

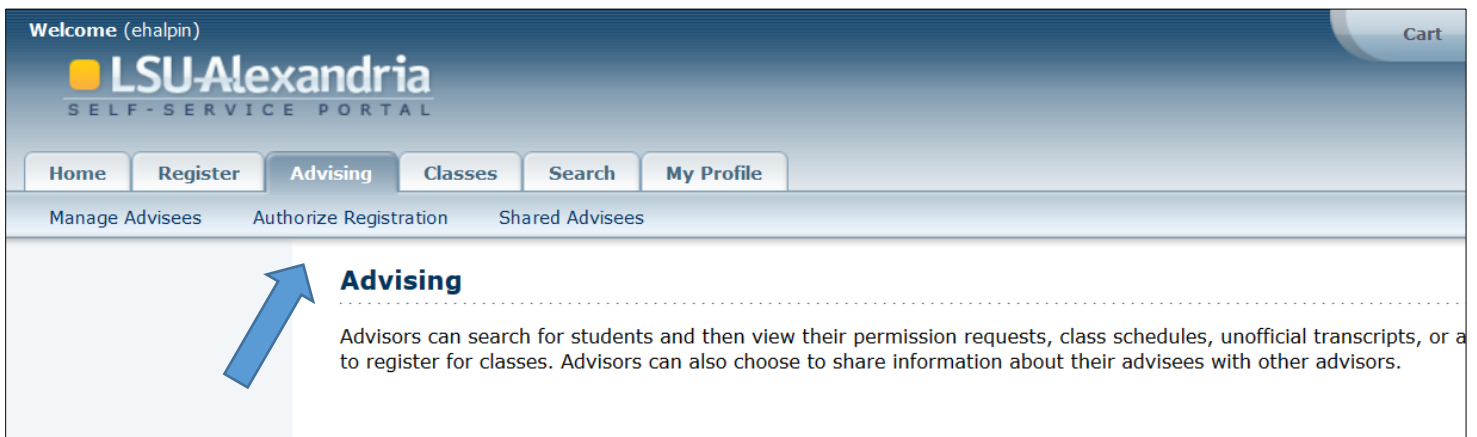
## How to Authorize a Student to Register for Courses

Students must be authorized by their advisors to register for courses. Typically authorization is granted after the advisor has talked with the student (either in person or by phone or by email) about the courses he or she needs to schedule.

To grant authorization to a student, log onto your My.LSUA account and click on the Self-Service link in the menu across the top of the screen.



Once you are in Self-Service, click on the Advising tab in the menu; and then click on the Authorize Registration link directly below the Advising tab (see graphic below).



To find a student for whom you wish to grant authorization, type in the student's last name and first name. Make sure that "All Students" is selected in the drop-down menu. Then, click the search icon at the end of the screen (see graphic below).



Once you find the student's record, click on the semester for which you wish the student to be able to register. **Please note that authorization for 2017 Spring 2 and 2017 Spring 3 should be granted only to students enrolled in 100% online degree programs.** Students who are not in 100% online degree programs should be authorized for **Spring 17**.

**Authorize Registration - All Students**

2017 Spring    **2017 SPRING 2**    2017 SPRING 3

Select Filter: View All >      Results Per Page: 10

Results Showing 1-1 of 1

| <input type="checkbox"/> Student                       | ID          | <input type="checkbox"/> PRE | <input type="checkbox"/> 2ses | <input type="checkbox"/> Ases | <input type="checkbox"/> 3ses | <input type="checkbox"/> SEM | <input type="checkbox"/> Bses | Stop List |
|--|-------------|------------------------------|-------------------------------|-------------------------------|-------------------------------|------------------------------|-------------------------------|-----------|
| <input type="checkbox"/> <a href="#">Brown, John T</a> | 000-083-097 | <input type="checkbox"/>     | <input type="checkbox"/>      | <input type="checkbox"/>      | <input type="checkbox"/>      | <input type="checkbox"/>     | <input type="checkbox"/>      |           |

Save

Once you click on the appropriate semester tab, you can then authorize students to register for specific sessions by checking the session boxes.

In the example below, you can see that the student has been authorized to register for 2<sup>nd</sup> session courses (**2ses**), 3<sup>rd</sup> session courses (**3ses**), and full session sessions (**SEM**).

Results Per Page: 10

| ID          | <input type="checkbox"/> PRE | <input type="checkbox"/> 2ses       | <input type="checkbox"/> Ases | <input type="checkbox"/> 3ses       | <input type="checkbox"/> SEM        | <input type="checkbox"/> Bses | Stop List |
|-------------|------------------------------|-------------------------------------|-------------------------------|-------------------------------------|-------------------------------------|-------------------------------|-----------|
| 000-083-097 | <input type="checkbox"/>     | <input checked="" type="checkbox"/> | <input type="checkbox"/>      | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>      |           |

Once you have advised the student and granted Registration Authorization, the student can log onto his or her own My.LSUA account and register for courses in Self-Service.