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.

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.

- **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.

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.

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.
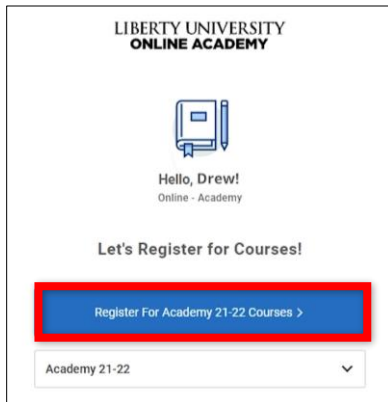

Note: If the student is not registered for classes, there will be no **Add/Drop Courses** button, but instead, it will show as a **Register Now** button.
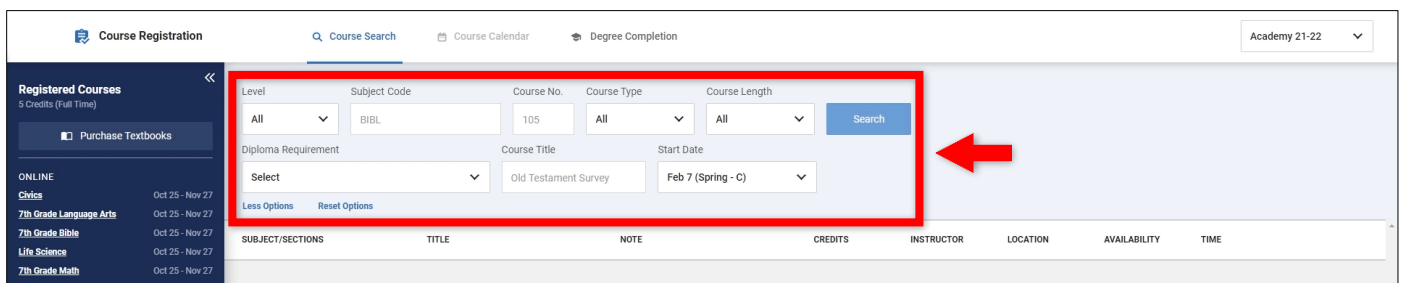
- **Step 4:** Check if the correct academy year is selected and click **Register For** Your Selected Term's Courses.

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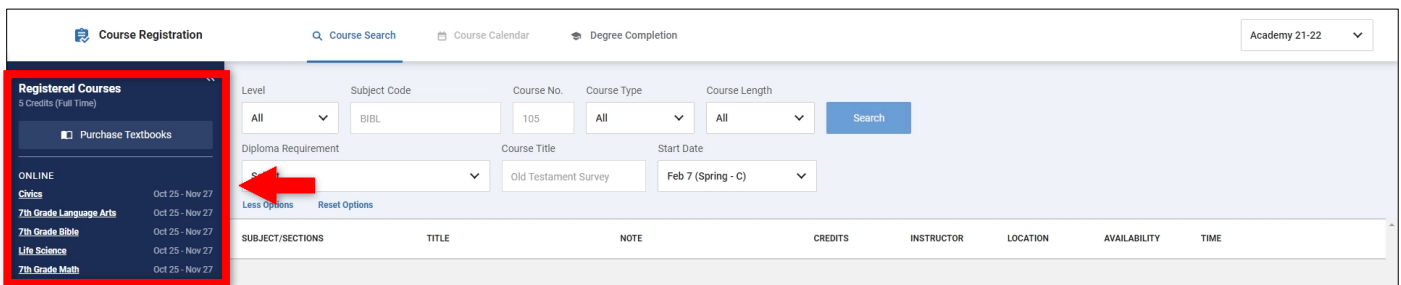
- **Step 6:** The **Course Search** tools allow you to filter down the list of courses for registration.

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

  o All the other options 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 below.

SUBJECT/SECTIONS	TITLE	NOTE	CREDITS	INSTRUCTOR	LOCATION	AVAILABILITY	TIME
MAT 0100	1st Grade Math	Full Year • LUOA Traditional	1	N/A	Online	open	February 7 - March 11
MAT 0200	2nd Grade Math	Full Year • LUOA Traditional	1	N/A	Online	open	February 7 - March 11
MAT 0300	3rd Grade Math	Full Year • LUOA Traditional	1	N/A	Online	open	February 7 - March 11
MAT 0400	4th Grade Math	Full Year • LUOA Traditional	1	N/A	Online	open	February 7 - March 11
MAT 0500	5th Grade Math	Full Year • LUOA Traditional	1	N/A	Online	open	February 7 - March 11
MAT 0600	6th Grade Math	Full Year • LUOA Traditional	1	N/A	Online	open	February 7 - March 11
MAT 0700	7th Grade Math	Full Year • LUOA Traditional	1	N/A	Online	open	February 7 - March 11
MAT 0800	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:

    A. Register for the course

    B. Save it to the cart for later

    C. 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.

- **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.

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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.

- **Step 12:** Degree completion provides an overview of the **student's degree 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 **degree 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 by visiting the web address Liberty.edu/Online-Academy and clicking on the Connect With Us!