# SCHEDULING COURSES VIA MYLSU



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.

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<ul> <li>Registration Information</li> <li>Schedule Booklet</li> <li>Schedule Request</li> <li>Student Holds</li> <li>Student Parking Garage Request</li> <li>Syllabus Database</li> <li>Textbooks by Course</li> <li>W Grade Status</li> </ul>	Schedule Request ::         Select a Semester:         LSU       Spring Intersession 2019       View Schedule Request         Spring Intersession 2019       Summer 2019       Summer 2019         Summer 1019       Summer 1019       Detekt@lsu.edu         Winter Intersession 2019       Itty Statement         Copyright © 2013 - minigrita meaninger comparementage of Louislana State University.	Department       Course Nbr       Credit Hrs       Prerequisites         OCS       1005       Image: Course Nbr       Im			
Step 3	Step 4	- Step 5			

#### 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.

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

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one or more of	your requests are	not available due to ti	me conflicts, prerec	uisites not met, etc.:
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		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.

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An Error Has Been Found - Check The Messages In The Results Table									
Select a Campu 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 <u>s</u> button to display detailed enrollment information for the requested course.									
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 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 I button to display detailed enrollment information for the requested course.

 To check prerequisites, enter department and course number.

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 Schedule Request Results

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#### Step 2

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. W- standard wait

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



### 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 <u>http://catalog.lsu.edu/</u>. The calendar maps out important dates and deadlines for the academic year!