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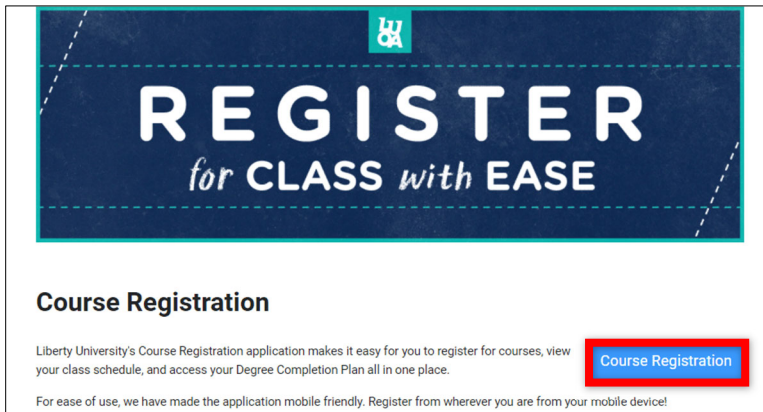
- **Step 2:** Log into your **Affiliate POC account** by typing in your username, including "@liberty.edu". It should be noted that this does not mean you have a Liberty email account, but rather an account with LUOA.

- **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**.

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

   o 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.

o 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.

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.

- **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.

- o   Make sure to select the **Subject Code** or **Diploma Requirement**.

- o   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	

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

  o   Register for the course.

  o   Save it to the cart for later.

  o   View the requirements or restrictions before a student can take the course.

  Note: Check any visible warning indicators under Requirements or 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.

   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.

- **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.

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

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

- **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.

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.