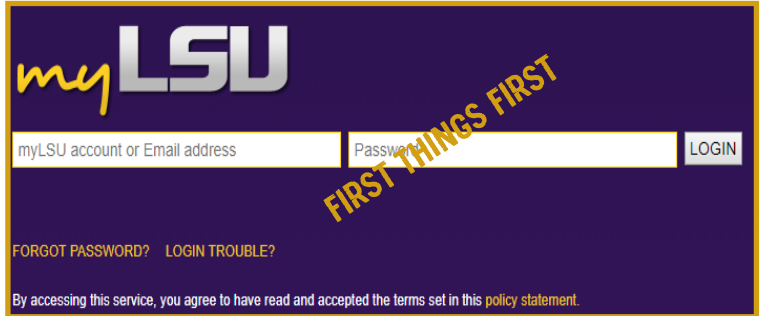


SCHEDULING COURSES VIA MYLSU



Step 1

Log on to the LSU website (www.lsu.edu) and click on the icon MyLSU in the top.



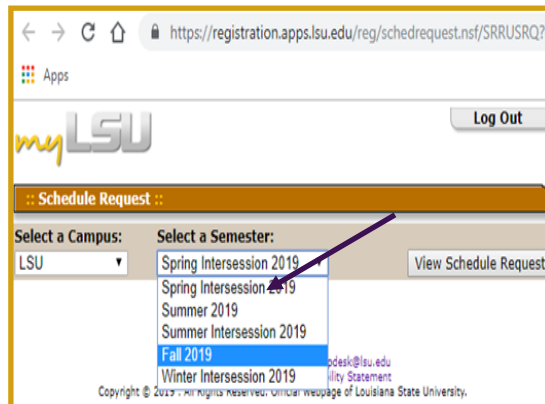
Step 2

Log into your myLSU account using your myLSU ID and password. Contact the ITS Help Desk at 225/578-3375 if you need assistance with your logon ID or password.



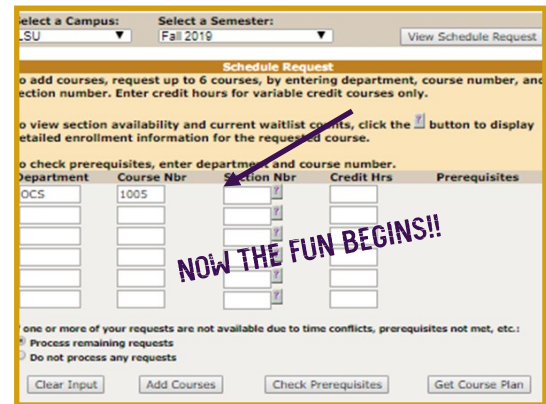
Step 3

Select "Registration Services" on the left side of your MyLSU homepage. Then select "Schedule Request."



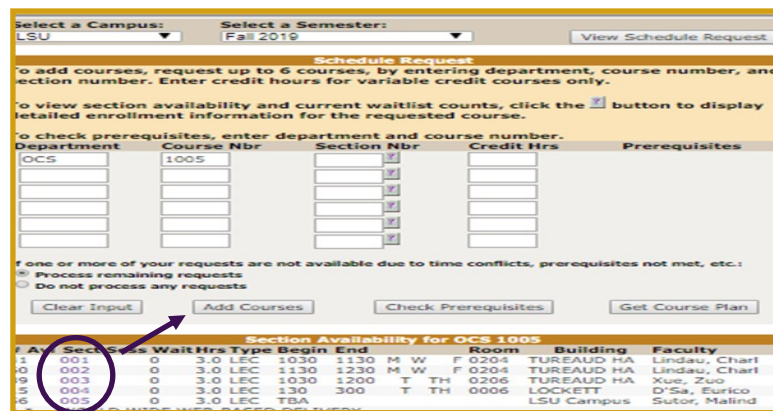
Step 4

Use the drop down box to select the appropriate semester and then select the "View Schedule Request" button.



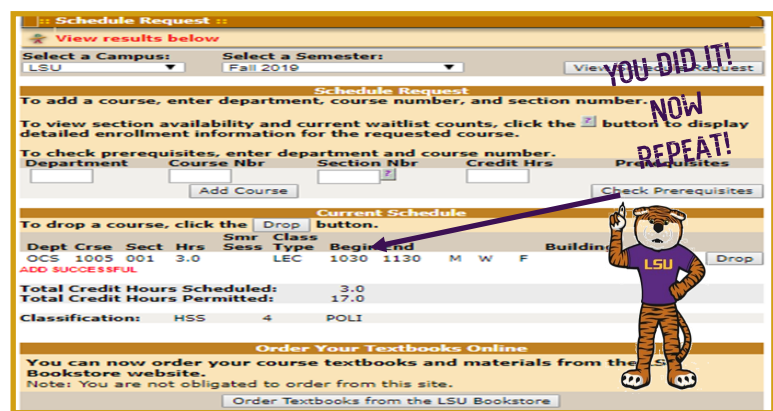
Step 5

To view available courses, enter the department abbreviation and course number. Then select the "?" to see section availability for the course.



Step 6

Available sections will be listed. Select the purple section number and then "add course" to add the course to your semester schedule.



Step 7

The course will appear under "Current Schedule." Repeat this process for additional courses. It is best to add classes one at a time.

WHAT TO KNOW ABOUT WAITLISTING COURSES

- On-line waitlisting is a registration feature that allows students to wait for seats to open in a full section of a class. It does not guarantee students seats, but it does let the students hold a spot in line should a seat open up.
- By joining a waitlist, students will be reserving their place in line. Students will use myLSU to join waitlists, and students will automatically be moved off the lists and into courses as spaces become available.



- Students can join a waitlist for any course they have not scheduled. You cannot waitlist an alternative section of a course that you are already enrolled in.
- Students may only join one waitlist per course and have a maximum of three waitlists active per semester or term.
- Students can also request for the system to automatically drop a class if adding a waitlisted course would cause a time conflict in the student's schedule.

Schedule Request

An Error Has Been Found - Check The Messages In The Results Table

Select a Campus: LSU Select a Semester: Fall 2019 View Schedule Request

Schedule Request

To add courses, request up to 6 courses, by entering department, course number, and section number. Enter credit hours for variable credit courses only.

To view section availability and current waitlist counts, click the button to display detailed enrollment information for the requested course.

To check prerequisites, enter department and course number.

Department	Course Nbr	Section Nbr	Credit Hrs	Prerequisites
KIN	2501	001	3.0	

If one or more of your requests are not available due to time conflicts, prerequisites not met, etc.:

Process remaining requests
 Do not process any requests

Clear Input Add Courses Check Prerequisites Get Course Plan

Schedule Request Results

To waitlist this section, click the W button.

To waitlist this section AND give authorization to drop any time conflicted course(s), click the WD button.

Dept Crse	Sect Hrs	Smr Class	Sess Type	Begin End	Building	
KIN 2501 001	3.0	LEC	1030 1130	W F	LOCKETT	<input type="checkbox"/> W <input type="checkbox"/> WD

SECTION FULL - WAITLIST IS AVAILABLE - SECTION 002 IS AVAILABLE

Step 1

If a course you are interested in taking is full, you may have the option to waitlist the course. To waitlist a course, add the course as you normally would. A message will appear at the top of the screen indicating that an error has been found.

Schedule Request

An Error Has Been Found - Check The Messages In The Results Table

Select a Campus: LSU Select a Semester: Fall 2019 View Schedule Request

Schedule Request

To add courses, request up to 6 courses, by entering department, course number, and section number. Enter credit hours for variable credit courses only.

To view section availability and current waitlist counts, click the button to display detailed enrollment information for the requested course.

To check prerequisites, enter department and course number.

Department	Course Nbr	Section Nbr	Credit Hrs	Prerequisites
KIN	2501	001	3.0	

If one or more of your requests are not available due to time conflicts, prerequisites not met, etc.:

Process remaining requests
 Do not process any requests

Clear Input Add Courses Check Prerequisites Get Course Plan

Schedule Request Results

To waitlist this section, click the W button.

To waitlist this section AND give authorization to drop any time conflicted course(s), click the WD button.

Dept Crse	Sect Hrs	Smr Class	Sess Type	Begin End	Building	
KIN 2501 001	3.0	LEC	1030 1130	M W F	LOCKETT	<input type="checkbox"/> W <input checked="" type="checkbox"/> WD

SECTION FULL - WAITLIST IS AVAILABLE - SECTION 002 IS AVAILABLE

Step 2

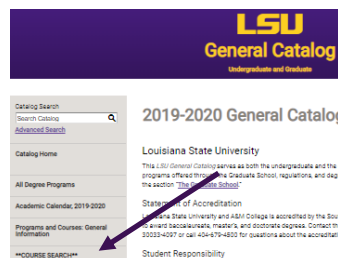
Select the "W" or "WD" option to waitlist the course. Once you waitlist the course it will appear under "Waitlisted Courses" at the bottom of the screen.

W- standard waitlist WD- waitlist drop (Will drop any course that conflicts with the course should you get into the waitlisted course)

TIPS TO KNOW

HOW TO FIND A COURSE DESCRIPTION?

Check out the "Course Search" function in the General Catalog. Use the most recent catalog to explore course descriptions.



ACADEMIC CALENDAR

The LSU Academic Calendar can be found in the online General Catalog at <http://catalog.lsu.edu/>. The calendar maps out important dates and deadlines for the academic year!