



REGISTER *for* CLASS *with* EASE

Course Registration Tool

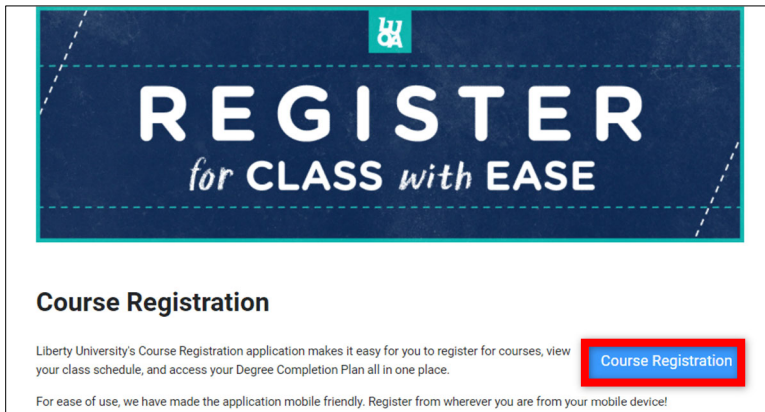
Liberty University Online Academy (LUOA)

Introduction

The **Course Registration Tool** will allow you to add and drop courses for the current or upcoming school year at LUOA. First, you must claim your LUOA parent account at [Liberty.edu/LUOAAccount](https://liberty.edu/LUOAAccount). If you need assistance with this process, please contact the LUOA office at (866) 418-8741.

How-To Guide

- **Step 1:** 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 in to your **LUOA Parent account** by typing in your username, including “@liberty.edu”. 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, you will be taken to the Course Registration dashboard. The **dashboard** shows all your **students**, their **grade level**, and their **active program**.


**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
Heather Eagle L28503738	STUDENT STATUS 6th Gr. FT Traditional	PROGRAM Middle School Diploma

- 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)

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

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

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- 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

Student Name	STUDENT STATUS	PROGRAM	Show Courses	Add/Drop Courses
Drew Eagle L31667560	2nd Gr. FT Traditional	Elementary School Diploma	Show Courses	Add/Drop Courses
Heather Eagle L28503738	6th Gr. FT Traditional	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:** Click on the **course** you wish to enroll in from the list of available options.

SUBJECT/SECTIONS	TITLE	NOTE	CREDITS	AVAILABILITY	DURATION	START DATE
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.

- **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.

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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 Advising Team by email at LUOAcurentstudents@liberty.edu or by phone at (866) 418-8741.