



REGISTER *for* CLASS *with* EASE

Course Registration Guide

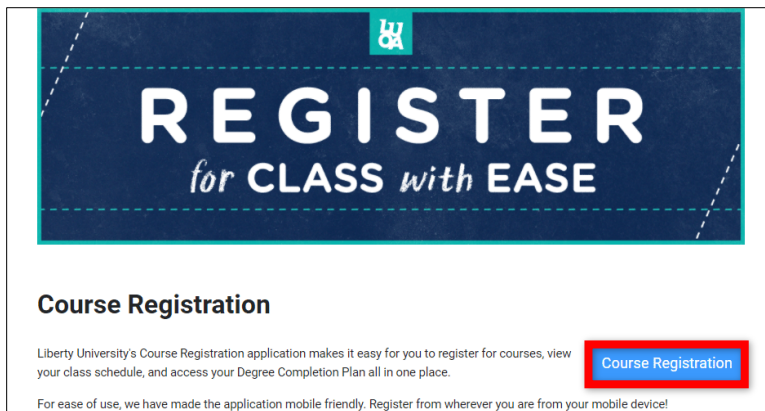
Liberty University Online Academy (LUOA)

Introduction

The **Course Registration** application allows you to efficiently add and drop courses for current or upcoming school years at LUOA as an Affiliate. If you need assistance with this process, please contact the LUOA Affiliates Team.

How-To Guide

- **Step 1:** As the Affiliate Point of Contact (POC), you have access to the Course Registration Tool. Click on the **Course Registration** button to begin registration, but feel free to read through the resources before continuing the registration process.



- **Step 2:** Log into your **Affiliate POC account** by typing in your username, including “@liberty.edu,” at the end of your username. This does not mean you have an 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 level, and their active program. You will also see the number of students associated with your Affiliate next to My Student. To locate a student, type their name in the Search box to the right of My Students.

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

Academy 21-22

My Students (53) Search Students

Student Name	Student Status	Program	Discount	Actions
Lillie L55555555	9th Gr. FT Affiliate	High School Diploma		Register Courses
Rayann L55555555	8th Gr. PT Affiliate	Part Time Student	Contract Discount- 15%	Show Courses (A) Add/Drop Courses (B)

- A. 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.

Rayann
L55555555

STUDENT STATUS
8th Gr. PT Affiliate

PROGRAM
Part Time Student

ONLINE COURSES
Spanish I, Part A
Online Academy Success

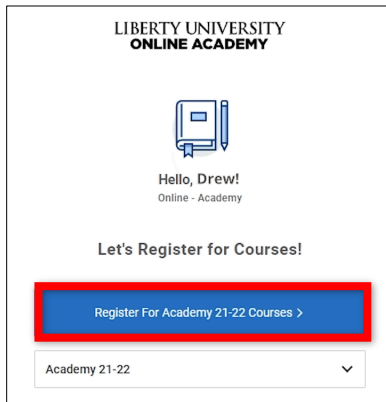
- B. Click the **Add/Drop Courses** button to register for courses. A message will appear letting you know that you are impersonating the student. Don't be alarmed. You have permission to register the student on their behalf.

You are now impersonating
Select 'Stop Impersonating' from the menu to resume your previous session.

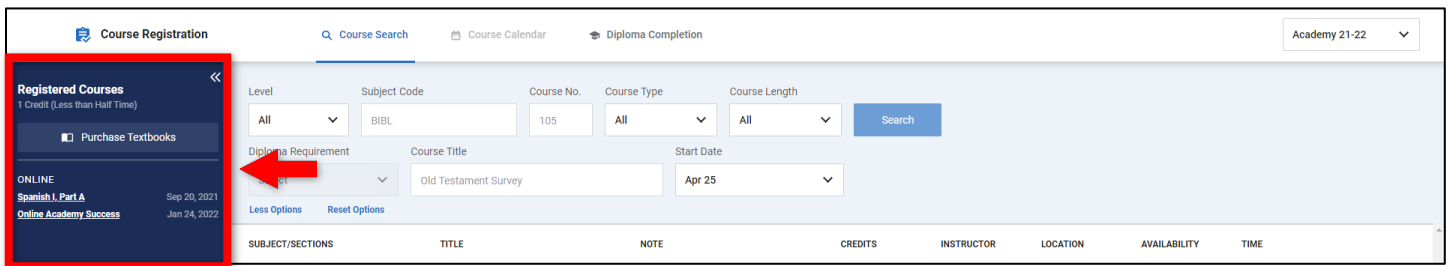
Note: If the student is not registered for classes, there will be no **Add/Drop Courses** button, but instead, it will show as a **Register Now** button.

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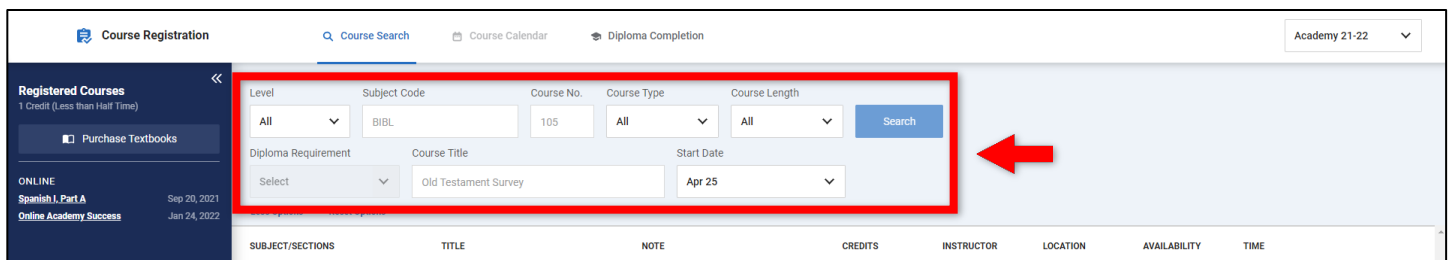
- **Step 4:** Check if the correct academy year is selected and click **Register For Your Selected Term's Courses**.



- **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 down the list of courses for registration.



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

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

Level: All | Subject Code: MAT | Course No.: 105 | Course Type: Affiliate | Course Length: All | **Search**

Diploma Requirement: Select | Course Title: Old Testament Survey | Start Date: Apr 25

[Less Options](#) [Reset Options](#)

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

SUBJECT/SECTIONS	TITLE	NOTE	CREDITS	INSTRUCTOR	LOCATION	AVAILABILITY	TIME
MAT 0100	1st Grade Math	Full Year • LUOA Affiliate	1	N/A	Online	open	Apr 25, 2022
MAT 0101	1st Grade Math	1st Sem • LUOA Affiliate	0.5	N/A	Online	open	Apr 25, 2022
MAT 0102	1st Grade Math	2nd Sem • LUOA Affiliate	0.5	N/A	Online	open	Apr 25, 2022
MAT 0104	1st Grade Math	2nd Qtr • LUOA Affiliate	0.25	N/A	Online	open	Apr 25, 2022
MAT 0106	1st Grade Math	4th Qtr • LUOA Affiliate	0.25	N/A	Online	open	Apr 25, 2022
MAT 0200	2nd Grade Math	Full Year • LUOA Affiliate	1	N/A	Online	open	Apr 25, 2022
MAT 0201	2nd Grade Math	1st Sem • LUOA Affiliate	0.5	N/A	Online	open	Apr 25, 2022

- **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: Be sure to check any visible warning indicators under Requirements or Restrictions.

MAT 0400
4th Grade Math
1 Credits | Online | CRN: 10855

0/15 capacity
15 Seats remaining

A **Register** **B** **Save to Cart**

[All Sections of this Course](#)

[Details](#) [Requirements](#) ✓ [Restrictions](#) ✓ [Fees: \\$0](#)

C February 7 - March 11
Liberty University Online

- **Step 10:** If the student is registered for the course already, the **Course Panel** will show an option to drop it or remove it from the cart.

HIS 0700-TQ1
Civics
1 Credits | Online | CRN: 8355

Drop **Save to Cart**

[All Sections of this Course](#)

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- **Step 11:** If you are a full-time student and do not know which courses you need 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 12:** Diploma completion provides an overview of the **student's diploma plan**, including what courses are still needed, in progress, and completed.

- **Step 13:** Select the **Still Needed** tab to view any outstanding courses the student must complete.

- **Step 14:** To search for available courses that fulfill a particular **diploma requirement**, locate it from the list and select one highlighted in red.

This will open a **Course Search** specifically for courses that meet this requirement.



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Need Assistance?

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