



# REGISTER *for* CLASS *with* EASE

## Course Registration Guide

Liberty University Online Academy (LUOA)

### Introduction

The **Course Registration** application makes it easy to register for courses, view the class schedule, and access the Degree Completion Plan. To begin, you will need to claim your LUOA parent account. This process will take up to 24 hours before it is ready for course registration. If you need assistance with this process, don't hesitate to contact our office at [\(866\) 418-8741](tel:8664188741).

### How-To Guide

- **Step 1:** You will receive an email with instructions to navigate the [LUOA Course Registration](#) webpage. 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 **LUOA parent account** by typing in your username, including "@liberty.edu," at the end of your username. It 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 dashboard. The **dashboard** shows you all your students, their grade level, and their active program.

**Welcome**  
Use this dashboard to register and manage courses for your LUOA students.

Academy 21-22 ▾

My Students

<b>Drew Eagle</b> L55555555	STUDENT STATUS 7th Gr. FT Traditional	PROGRAM Middle School Diploma	<b>A</b> <a>Show Courses</a> <a>Add/Drop Courses</a>
<b>Heather Eagle</b> L55555555	STUDENT STATUS 5th Gr. FT Traditional	PROGRAM Elementary School Diploma	<a>Show Courses</a> <a>Add/Drop Courses</a>

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


**Drew Eagle**  
L55555555


STUDENT STATUS  
7th Gr. FT Traditional

PROGRAM  
Middle School Diploma

ONLINE COURSES  
7th Grade Bible  
Civics  
7th Grade Language Arts  
7th Grade Math  
Life Science

- 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.

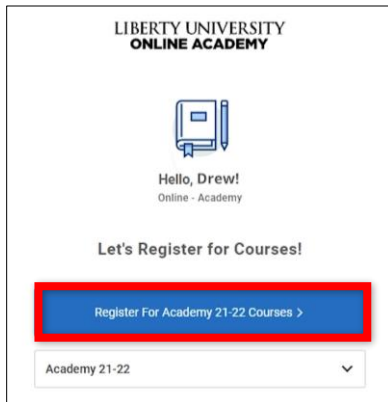
You are now impersonating 

 Select 'Stop Impersonating' from the menu to resume your previous session.

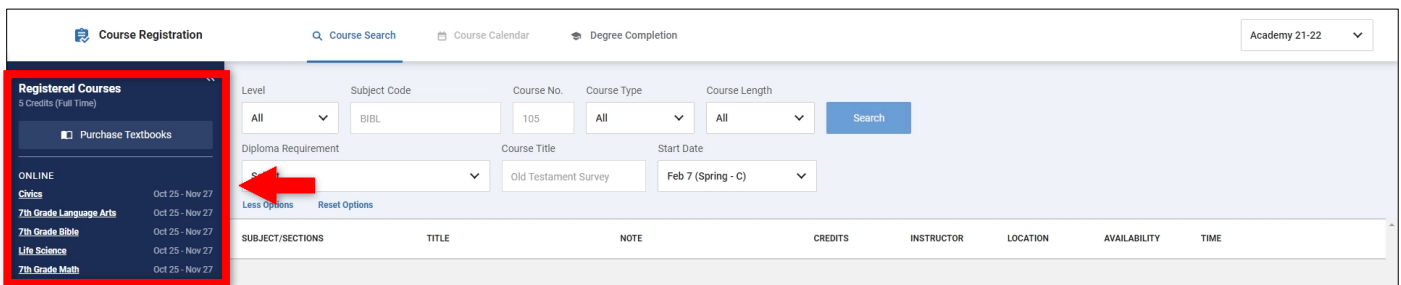
**Note:** If the student is not registered for classes, there will be no **Add/Drop Courses** button, but instead, it will show as a **Register Now** button.

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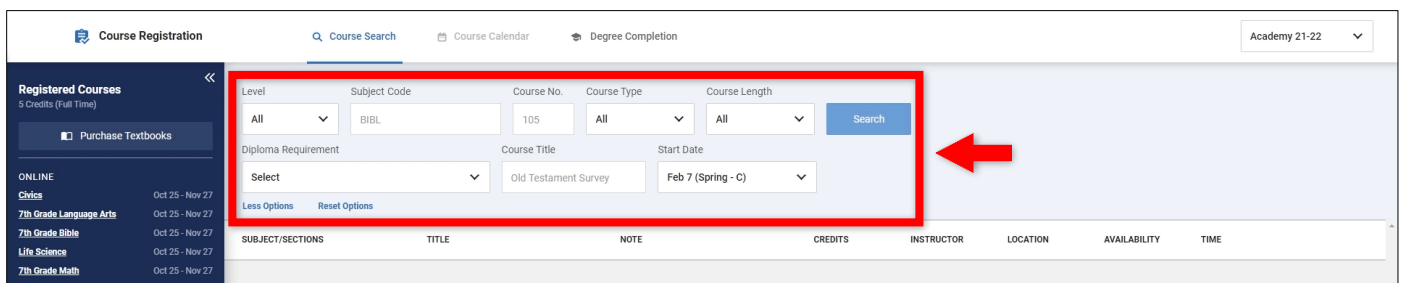
- **Step 4:** Check if the correct academy year is selected and click **Register For Your Selected Term's Courses**.



- **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: Traditional | Course Length: Full Year | **Search**

Diploma Requirement: Select | Course Title: Old Testament Survey | Start Date: Feb 7 (Spring - C)

[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
<a href="#">MAT 0100</a>	1st Grade Math	Full Year • LUOA Traditional	1	N/A	Online	open	February 7 - March 11
<a href="#">MAT 0200</a>	2nd Grade Math	Full Year • LUOA Traditional	1	N/A	Online	open	February 7 - March 11
<a href="#">MAT 0300</a>	3rd Grade Math	Full Year • LUOA Traditional	1	N/A	Online	open	February 7 - March 11
<a href="#">MAT 0400</a>	4th Grade Math	Full Year • LUOA Traditional	1	N/A	Online	open	February 7 - March 11
<a href="#">MAT 0500</a>	5th Grade Math	Full Year • LUOA Traditional	1	N/A	Online	open	February 7 - March 11
<a href="#">MAT 0600</a>	6th Grade Math	Full Year • LUOA Traditional	1	N/A	Online	open	February 7 - March 11
<a href="#">MAT 0700</a>	7th Grade Math	Full Year • LUOA Traditional	1	N/A	Online	open	February 7 - March 11
<a href="#">MAT 0800</a>	Pre-Algebra	Full Year • LUOA Traditional	1	N/A	Online	open	February 7 - March 11

- **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 **C**

Details Requirements Restrictions Fees: \$0

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 do not know which courses you need to register for, click the **Degree Completion** tab at the top of the page.

Course Search Course Calendar **Degree Completion**

Level: All Subject Code: BIBL Course No.: 105 Course Type: All Course Length: All Search

Diploma Requirement: Select Course Title: Old Testament Survey Start Date: Feb 7 (Spring - C)

Less Options Reset Options

- **Step 12:** Degree completion provides an overview of the **student's degree plan**, including what courses are still needed, in progress, and completed.

Course Requirements

All Courses **⇒ Still Needed (37)** ⌚ In Progress (5) ✓ Complete (1)

→ LUOA - Kindergarten

Kindergarten students must complete the Literacy and Math requirements to promote to 1st Grade.

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

Course Requirements

All Courses **⇒ Still Needed (37)** ⌚ In Progress (5) ✓ Complete (1)

→ LUOA - Kindergarten

Kindergarten students must complete the Literacy and Math requirements to promote to 1st Grade.

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

Course Requirements

All Courses **⇒ Still Needed (37)** ⌚ In Progress (5) ✓ Complete (1)

→ LUOA - Kindergarten

Kindergarten students must complete the Literacy and Math requirements to promote to 1st Grade.

→ Kindergarten Bible	1 Credit	Kindergarten Bible
→ Kindergarten Literacy	1 Credit	Kindergarten Literacy
→ Kindergarten Math	1 Credit	<b>Kindergarten Math</b>

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 by visiting the web address [Liberty.edu/Online-Academy](https://liberty.edu/Online-Academy) and clicking on the Connect With Us!