



REGISTER *for* CLASS *with* EASE

Course Registration Tool

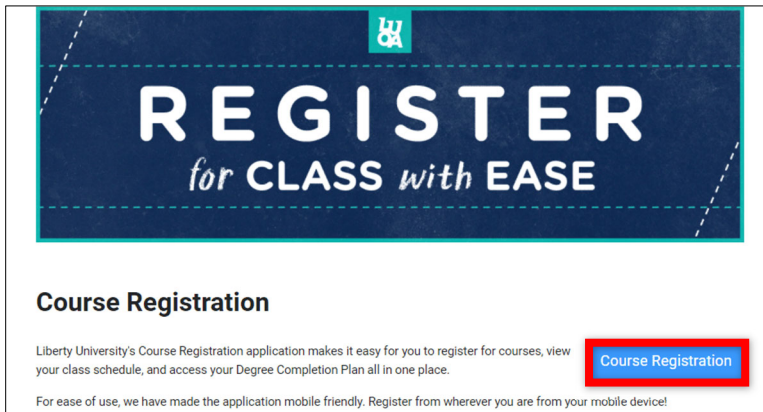
Liberty University Online Academy (LUOA)

Introduction

The **Course Registration Tool** allows you to add and drop courses for current or upcoming school years at LUOA. If you need assistance with this process, please contact the LUOA Affiliates Team at (866) 418-8741.

How-To Guide

- **Step 1:** As the **Affiliate Point of Contact (POC)**, you have access to the Course Registration Tool. Navigate to the [LUOA Course Registration](#) webpage and click on the **Course Registration** button to begin registration. If you would like, you may read through the resources before continuing.



- **Step 2:** Log into your **Affiliate POC account** by typing in your username, including “@liberty.edu”. It should be noted that this does not mean you have a Liberty email account, but rather an account with LUOA.

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- **Step 3:** Once logged in, this will take you to the Course Registration Affiliates dashboard. The **dashboard** shows you all your students, their grade levels, and their active program. You will also see the number of students associated with your Affiliate account next to **My Student**.

Course Registration

Welcome, Sparky!
 Use this dashboard to register and manage courses for your LUOA students.

Academy 22 ▾

My Students (54)

| | | | |
|-----------------------------------|--|-------------------------------------|---|
| Drew Eagle L55555555 | STUDENT STATUS 9th Gr. PT Affiliate | PROGRAM Part Time Student | DISCOUNT Contract Discount- 15% |
| Heather Eagle L55555550 | STUDENT STATUS 10th Gr. FT Affiliate | PROGRAM Part Time Student | DISCOUNT Contract Discount- 15% |

- **Step 4:** To locate a student, type their name in the Search box to the right of My Students.

- If your student is already registered, you can click **Show Courses** to the right of the student's name to see which courses the student is currently enrolled in.

Welcome, Sparky!
 Use this dashboard to register and manage courses for your LUOA students.

Academy 23 ▾

My Students (2)

| | | | |
|-----------------------------------|---|---|---|
| Drew Eagle L31667560 | STUDENT STATUS 2nd Gr. FT Traditional | PROGRAM Elementary School Diploma | <input type="button" value="Show Courses"/> <input type="button" value="Add/Drop Courses"/> |
| Heather Eagle L28503738 | STUDENT STATUS 6th Gr. FT Traditional | PROGRAM Middle School Diploma | <input type="button" value="Show Courses"/> <input type="button" value="Add/Drop Courses"/> |

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| | | |
|---|---|---|
| Drew Eagle L31667560 | STUDENT STATUS 2nd Gr. FT Traditional | PROGRAM Elementary School Diploma |
| ONLINE COURSES 2nd Grade Bible 2nd Grade History & Geography 2nd Grade Language Arts 2nd Grade Science | | |

- Click the **Add/Drop Courses** button to register for courses. A message will appear letting you know that you are registering for courses on behalf of the student.

Welcome, Sparky!
 Use this dashboard to register and manage courses for your LUOA students.

Academy 23 ▾

My Students (2) Search Students

| | | | | |
|-----------------------------------|---|---|--------------|-------------------------|
| Drew Eagle L31667560 | STUDENT STATUS 2nd Gr. FT Traditional | PROGRAM Elementary School Diploma | Show Courses | Add/Drop Courses |
| Heather Eagle L28503738 | STUDENT STATUS 6th Gr. FT Traditional | PROGRAM Middle School Diploma | Show Courses | Add/Drop Courses |

You are currently registering courses for **Drew Eagle**

Change Students

Note: If the student is not registered for any classes, there will be no **Add/Drop Courses** button. Instead, it will show as a **Register Now** button.

- **Step 4:** Check if the correct academy year is selected, then click **Register** for your selected term's courses.

LIBERTY UNIVERSITY
 ONLINE ACADEMY

Hello, Drew!
 Online - Academy

Let's Register for Courses!

Register For Academy 23-24 Courses >

Academy 23-24 ▾

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- **Step 5:** This will bring you to the **Course Search** page. On the left side of the page, you will see a list of courses the student is currently enrolled in.

- **Step 6:** The **Course Search** tools allow you to filter the list of courses for registration.

- Make sure to select the **Subject Code** or **Diploma Requirement**.
- All the other sections are optional and will help narrow down your results.

- **Step 7:** Click on the **Search** button after selecting the desired options.

- **Step 8:** Select the **course** you wish to enroll in from the list of available options.

| SUBJECT/SECTIONS | TITLE | NOTE | CREDITS | AVAILABILITY | DURATION | START DAT |
|--------------------------|----------------|------------------|---------|--------------|-----------|-----------|
| MAT 0100 | 1st Grade Math | LUOA Traditional | 1 | open | 10 months | |
| MAT 0101 | 1st Grade Math | LUOA Traditional | 0.5 | open | 5 months | |
| MAT 0102 | 1st Grade Math | LUOA Traditional | 0.5 | open | 5 months | |
| MAT 0200 | 2nd Grade Math | LUOA Traditional | 1 | open | 10 months | |

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- **Step 9:** This will open the **Course Panel** to see the course details along with the following actions:

- Register for the course.
- Save it to the cart for later.
- View the requirements or restrictions before a student can take the course.

Note: Check any visible warning indicators under Requirements or Restrictions.

MAT 0200
2nd Grade Math

1 Credits Online

0/10 capacity
10 Seats remaining

When would you like to start this course?
Course start dates are always on Mondays (excluding holidays).

May 1, 2023

Register **Save to Cart**

[Details](#) [Requirements](#) [Restrictions](#)

- **Step 10:** The **Course Panel** also allows you to select the start date if the course does not already have one set. To set the date, click on the calendar and select a date in bold.

When would you like to start this course?
Course start dates are always on Mondays (excluding holidays).

May 1, 2023

May 2023

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|-----------|----|----|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

Note: All courses begin on a Monday, so all other days will be grayed out.

- **Step 11:** If the student is registered for the course already, the **Course Panel** will show an option to drop or remove the course from the cart.

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LAN 0900

English 9

1 Credits Online

Drop

Remove from Cart

Details Requirements Restrictions

- **Step 12:** If you have a full-time student and do not know which courses to register for, click the **Diploma Completion** tab at the top of the page. Part-time students can perform What-If Analysis and view their course history.

Course Search

Course Calendar

Diploma Completion

- **Step 13:** Diploma completion provides an overview of the **student's diploma plan**, including what courses are still needed, in progress, and completed.

Course Requirements

All Courses

⇒ Still Needed

⌚ In Progress

✓ Complete

- **Step 14:** Select the **Still Needed** tab to view any outstanding courses the student must complete.

Course Requirements

All Courses

⇒ Still Needed

⌚ In Progress

✓ Complete

→ LUOA - English

Composition and Literature

0.5 Credits

0.5 credits in LAN 3102 (ENGL 102)

American Literature II

0.5 Credits

0.5 credits in LAN 3202 (ENGL 202)



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- **Step 15:** To search for available courses that fulfill a particular **diploma requirement**, locate it from the list and select the course highlighted in red. This will open a **Course Search** specifically for courses that meet this requirement.

Course Requirements

All Courses

⇒ Still Needed

🕒 In Progress

✓ Complete

→ LUOA - English

| | | | |
|---|----------------------------|-------------|------------------------------------|
| 🔍 | Composition and Literature | 0.5 Credits | 0.5 credits in LAN 3102 (ENGL 102) |
| → | American Literature II | 0.5 Credits | 0.5 credits in LAN 3202 (ENGL 202) |

Need Assistance?

If you have any questions or encounter any issues during this process, please contact the LUOA Affiliates Team by email at LUOAAffiliates@liberty.edu or by phone at (866) 418-8741.