Scheduling via myLSU
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. brobic) and password.
Select the Registration Services link on your PAWS desktop.
Select Schedule Request under Registration Services.
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. The select the “?” to see section availability for the course.
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.
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 PAWS. To drop a course, select the drop button next to that course. Please be mindful of the academic calendar when dropping courses.

### Schedule Request

<table>
<thead>
<tr>
<th>Schedule Request</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Update Successful - Course Added To Current Schedule</strong></td>
</tr>
</tbody>
</table>

**Select a Campus:** LSU  
**Select a Semester:** Fall 2012

### Schedule Request

To add a course, enter department, course number, and section number.

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

To check prerequisites, enter department and course number.

<table>
<thead>
<tr>
<th>Department</th>
<th>Course Nbr</th>
<th>Section Nbr</th>
<th>Credit Hrs</th>
<th>Pre Req</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

**Add Course**  
**Check Prerequisites**

### Current Schedule

<table>
<thead>
<tr>
<th>Dept</th>
<th>Crse</th>
<th>Sect</th>
<th>Hrs</th>
<th>Smr Sess</th>
<th>Class Type</th>
<th>Begin</th>
<th>End</th>
<th>Building</th>
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</thead>
<tbody>
<tr>
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<td>1001</td>
<td>003</td>
<td>3.0</td>
<td>LEC</td>
<td>1230 130</td>
<td>M W F</td>
<td>WILLIAMS</td>
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<tr>
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<td>1001</td>
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<tr>
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<td>001</td>
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<td>POLI</td>
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<td>LEC</td>
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</tr>
</tbody>
</table>

**UPDATE SUCCESSFUL - COURSE ADDED TO CURRENT SCHEDULE**

**REGISTERED**

**Total Credit Hours Scheduled:** 15.0  
**Total Credit Hours Permitted:** 17.0

**Classification:** GRAD 6 ELDR
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.
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)
After you have finished scheduling, click on **Fee Bill** under Registration Services.
Select the desired semester

Select the year

Click on View Fee Bill for the fee bill to be displayed as shown in this example.

Final step is to click on Pay by Credit Card or Pay by Bank Draft