Scheduling via myLSU
Academic Calendar 2016-2017

• Take note of scheduling dates
• Aug 22nd – Classes Begin
• Aug 30th – Final day to drop a course without a “W”, 4:30pm deadline
• Aug 31st – Final day to add a course or change sections, 4:30pm deadline
• Oct 10-15th – Midterm Exams
• Nov 4th – Final day for dropping a course with a “W”, 4:30pm deadline
   ***All UCFY students must visit 150 Allen Hall to drop a course***
• Nov 4th – Final day for resigning from LSU, 4:30 pm deadline
• Dec 3rd – Classes end
• Dec 5th – 10th Final Exams
Registration/Schedule of Classes

• Full publication on-line [www.lsu.edu/registrar](http://www.lsu.edu/registrar)
• Fall 2016 Scheduling and Registration Instructions.
• Final Exam Schedule is listed.
• Course Offerings
  • Notes pertaining to several or all sections of a course precede the listing of multiple sections.
  • Notes pertaining to individual sections of a course are placed directly under that section and/or in the Special Enrollment column.
Review Your 8 Semester Plan

• Plan provides a guide of classes to take each semester.
• You can access your 8 Semester Plan via the LSU Catalog
  • Click on your Senior College
  • Click on the department that holds your major, i.e. a Kinesiology major or a Sport Administration major would click on the School of Kinesiology link.
  • Scroll down to the page and click on your major to access your 8 Semester Plan.
• 12hrs is the minimum load of classes to be consider full-time.
Your Degree Audit

• A degree audit gives the list of your classes and grade requirements for your major.
• You can view your audit via MyLSU by clicking on “My Degree Audit”.
Select “My Degree Audit”
Log on to the LSU website at www.lsu.edu and select Login to MyLSU
Log on to your myLSU account using your myLSU ID (ex. mtiger) and password.
Select “Student Resources” on your MyLSU desktop.
Select the “Schedule My Courses” link on your MyLSU desktop.
Use the drop down box to select the appropriate semester and then hit the “View Schedule Request” button.
You will be asked to Accept or Decline a one year parking pass.
To view available courses, enter the department abbreviation and course number. Then select the “?” to see section availability for the course.

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<tr>
<th>Department</th>
<th>Course Nbr</th>
<th>Section Nbr</th>
<th>Credit Hrs</th>
<th>Prerequisites</th>
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<td>ENGL</td>
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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

Send Comments or Questions to helpdesk@lsu.edu
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All available sections for that course will then be listed. This will show the number of seats available in the course, the course section (in purple), the course times and days offered, course location, and instructor.

To add a section of the course select the purple section number.
Special Section Notes

• Sections reserved for students living in a Residential College.
• Sections reserved for “majors only”.
• Sections have a special emphasis or topic.
• Sections involving Communication-Intensive Learning.
• Sections with a Service Learning Component.
• Sections delivered by world wide web.
Sections “Reserved for Residential College Students” is the one section above the ****.
For example ENGL 1001 sec 4 is reserved for Engineering Residential College Students.
Sections with a “**Majors Only**” listed under Special Enrollment is for students majoring in that department. For example PHYS 1209 Lab is for Physics majors only. No other majors can enroll in this course.
Sections with a “Special Emphasis” is the one section above the ****. For example ENGL 2025 sec 13 will focus on Southern Literature.
Sections with “CI” or “Section Involves Communication-Intensive Learning” listing is a Communication across the Curriculum course. These classes incorporate communication-intensive components to their courses; written, spoken, visual, and technological communication skills are used in class projects. For example CMST 2060 sec 27 is a CI course.
Sections with a “SVC Learning” listing is a **Service-Learning Class**. This class is a credit-bearing, educational experience in which students participate in an organized service activity that meets identified community needs. For example, ENGL 2000 sec 83 is a Service Learning course.
Sections with a “TBA” listed under time. Is an online course listed as “World Wide Web-Based Delivery”. For example BIOL 1002  sec 4 is given online.
You can then select Add Course to add the course to your fall schedule.

Course prerequisites can also be checked.
Once you successfully add a course it will appear under Current Schedule.
You can then repeat the process for your additional courses.
Once a course has been added it can also be dropped via myLSU. To drop a course, select the drop button next to that course. Please be mindful of the academic calendar when dropping courses.
On-line Course Waitlisting

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 we will automatically move students off the lists and into courses as spaces become available.
• Students can join a waitlist for any course they have not scheduled. You can not 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.

• In addition, 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. You would need to select “WD” for this option.
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.
At the bottom of this screen you will find the option to waitlist the course. You will have two options “W” or “WD.”

- **W** – just waitlist
- **WD** – waitlist drop (if you get into the course any course that conflicts will be dropped)
Helpful Resources

• Visit with an UCFY advisor in 150 Allen Hall prior your scheduling date. To scheduled an appointment visit, www.lsu.edu/ucfy

• Take care of CATS holds or other scheduling holds you may have prior to your scheduling date. Students are emailed notifying them of holds on their account.

• Look over the Course Offerings and make a mock schedule with section numbers. This way you have an idea of what your schedule will look like and it makes scheduling go a lot faster. www.lsu.edu/registrar

• Review the Course Description from the LSU Catalog. This gives you information on the course such as: credit hours, labs required and prerequisites. www.lsu.edu/registrar