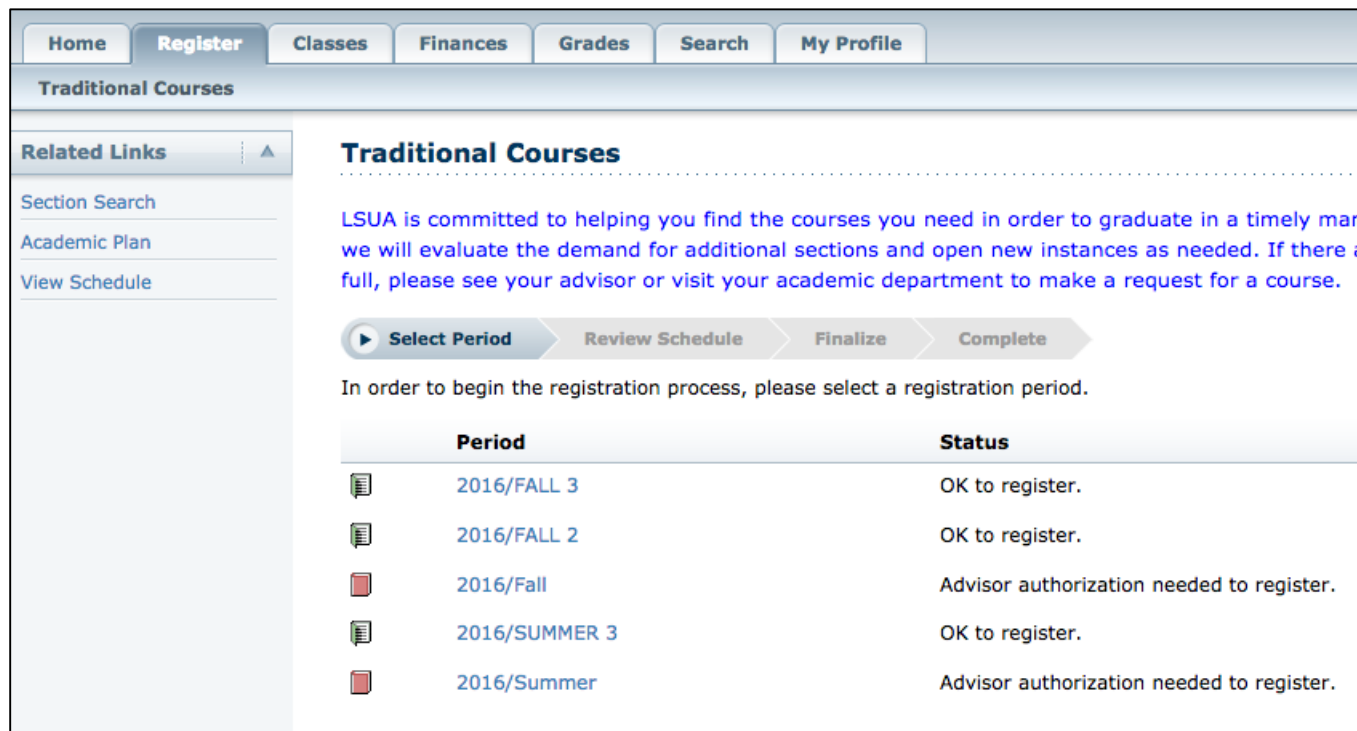


Dropping Classes in Self Service

- 1) Log on to my.LSUA.
- 2) Select Self Service on the left hand side.
- 3) Once in Self Service, select the “Register” tab and then “Traditional Courses”.
- 4) Select the term that contains the course that you want to drop*.



*Please note, if registration for a term has already been turned off, you will not be able to drop the course in Self Service. To drop the course, you will need to download the [“LSUA Schedule Change Slip”](#) and fill it out completely. This form will need to be emailed to your advisor and/or your department. LSU students can find your department information at <http://www.lsua.edu/Directory/university-offices>. Online Program Students can submit questions to online.lsua.edu.

5) Select the course that you want to drop and select next.

Traditional Courses - 2016/FALL 2

LSUA is committed to helping you find the courses you need in order to graduate in a timely manner. While not all courses can be made available immediately, we will evaluate the demand for additional sections and open new instances as needed. If there are specific courses that you need, and all current sections are full, please see your advisor or visit your academic department to make a request for a course.

✓ **Select Period** ▶ **Review Schedule** ▶ Finalize ▶ Complete

Courses to Add

Your cart is empty.

You must add courses to your cart before proceeding with registration.

Use the [Section Search](#) to find courses to add to your cart.

You can review your degree requirements and find required courses using the [Academic Plan](#).

Registered Courses

Drop	Course	Date	Session	Credits	Credit Type	Schedule	Location	Status
<input type="checkbox"/>	American History II - HIST 2057 / Lecture /	8/29/2016 - 10/14/2016	Full Session	3.00	Graded	Internet Course, 6:00 AM - 6:01 AM;	Location to be announced	Registered
Instructors:		Hislop, Michael						
<input type="checkbox"/>	Physical Science I - PHSC 1001 / Lecture /	8/29/2016 - 10/14/2016	Full Session	3.00	Graded	Internet Course, 6:00 AM - 6:01 AM;	Louisiana State University at Alexandria, Online, Room	Registered
Instructors:		Rolfes, Fred						

** This screen may look familiar. During registration process, "Drop" is actually the "Add" command used.*

6) The refresh screen will show your updated schedule. Select next to finalize the process.

Traditional Courses - 2016/FALL 2

LSUA is committed to helping you find the courses you need in order to graduate in a timely manner. While not all courses can be made available immediately, we will evaluate the demand for additional sections and open new instances as needed. If there are specific courses that you need, and all current sections are full, please see your advisor or visit your academic department to make a request for a course.

✓ Select Period ✓ Review Schedule ▶ Finalize Complete

Updated Schedule

Course	Date	Session	Credits	Credit Type	Schedule	Location	Status
Physical Science I -PHSC 1001 /Lecture /	8/29/2016 - 10/14/2016	Full Session	3.00	Graded	Internet Course, 6:00 AM - 6:01 AM	Louisiana State University at Alexandria, Online, Room	Registered

Instructor: Rolfes, Fred

New Charges/Credits: 2016/FALL 2 Tuition Online BS Nursing [View Statement](#)

Total:

Previous Next

- 7) You will receive a confirmation screen that allows you to view your textbooks, your payment statement, or allow you to make adjustments for another term.

Traditional Courses - 2016/FALL 2

LSUA is committed to helping you find the courses you need in order to graduate in a timely manner. While not all courses can be made available immediately, we will evaluate the demand for additional sections and open new instances as needed. If there are specific courses that you need, and all current sections are full, please see your advisor or visit your academic department to make a request for a course.

✓ Select Period ✓ Review Schedule ✓ Finalize ✓ Complete

Congratulations! You have completed your Registration for: 2016/FALL 2

You may now purchase books through the Bookstore by [Clicking Here](#)

- [View Statement](#)
- [Modify your schedule for 2016/FALL 2](#)
- [Select another Registration Period](#)