HOW TO REGISTER ON-LINE THROUGH MyLIU: (http://my.liu.edu)

Students who are enrolled in programs and plans offering on-line registration and have completed their first term of study are eligible to select and register for classes through their My LIU account. Students who are unsure of what courses to take to satisfy degree requirements are encouraged to meet with their advisor prior to registering on-line.

Log on to MyLIU:

Know your PeopleSoft ID and password. If you need assistance logging into MyLIU, please contact the campus CSI office. Click on the following to access your main student center page:

SELF SERVICE > STUDENT CENTER (Located on the top left corner of page)

View Enrollment Dates:

The enrollment start date is the EARLIEST date and time that you can register. Click on each of the following:

SELF SERVICE > STUDENT CENTER > ENROLLMENT DATES > DETAILS (Located on middle right side of page)

Check for Holds:

The University places holds on student accounts to indicate that a specific action is required before a student can access documents or engage in particular University activities. While any student can select courses to add or drop through their My LIU account, the following holds must be resolved for you to complete the on-line registration process:

- Admissions (all)
- Bursar (University Collections, Account Past Due, External Collections)
- Departmental and Academic (all)
- Financial Aid (M Block)
- Health Services (Vaccination, Student Health, Meningitis)
- Probation, Suspension and Dismissal (all)
- Registrar (all)
- Public Safety (all)
- General Deficiencies (HEOP, Language, Student Affairs, Math)
- Miscellaneous (International Office)

In order to resolve a hold on your account affecting your ability to register on-line, click on the following:

SELF SERVICE > STUDENT CENTER > HOLDS > DETAILS (Located on top right side of page)

- If you have a Hold on your account, click on the Hold Item. Your Holds detail will let you know why you have a hold and will give you information about who to contact and what you need to do to remove it. Once it is removed, you will be eligible to enroll if you have an Enrollment Appointment.

Your Holds

Below is a list of current Holds on your records. To filter your list of Holds, change the options below and click Go.

View your Holds by

Institution	[dropdown]
Term	[dropdown]
Department	[dropdown] [go]

Item List

Hold Item	Amount		Institution	Term	Department
Missing Credentials		USD	Long Island University	Begin Term - Srvc Indicatr Use	Admissions
Student Financials Hold		USD	Long Island University	Summer Term 2008	University Bursar

[go to ...] [»]

Missing Credentials

Reason and Contact

Description:	Long Island University
Term	Begin Term - Srvc Indicatr Use
Reason:	Brooklyn Assigned
Department:	Admissions
Contact:	

Instructions

Please submit the documents listed in your To Do list to your Campus Admissions Office.

[Return]

Enrollment:

To add, drop, or view your schedule of classes, use the menu item "My Class Schedule". Click on the following:

SELF SERVICE >STUDENT CENTER > MY CLASS SCHEDULE (Located on top left side of page under Academics)

Adding Classes:

Click on the "Enroll" link at the top of the student center page.

If prompted, select appropriate Term and click CONTINUE button.

Step 1: Click the SEARCH button to search for available classes.

Step 1 A

Add Classes

1. Select classes to add

To select classes for another term, select the term and click Change. When you with your class selections, proceed to step 2 of 3.

Spring Term 2013 | Undergraduate | Long Island University

🟢 Open   🔲 Closed

Add to Cart:

Enter Class Nbr

[ ] enter

Find Classes

⦿ Class Search

◯ My Requirements

search

Spring Term 2013 Shopping Cart

Delete	Class	Days/Times	Room	Instructor	Units	Status
🗑	CGPH 26-001 (3763)	Mo 5:45PM - 9:25PM	Humanities Hall Rm 210	T. O'Daly	3.00	🔲

Click on the "Select Subject" button to search for offered courses by Subject area.

Search	Enroll	My Academics
my class schedule	add	drop	term information

Add Classes

Enter Search Criteria

Step 1 B

Long Island University | Spring Term 2013

Select at least 2 search criteria. Click Search to view your search results.

Class Search Criteria

Course Subject	select subject
Course Number	is exactly
Course Career	Undergraduate
	☑ Show Open Classes Only

Use Additional Search Criteria to narrow your search results.

▷ **Additional Search Criteria**

Return to Add Classes

CLEAR CRITERIA   SEARCH

You may select courses using a specific number or limit your search by setting a numeric range (e.g., 400-499). Please refer to the Student Bulletin or contact your advisor for additional information on specific course numbers and ranges appropriate for your plan of study.

Click on the green arrow to utilize the Additional Search Criteria functionality, which will allow you to further refine your search.

Pick a subject from the presented list

Add Classes

Enter Search Criteria

Step 1 C

Long Island University | Spring Term 2013

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

0 1 2 3 4 5 6 7 8 9

Select a Subject

You may only select active subjects, which contain a description of the subject code to the immediate right.

select	AAAX	Arts and An...
select	ACC	Accounting
select	ADES	Applied Des...
select	AHS	
select	ALCX	Alcoholism and Substance Abuse
select	AMN	Armenian
select	AMS	American Studies
select	ANP	
select	ANT	Anthropology
select	ANTX	Anthropology CNED
select	ARA	Arabic
select	ARC	Curatorial Studies

Enter the Course Subject and Number, and the Course Career if necessary. Then click SEARCH.

Search	Enroll	My Academics
my class schedule	add	drop	term information

Add Classes

1 — 2 — 3

Enter Search Criteria

Step 1 D

Long Island University | Spring Term 2013

Select at least 2 search criteria. Click Search to view your search results.

Class Search Criteria

Course Subject	select subject	ART	Art
Course Number	is exactly		
Course Career	Undergraduate		
	✔ Show Open Classes Only		

Use Additional Search Criteria to narrow your search results.

▽ **Additional Search Criteria**

Meeting Start Time   greater than or equal to   (example: 1:00PM)
Meeting End Time   less than or equal to

Day of Week   include only these days

☐ Mon ☐ Tues ☐ Wed ☐ Thurs ☐ Fri ☐ Sat ☐ Sun

Class Nbr   (example: 1136)

Minimum Units   greater than or equal to
Maximum Units   less than or equal to

Session

Campus

Return to Add Classes   CLEAR CRITERIA   SEARCH

You can use the Additional Search Criteria drop down box to search for classes by meeting time, day of week, session, and campus.

Click on the Course Link to view specific course details.

| my class schedule | class search | add | drop |

Add Classes

1 — 2 — 3

1. Select classes to add - Class Search Results

Step 1E

When available, click View All Sections to see all sections of the course.

Long Island University | Fall Term 2008

The following classes match your search criteria Course Subject: **General Business Core**, Course Number is exactly '**515**', Course Career: **Graduate**, Show Open Classes Only: **Yes**

⬤ Open   ◻ Closed

| CLOSE | START A NEW SEARCH |

▽ **GBA 515 - Managerial Communications**

| | View All Sections | First ◀ 1 of 1 ▶ Last |

| Section | 001-LEC(18709) | **← COURSE LINK** | Status | ⬤ | select class |
| Session | B-F 1st WN | Combined Section |

| Days & Times | Room | Instructor | Meeting Dates |
| Sa 9:00AM - 1:00PM | Humanities 703 | Clifford Benton | 9/6/2008 - 10/19/2008 |

▽ **GBA 515 - Managerial Communications**

| | View All Sections | First ◀ 1 of 1 ▶ Last |

| Section | 001-LEC(1052) | | Status | ⬤ |
| Session | C-Fall Reg |

| Days & Times | Room | Instructor | Meeting Dates |

Review class information, then click NEXT. Repeat Step 1 for each class you want to enroll in.

The class detail view allows you to review meeting information, campus, location, and course requirements.   Click "SELECT CLASS" if you would like to add this particular section.

Return to Add Classes

VIEW SEARCH RESULTS

Class Details

Status	🟢 Open		**Career**	Undergraduate
Class Number	1789		**Dates**	1/22/2013 - 5/9/2013
Session	C-Spring Regular		**Grading**	Standard Grading Basis
Units	6 units		**Location**	LIU Post Campus
Class Components	Studio	Required	**Campus**	LIU Post Campus

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
MoWe 2:00PM - 4:00PM	Sculpture Building Studio B	Neill Slaughter, Winnifred Rea	01/22/2013 - 05/09/2013
MoWe 8:00AM - 10:00AM	Fine Arts 113	Neill Slaughter, Winnifred Rea	01/22/2013 - 05/09/2013
Fr 9:00AM - 11:00AM	TBA	Neill Slaughter, Winnifred Rea	01/22/2013 - 05/09/2013

Enrollment Information

Enrollment Requirements   Prerequisites of ART 2 or ART 5 and ART 19 are required.

Class Availability

Class Capacity	17	**Wait List Capacity**	0
Enrollment Total	15	**Wait List Total**	0
Available Seats	2		

Description

Students continue to study 2-D Design with a focus on color theory, 3-D Design with an introduction to 4-D Design through time-based media, and drawing with an introduction to the figure. This team-taught

| my class schedule | class search | add | drop |

Add Classes

1 — 2 — 3

1. Select classes to add - Enrollment Preferences

Step 1F

Fall Term 2008 | Graduate | Long Island University

GBA 515 - Managerial Communctn

Class Preferences

If you recieved a permission number from your department for a particular class, please enter it here.

| GBA 515-001 | Lecture | ● Open |

Permission Nbr [_____]

| Session | B-Fall First Weekend Session |
| Career | Graduate |

| Grading | Graduate Course Grading Basis |
| Units | 3.00 |

CANCEL   NEXT

Section	Component	Days & Times	Location	Instructor	Start/End Date
001	Lecture	Sa 9:00AM - 1:00PM	Humanities 703	Clifford Benton	9/6/2008 - 10/19/2008

My Class Schedule   Class Search   Add   Drop

[go to ... ▼] »

IMPORTANT

You have not enrolled until you complete Steps 1, 2, and 3.

After you have added all the classes you want to
your enrollment shopping cart, click PROCEED TO STEP 2 OF 3.

my class schedule	class search	add	drop

Add Classes

1 — 2 — 3

1. Select classes to add

Step 1G

Put classes in your Shopping Cart and when you are satisfied with your class selections, proceed to step 2 of 3.

✓ GBA 515 has been added to your enrollment shopping cart. Add more classes or click Proceed to Step 2 to continue processing your enrollment.

Fall Term 2008 | Graduate | Long Island University

Add a class using one of the following:

Search for Class	Search for Classes ▾	search

------ OR ------

Enter Class Nbr	[ ]	enter

▼ Fall Term 2008 Enrollment Shopping Cart

● Open   ☐ Closed

Delete	Class	Description	Days/Times	Location	Instructor	Units	Status
🗑	GBA 515-001 (18709)	Managerial Communctn (Lecture)	Sa 9:00AM - 1:00PM	Humanities 703	C. Benton	3.00	●

View All Classes in Cart   First ◀ 1 of 1 ▶ Last

PROCEED TO STEP 2 OF 3

If you do not want to select an item that has been placed in your shopping cart, click on the trash can to remove the class.

this term.

My Class Schedule   Class Search   Add   Drop

go to ... ▾ ≫

| my class schedule | class search | add | drop |

Add Classes

1 — 2 — 3

2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. T
exit without adding these classes, click Cancel.

Fall Term 2008 | Graduate | Long Island University

🟢 Open   ⬜ Closed

Class	Description	Days/Times	Location	Instructor	Units	Status
GBA 515-001 (18709)	Managerial Communctn (Lecture)	Sa 9:00AM - 1:00PM	Humanities 703	C. Benton	3.00	🟢

CANCEL   PREVIOUS   FINISH ENROLLING

My Class Schedule   Class Search   Add   Drop

go to ... »

Click the Finish Enrolling button to confirm your course selections illustrated above.

| my class schedule | class search | add | drop |

Add Classes

1 — 2 — 3

3. View results

View the following status report for enrollment confirmations and errors:

Fall Term 2008 | Graduate | Long Island University

| ✔ Success: enrolled | ✘ Error: unable to add class |

Class	Message	Status
GBA 515	**Error:** You have a hold on your record. The hold on your record must be removed before this transaction can be processed.	✘

| MY CLASS SCHEDULE | ADD ANOTHER CLASS | FIX ERRORS |

My Class Schedule   Class Search   Add   Drop

go to ... ⌄ »

Please note that after successfully registering for classes, there will be a 24-hour delay before the transaction is posted to your student account.

Possible error responses may include:

1. Enrollment hold – You have a hold on your account; See "Check for Holds" on page 3

2. Requisites not met – you have not taken the required pre-requisite course. If you believe you have satisfied the requirement, please see your campus Registrar or Advisor.

3. Scheduling conflict – You have scheduled more than one course at the same time.

4. Closed course – the course limit has been reached; please select another course or speak with your Advisor.

5. Permission Required – Permissions override specific enrollment rules and must be obtained from your specific Department; please contact your Advisor for additional information.

Dropping Classes:

Click on the Drop tab at the top of the page.

If prompted, select appropriate TERM and click CONTINUE button

- Step 1: Select the class(es) you want to drop and then click DROP SELECTED CLASSES.

Drop Classes   1 — 2 — 3

1. Select classes to drop

Select the classes to drop and click Drop Selected Classes.

Fall Term 2008 | Graduate | Long Island University

Fall Term 2008 Enrollment Shopping Cart

✔ Enrolled   ⊗ Dropped

Select	Class	Description	Days/Times	Location	Instructor	Units	Status
☑	MPA 501-002 (12775)	Prin Of Administratn (Lecture)	Sa 9:00AM - 1:00PM	Off-Campus Brooklyn	A. Zahradnik	3.00	✔
☐	MPA 502-002 (18757)	Orgnztnl Thry/Behavr (Lecture)	We 5:30PM - 9:30PM	Off-Campus Brooklyn	A. Zahradnik	3.00	✔
☐	MPA 505-002 (18758)	Analytic Methods (Lecture)	Sa 9:00AM - 1:00PM	Off-Campus Brooklyn	H. Levine	3.00	✔
☐	MPA 606-001 (18759)	Law For Managers (Lecture)	We 5:30PM - 9:30PM	Off-Campus Brooklyn	S. Peffer	3.00	✔

DROP SELECTED CLASSES

IMPORTANT

You have not dropped your class until you complete Steps 1, 2, and 3.

- Step 2: Confirm your selection and then click FINISH DROPPING.
- Step 3: Review the results page to verify your classes were dropped successfully.

Note: You will only be able to drop classes on-line through the end of the first week of the term.   To add or drop classes beyond this point, please see your campus Registrar or Advisor.

Once a course is dropped on-line, you will not be able to add it back to your shopping cart. Please see your campus Registrar or Advisor to add back a previously dropped class.

View Class Schedule:
Click on the My Class Schedule tab at the top of the page.
- Verify that you are enrolled in the appropriate classes by reviewing your class schedule.