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

1. Select classes to add

To select classes for another term, select the term and click Change. When you are finished with your class selections, proceed to step 2 of 3.
Click on the “Select Subject” button to search for offered courses by Subject area.

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

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   |
|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
|     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |

<table>
<thead>
<tr>
<th>0</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
</tr>
</thead>
</table>

### Select a Subject

<table>
<thead>
<tr>
<th>Subject</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAAX</td>
<td>Arts and Anthropology Development and Application</td>
</tr>
<tr>
<td>ACC</td>
<td>Accounting</td>
</tr>
<tr>
<td>ADES</td>
<td>Applied Design</td>
</tr>
<tr>
<td>AHS</td>
<td></td>
</tr>
<tr>
<td>ALCX</td>
<td>Alcoholism and Substance Abuse</td>
</tr>
<tr>
<td>AMN</td>
<td>Armenian</td>
</tr>
<tr>
<td>AMS</td>
<td>American Studies</td>
</tr>
<tr>
<td>ANP</td>
<td></td>
</tr>
<tr>
<td>ANT</td>
<td>Anthropology</td>
</tr>
<tr>
<td>ANTX</td>
<td>Anthropology CNED</td>
</tr>
<tr>
<td>ARA</td>
<td>Arabic</td>
</tr>
<tr>
<td>ARC</td>
<td>Curatorial Studies</td>
</tr>
</tbody>
</table>

You may only select active subjects, which contain a description of the subject code to the immediate right.
Enter the Course Subject and Number, and the Course Career if necessary. Then click SEARCH.

**Add Classes**

**Enter Search Criteria**

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

**Class Search Criteria**

- **Course Subject**: AR
- **Course Number**: Is exactly
- **Course Career**: Undergraduate
- **Show Open Classes Only**: ✔️

Use Additional Search Criteria to narrow your search results.

- **Meeting Start Time**: greater than or equal to
- **Meeting End Time**: less than or equal to
- **Day of Week**: include only these days
- **Class Nbr**: (example: 1136)
- **Minimum Units**: greater than or equal to
- **Maximum Units**: less than or equal to
- **Session**: 
- **Campus**: 

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.

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.

### Class Details

<table>
<thead>
<tr>
<th>Status</th>
<th>Open</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Number</td>
<td>1789</td>
</tr>
<tr>
<td>Session</td>
<td>C-Spring Regular</td>
</tr>
<tr>
<td>Units</td>
<td>6 units</td>
</tr>
<tr>
<td>Class Components</td>
<td>Studio Required</td>
</tr>
<tr>
<td>Career</td>
<td>Undergraduate</td>
</tr>
<tr>
<td>Dates</td>
<td>1/22/2013 - 5/9/2013</td>
</tr>
<tr>
<td>Grading</td>
<td>Standard Grading Basis</td>
</tr>
<tr>
<td>Location</td>
<td>LIU Post Campus</td>
</tr>
<tr>
<td>Campus</td>
<td>LIU Post Campus</td>
</tr>
</tbody>
</table>

### Meeting Information

<table>
<thead>
<tr>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Meeting Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>MoWe 2:00PM - 4:00PM</td>
<td>Sculpture Building Studio B</td>
<td>Neill Slaughter, Winnifred Rea</td>
<td>01/22/2013 - 05/09/2013</td>
</tr>
<tr>
<td>MoWe 8:00AM - 10:00AM</td>
<td>Fine Arts 113</td>
<td>Neill Slaughter, Winnifred Rea</td>
<td>01/22/2013 - 05/09/2013</td>
</tr>
<tr>
<td>Fr 9:00AM - 11:00AM</td>
<td>TBA</td>
<td>Neill Slaughter, Winnifred Rea</td>
<td>01/22/2013 - 05/09/2013</td>
</tr>
</tbody>
</table>

### Enrollment Information

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

### Class Availability

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

### 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
**IMPORTANT**

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

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**Step 1F**

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

### GBA 515 - Managerial Communications

<table>
<thead>
<tr>
<th>Class Preferences</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GBA 515-001</strong></td>
</tr>
<tr>
<td>Lecture</td>
</tr>
<tr>
<td>Open</td>
</tr>
</tbody>
</table>

**Session**: B-Fall First Weekend Session  
**Career**: Graduate

**Grading**:  
**Graduate Course Grading Basis**:  
**Units**: 3.00

**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

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**My Class Schedule**  
**Class Search**  
**Add**  
**Drop**

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

1. Select classes to add

Put classes in your Shopping Cart and when you are satisfied with your class selections, 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.
2. Confirm classes

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

Fall Term 2008 | Graduate | Long Island University

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
<th>Days/Times</th>
<th>Location</th>
<th>Instructor</th>
<th>Units</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>GBA 515-001</td>
<td>Managerial Communctn (Lecture)</td>
<td>Sa 9:00AM - 1:00PM</td>
<td>Humanities 703</td>
<td>C. Benton</td>
<td>3.00</td>
<td>Open</td>
</tr>
</tbody>
</table>

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

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

DROPPED 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.