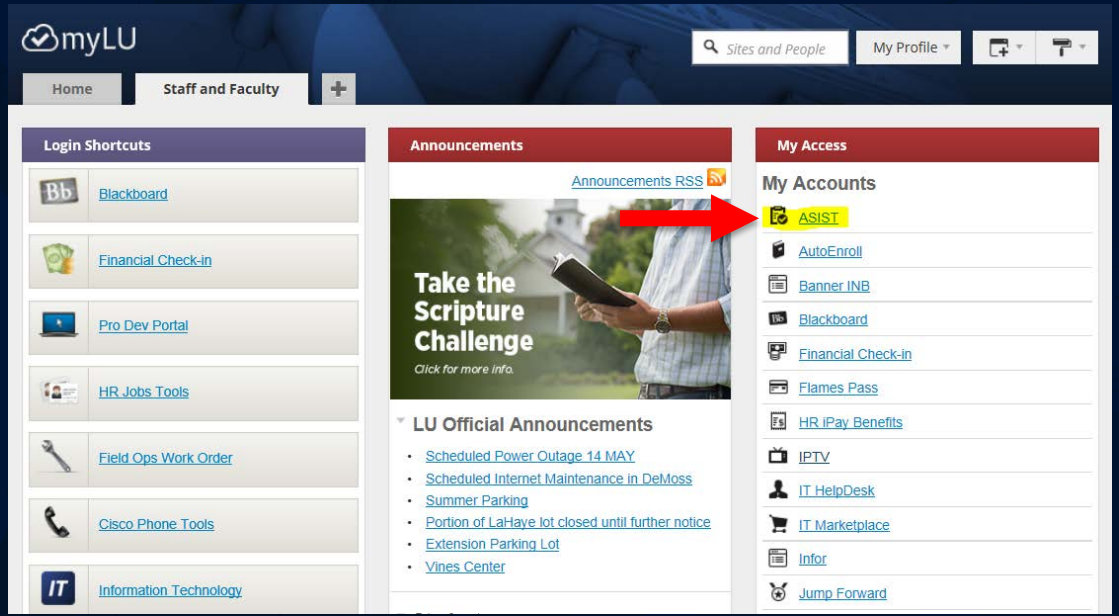
Training Block Registration – Walkthrough

1. Log into the myLU portal.



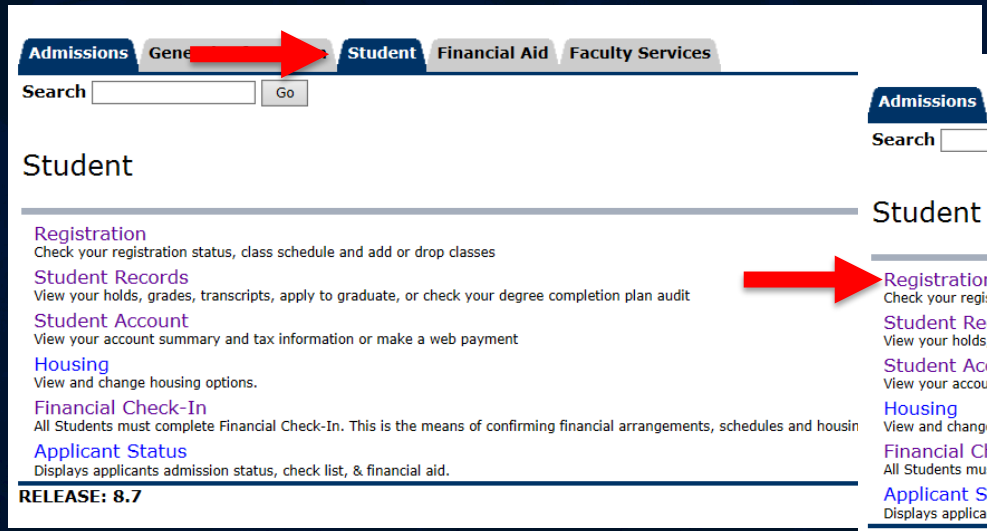
Training Block Registration – Walkthrough

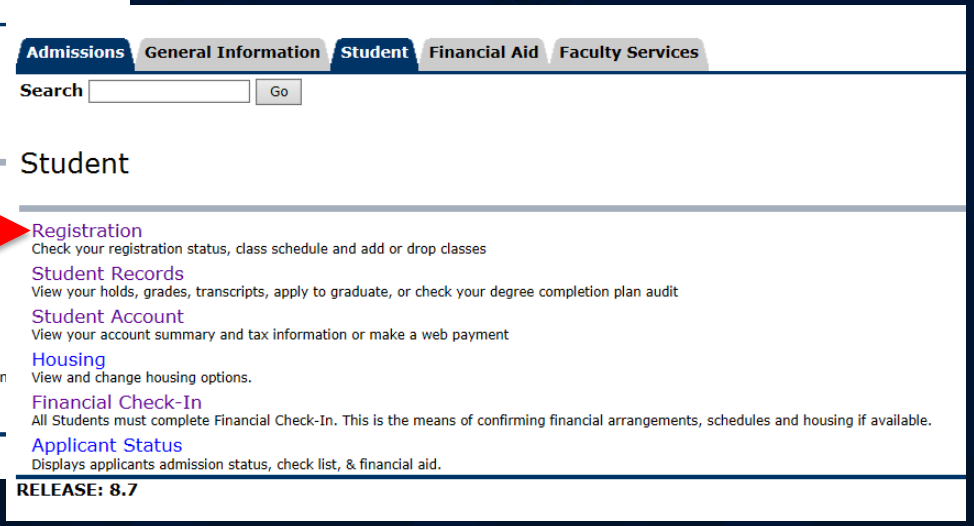
2. After you log in to the myLU portal, click “ASIST”.



Training Block Registration – Walkthrough

3. To register, click the “Student” tab at the top followed by “Registration”.





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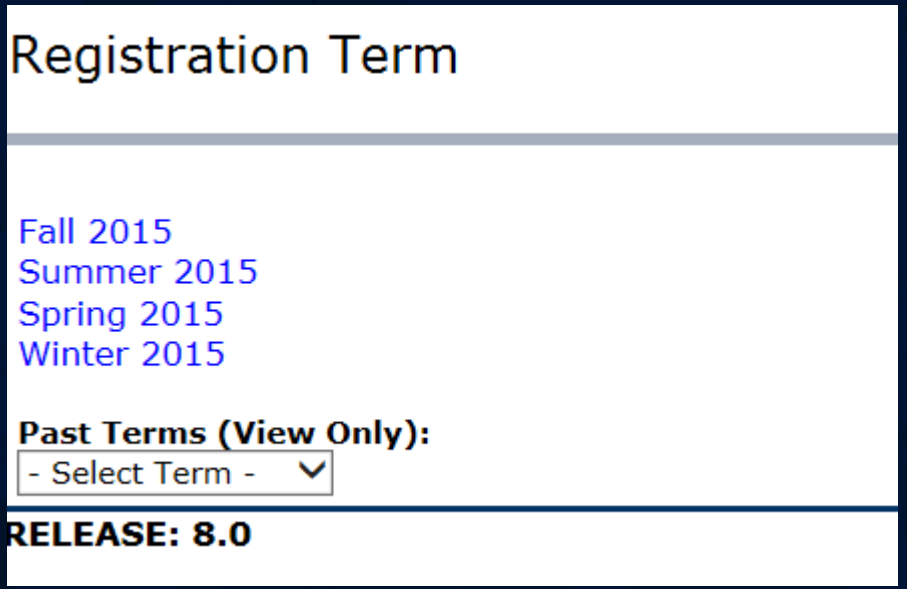
4. Select the appropriate semester.



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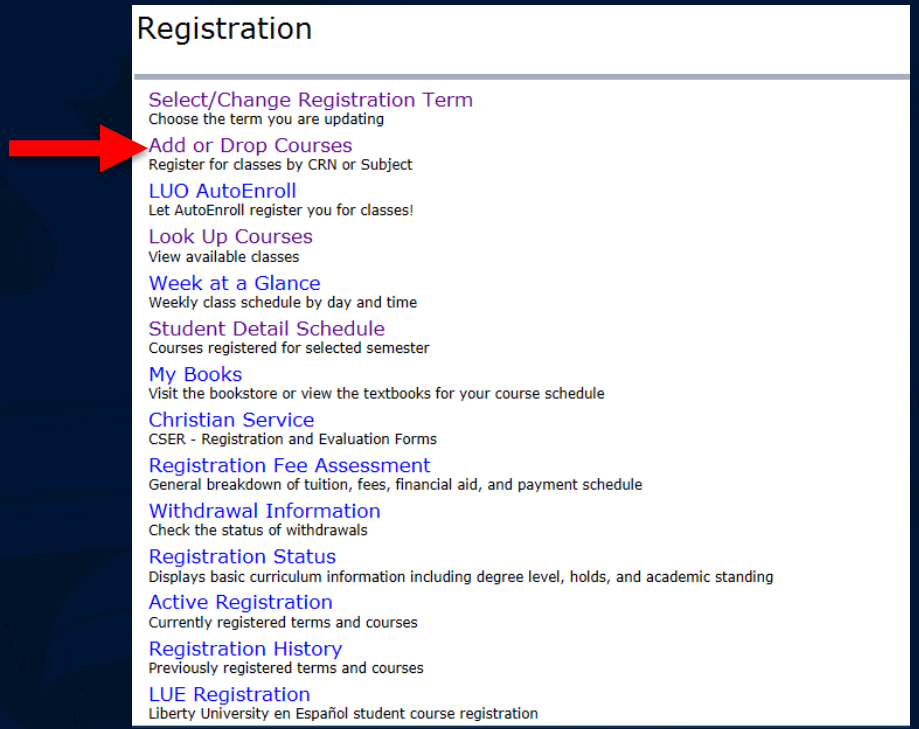
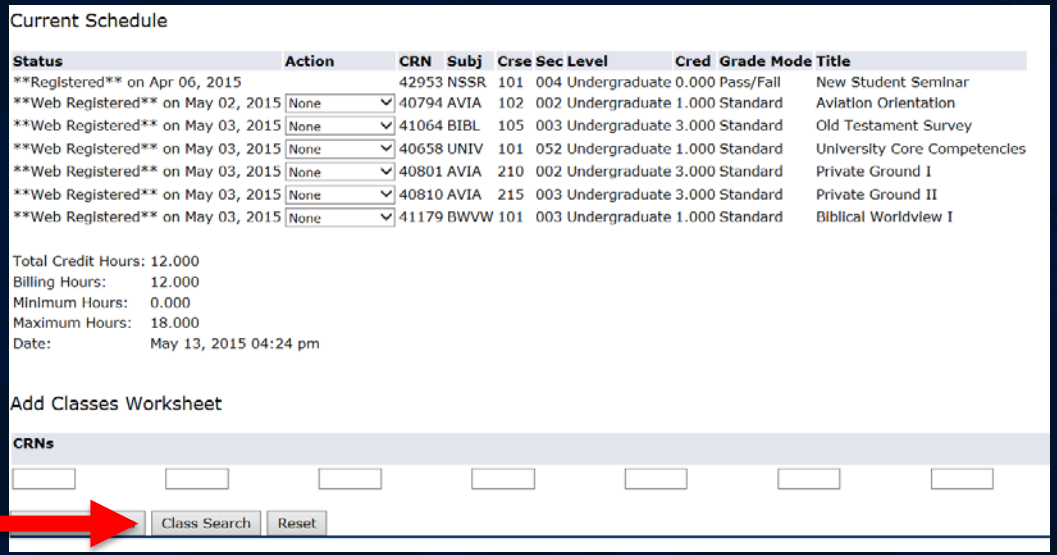
5. Click “Add or Drop Courses”.



Training Block Registration – Walkthrough

6. Your current schedule will then appear. To register for your Training Block, select “Class Search” at the bottom.



Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Registered on Apr 06, 2015		42953	NSSR	101	004	Undergraduate	0.000	Pass/Fail	New Student Seminar
Web Registered on May 02, 2015	None	40794	AVIA	102	002	Undergraduate	1.000	Standard	Aviation Orientation
Web Registered on May 03, 2015	None	41064	BIBL	105	003	Undergraduate	3.000	Standard	Old Testament Survey
Web Registered on May 03, 2015	None	40658	UNIV	101	052	Undergraduate	1.000	Standard	University Core Competencies
Web Registered on May 03, 2015	None	40801	AVIA	210	002	Undergraduate	3.000	Standard	Private Ground I
Web Registered on May 03, 2015	None	40810	AVIA	215	003	Undergraduate	3.000	Standard	Private Ground II
Web Registered on May 03, 2015	None	41179	BWVW	101	003	Undergraduate	1.000	Standard	Biblical Worldview I

Total Credit Hours: 12.000
Billing Hours: 12.000
Minimum Hours: 0.000
Maximum Hours: 18.000
Date: May 13, 2015 04:24 pm

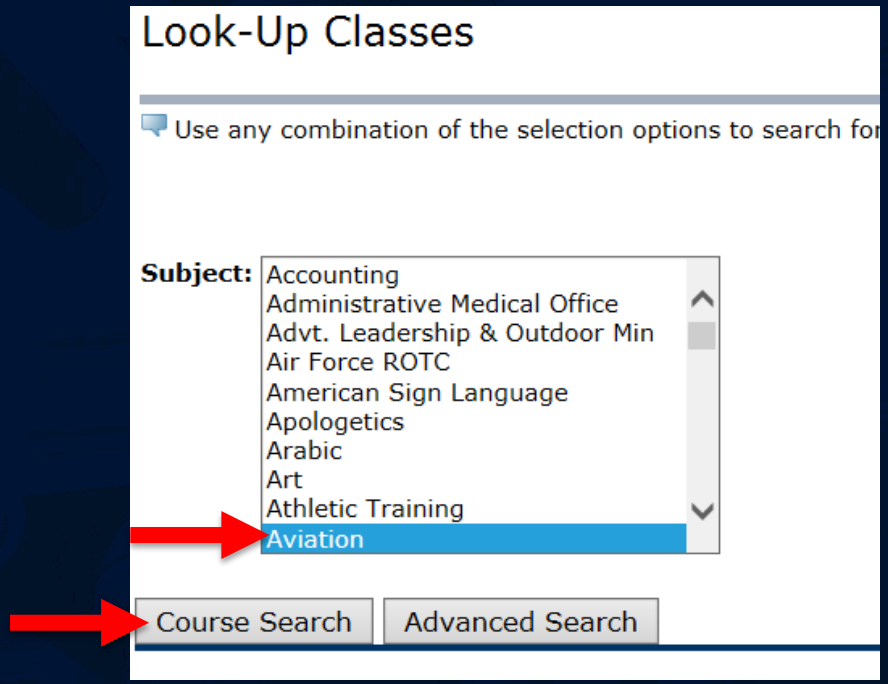
Add Classes Worksheet

CRNs

Class Search Reset

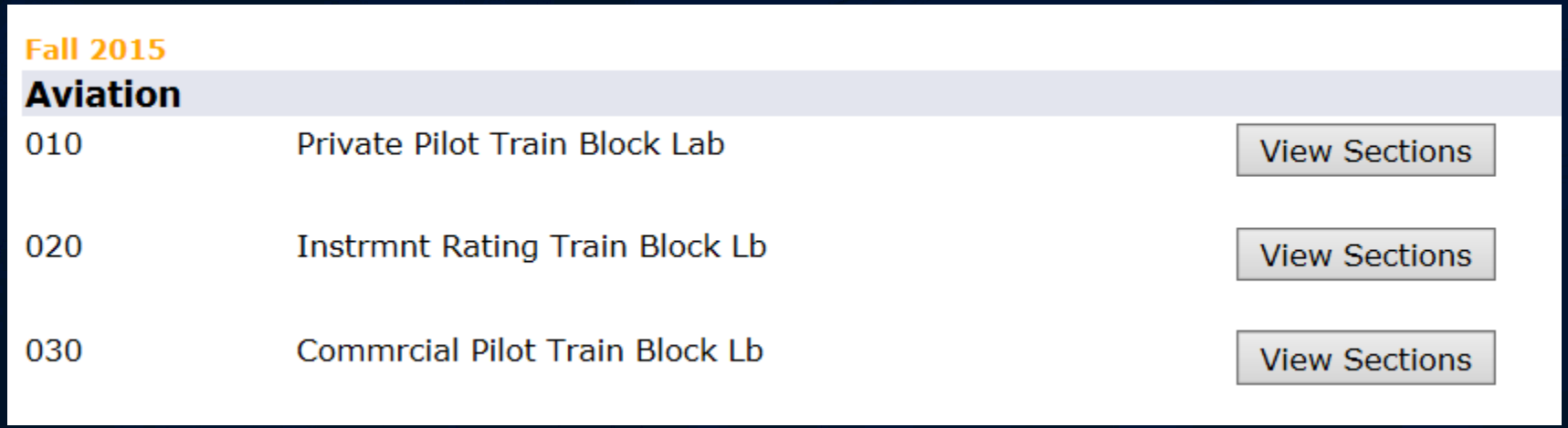
Training Block Registration – Walkthrough

7. Click on “Aviation” followed by “Course Search”



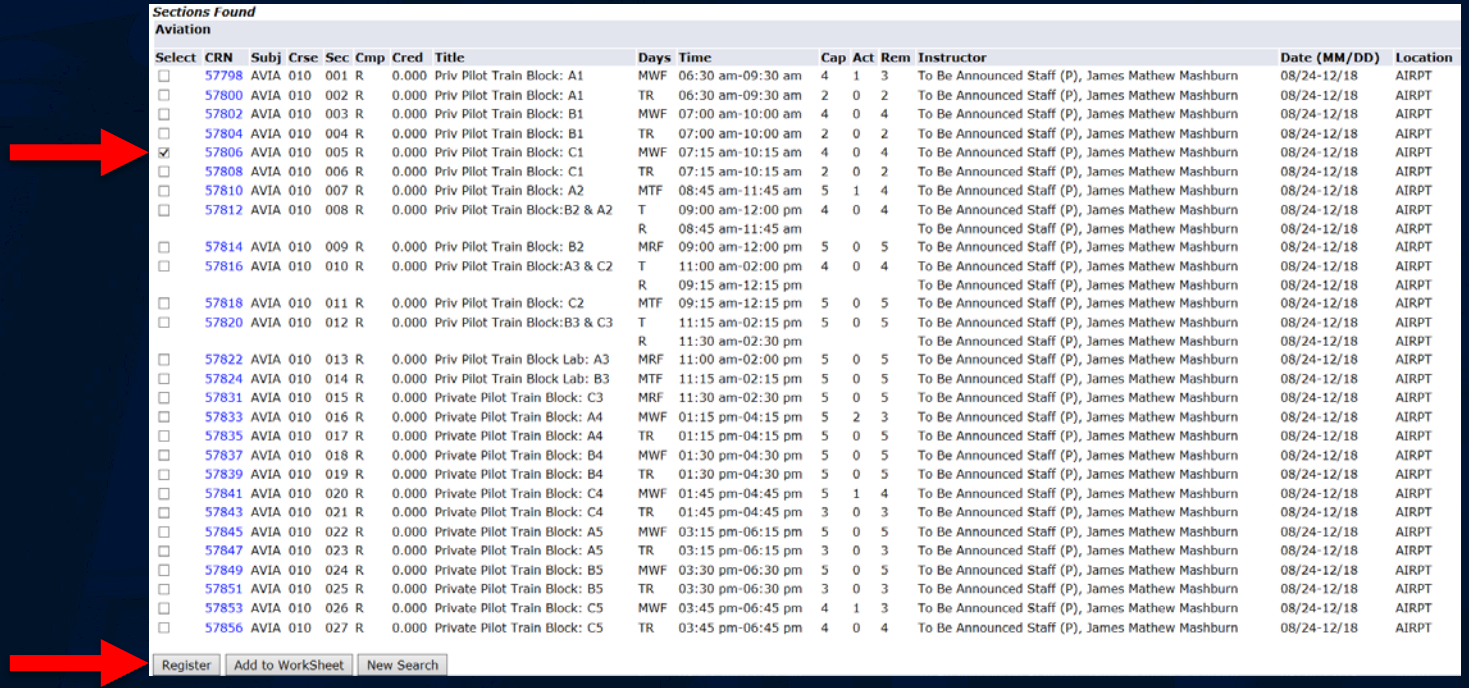
Training Block Registration – Walkthrough

8. Based on your level of flight training, you will register for AVIA010, AVIA020, or AVIA030. Click "View Sections" on the appropriate lab.



Training Block Registration – Walkthrough

9. All of the Training Blocks will appear for the specified Training Block lab. Simply find one that fits into your schedule, click the checkbox on the left and click “Register” at the bottom.



Sections Found

Aviation

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	Instructor	Date (MM/DD)	Location
☐	57798	AVIA	010	001	R	0.000	Priv Pilot Train Block: A1	MWF	06:30 am-09:30 am	4	1	3	To Be Announced Staff (P), James Mathew Mashburn	08/24-12/18	AIRPT
☐	57800	AVIA	010	002	R	0.000	Priv Pilot Train Block: A1	TR	06:30 am-09:30 am	2	0	2	To Be Announced Staff (P), James Mathew Mashburn	08/24-12/18	AIRPT
☐	57802	AVIA	010	003	R	0.000	Priv Pilot Train Block: B1	MWF	07:00 am-10:00 am	4	0	4	To Be Announced Staff (P), James Mathew Mashburn	08/24-12/18	AIRPT
☐	57804	AVIA	010	004	R	0.000	Priv Pilot Train Block: B1	TR	07:00 am-10:00 am	2	0	2	To Be Announced Staff (P), James Mathew Mashburn	08/24-12/18	AIRPT
☑	57806	AVIA	010	005	R	0.000	Priv Pilot Train Block: C1	MWF	07:15 am-10:15 am	4	0	4	To Be Announced Staff (P), James Mathew Mashburn	08/24-12/18	AIRPT
☐	57808	AVIA	010	006	R	0.000	Priv Pilot Train Block: C1	TR	07:15 am-10:15 am	2	0	2	To Be Announced Staff (P), James Mathew Mashburn	08/24-12/18	AIRPT
☐	57810	AVIA	010	007	R	0.000	Priv Pilot Train Block: A2	MTF	08:45 am-11:45 am	5	1	4	To Be Announced Staff (P), James Mathew Mashburn	08/24-12/18	AIRPT
☐	57812	AVIA	010	008	R	0.000	Priv Pilot Train Block:B2 & A2	T	09:00 am-12:00 pm	4	0	4	To Be Announced Staff (P), James Mathew Mashburn	08/24-12/18	AIRPT
								R	08:45 am-11:45 am				To Be Announced Staff (P), James Mathew Mashburn	08/24-12/18	AIRPT
☐	57814	AVIA	010	009	R	0.000	Priv Pilot Train Block: B2	MRF	09:00 am-12:00 pm	5	0	5	To Be Announced Staff (P), James Mathew Mashburn	08/24-12/18	AIRPT
☐	57816	AVIA	010	010	R	0.000	Priv Pilot Train Block:A3 & C2	T	11:00 am-02:00 pm	4	0	4	To Be Announced Staff (P), James Mathew Mashburn	08/24-12/18	AIRPT
								R	09:15 am-12:15 pm				To Be Announced Staff (P), James Mathew Mashburn	08/24-12/18	AIRPT
☐	57818	AVIA	010	011	R	0.000	Priv Pilot Train Block: C2	MTF	09:15 am-12:15 pm	5	0	5	To Be Announced Staff (P), James Mathew Mashburn	08/24-12/18	AIRPT
☐	57820	AVIA	010	012	R	0.000	Priv Pilot Train Block:B3 & C3	T	11:15 am-02:15 pm	5	0	5	To Be Announced Staff (P), James Mathew Mashburn	08/24-12/18	AIRPT
								R	11:30 am-02:30 pm				To Be Announced Staff (P), James Mathew Mashburn	08/24-12/18	AIRPT
☐	57822	AVIA	010	013	R	0.000	Priv Pilot Train Block Lab: A3	MRF	11:00 am-02:00 pm	5	0	5	To Be Announced Staff (P), James Mathew Mashburn	08/24-12/18	AIRPT
☐	57824	AVIA	010	014	R	0.000	Priv Pilot Train Block Lab: B3	MTF	11:15 am-02:15 pm	5	0	5	To Be Announced Staff (P), James Mathew Mashburn	08/24-12/18	AIRPT
☐	57831	AVIA	010	015	R	0.000	Private Pilot Train Block: C3	MRF	11:30 am-02:30 pm	5	0	5	To Be Announced Staff (P), James Mathew Mashburn	08/24-12/18	AIRPT
☐	57833	AVIA	010	016	R	0.000	Private Pilot Train Block: A4	MWF	01:15 pm-04:15 pm	5	2	3	To Be Announced Staff (P), James Mathew Mashburn	08/24-12/18	AIRPT
☐	57835	AVIA	010	017	R	0.000	Private Pilot Train Block: A4	TR	01:15 pm-04:15 pm	5	0	5	To Be Announced Staff (P), James Mathew Mashburn	08/24-12/18	AIRPT
☐	57837	AVIA	010	018	R	0.000	Private Pilot Train Block: B4	MWF	01:30 pm-04:30 pm	5	0	5	To Be Announced Staff (P), James Mathew Mashburn	08/24-12/18	AIRPT
☐	57839	AVIA	010	019	R	0.000	Private Pilot Train Block: B4	TR	01:30 pm-04:30 pm	5	0	5	To Be Announced Staff (P), James Mathew Mashburn	08/24-12/18	AIRPT
☐	57841	AVIA	010	020	R	0.000	Private Pilot Train Block: C4	MWF	01:45 pm-04:45 pm	5	1	4	To Be Announced Staff (P), James Mathew Mashburn	08/24-12/18	AIRPT
☐	57843	AVIA	010	021	R	0.000	Private Pilot Train Block: C4	TR	01:45 pm-04:45 pm	3	0	3	To Be Announced Staff (P), James Mathew Mashburn	08/24-12/18	AIRPT
☐	57845	AVIA	010	022	R	0.000	Private Pilot Train Block: A5	MWF	03:15 pm-06:15 pm	5	0	5	To Be Announced Staff (P), James Mathew Mashburn	08/24-12/18	AIRPT
☐	57847	AVIA	010	023	R	0.000	Private Pilot Train Block: A5	TR	03:15 pm-06:15 pm	3	0	3	To Be Announced Staff (P), James Mathew Mashburn	08/24-12/18	AIRPT
☐	57849	AVIA	010	024	R	0.000	Private Pilot Train Block: B5	MWF	03:30 pm-06:30 pm	5	0	5	To Be Announced Staff (P), James Mathew Mashburn	08/24-12/18	AIRPT
☐	57851	AVIA	010	025	R	0.000	Private Pilot Train Block: B5	TR	03:30 pm-06:30 pm	3	0	3	To Be Announced Staff (P), James Mathew Mashburn	08/24-12/18	AIRPT
☐	57853	AVIA	010	026	R	0.000	Private Pilot Train Block: C5	MWF	03:45 pm-06:45 pm	4	1	3	To Be Announced Staff (P), James Mathew Mashburn	08/24-12/18	AIRPT
☐	57856	AVIA	010	027	R	0.000	Private Pilot Train Block: C5	TR	03:45 pm-06:45 pm	4	0	4	To Be Announced Staff (P), James Mathew Mashburn	08/24-12/18	AIRPT

Register | Add to WorkSheet | New Search

Training Block Registration – Walkthrough

10. The Training Block will appear on your ASIST account and will prevent you from registering for any other academic classes during your Training Block.

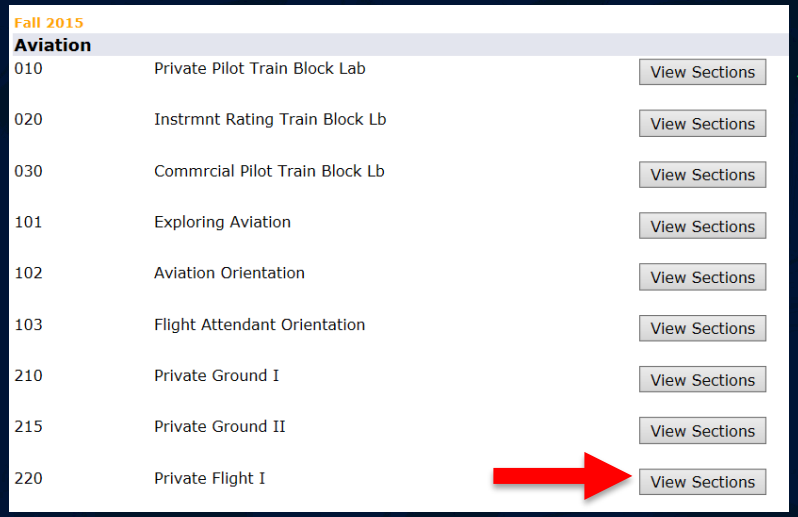
Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Registered on Apr 06, 2015		42953	NSSR	101	004	Undergraduate	0.000	Pass/Fail	New Student Seminar
Web Registered on May 02, 2015	None	40794	AVIA	102	002	Undergraduate	1.000	Standard	Aviation Orientation
Web Registered on May 03, 2015	None	41064	BIBL	105	003	Undergraduate	3.000	Standard	Old Testament Survey
Web Registered on May 03, 2015	None	40658	UNIV	101	052	Undergraduate	1.000	Standard	University Core Competencies
Web Registered on May 03, 2015	None	40801	AVIA	210	002	Undergraduate	3.000	Standard	Private Ground I
Web Registered on May 03, 2015	None	40810	AVIA	215	003	Undergraduate	3.000	Standard	Private Ground II
Web Registered on May 03, 2015	None	41179	BWVW	101	003	Undergraduate	1.000	Standard	Biblical Worldview I
Web Registered on May 13, 2015	[redacted]	57806	AVIA	010	005	Undergraduate	0.000	Pass/Fail	Priv Pilot Train Block: C1

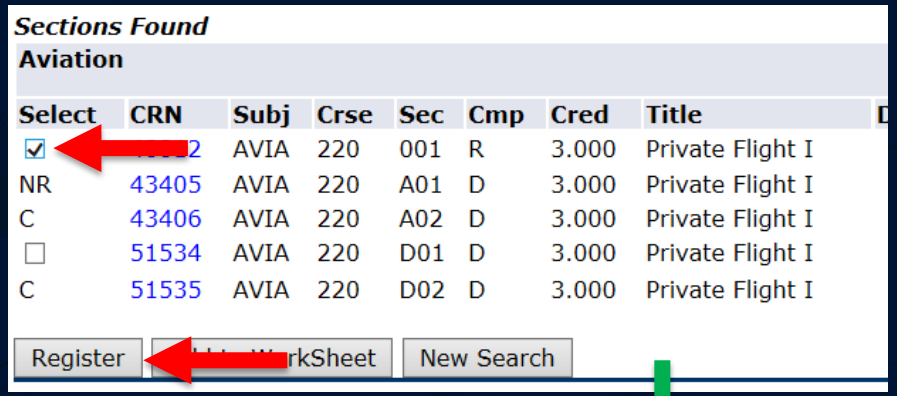
Total Credit Hours: 12.000
Billing Hours: 12.000
Minimum Hours: 0.000
Maximum Hours: 18.000
Date: May 13, 2015 04:33 pm

Training Block Registration – Walkthrough

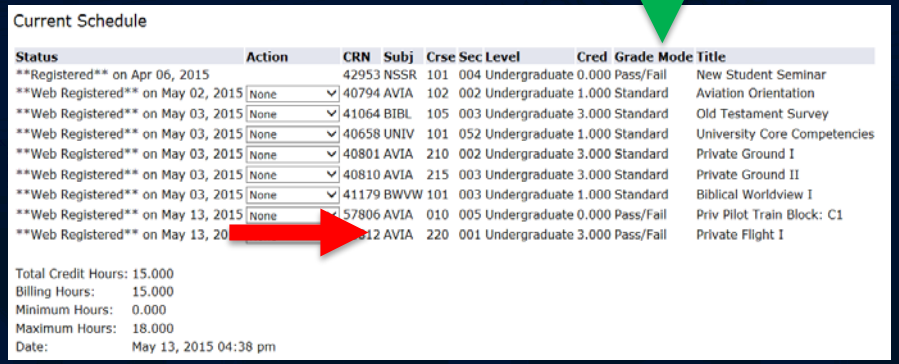
11. Please repeat steps 7 & 8 to register for the accompanying flight class to receive your flight fee money.



7



8



Training Block Registration – Walkthrough

Registration Errors – Time Conflict

1. If you attempt to register for a Training Block that conflicts with a class, this is the error ASIST will show:

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title

Total Credit Hours: 15.000
Billing Hours: 15.000
Minimum Hours: 0.000
Maximum Hours: 18.000
Date: May 13, 2015 04:46 pm

Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Time conflict with CRN 40658	57804	AVIA	010	004	Undergraduate	0.000	Pass/Fail	Priv Pilot Train Block: B1

Training Block Registration – Walkthrough

Registration Errors – Time Conflict

1. If you attempt to register for a flight class BEFORE you register for a Training Block, this is the error ASIST will show:

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title

Total Credit Hours: 12.000
Billing Hours: 12.000
Minimum Hours: 0.000
Maximum Hours: 18.000
Date: May 13, 2015 05:09 pm

Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Prerequisite and Test Score error	40812	AVIA	220	001	Undergraduate	3.000	Pass/Fail	Private Flight I

Training Block Registration – Walkthrough

Registration Errors

If you see any other errors, other than the ones depicted, please email soascheduling@liberty.edu.

Questions?

Contact Scheduling:

Email	Phone
soascheduling@liberty.edu	(434) 592-7436