

LSU Online New Student Orientation

May 18th 2026-1:00-2:30 PM

Presenters:

Shannon Slaughter,

Senior Graduate Admissions Officer-Graduate Admissions-
Pinkie Gordon Lane Graduate School

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Academic Services-Pinkie Gordon Lane Graduate School



How to Access & Accept Your Admissions Offer

****To gain access to the LSU student systems, it is important that these steps are not skipped****

- 1) Log into your application portal (Slate) using the email address and password you submitted your application with.
- 2) You will see a status update. Click on it. Your offer of admission letter will appear. After reading it, go back to this screen, and click on the "**Admission Reply Form.**"

[Redacted], thank you for applying to Louisiana State University!

Welcome to your **Application Status Portal!** This portal allows us to communicate effectively with our applicants in a variety of ways. We are able to update you more readily and in real time while providing a platform for application material submission and decisions.

Application Status

Decision Updated - Please check your status update below.

Status Update

An update to your application was last posted April 2, 2026.

[View Update >>](#) ★

Forms

Click the link below to access and submit the Admission Reply Form.

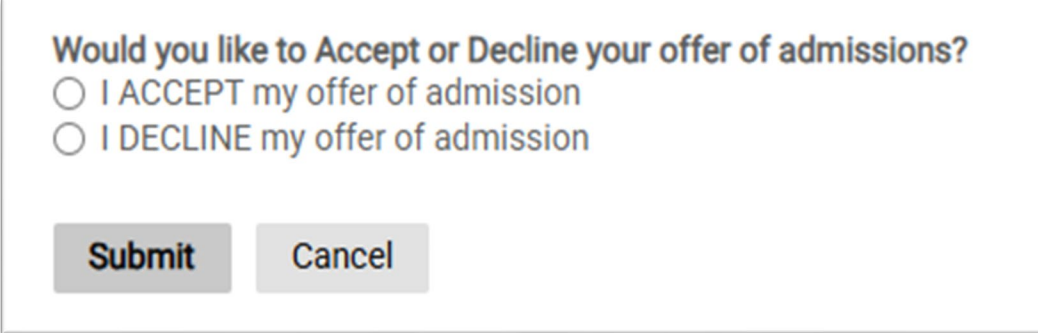
Required [Admission Reply Form](#) ★

LSU Account Information

- ★ Admitted students will receive an email from "Okta" to set up their account.
- ★ You must accept your admission offer prior to being able to schedule classes.

How to Access & Accept Your Admissions Offer (Continued)

3) When you click on the "Admission Reply Form", the form will appear, prompting you to accept or decline your Offer of Admission.



Would you like to Accept or Decline your offer of admissions?

I ACCEPT my offer of admission

I DECLINE my offer of admission

4) After accepting the offer, allow the system 24-48 hours to process and issue your LSU email address and Student ID number.

5) Please also complete the **mandatory** Identity Verification. You will receive an email, as well as a note on the application status portal, containing the same link that will take you to the verification page. This will require a form of government issued ID and information for matching/verification purposes.

How to Gain Access to University Systems

(MYLSU, Email, Workday Student)

LSU Account Information

Admitted students will receive an email from "Okta" to set up their account.

You must accept your admission offer prior to being able to schedule classes.

myLSU Information

myLSU username:

★ LSU email: [redacted]@lsu.edu

★ LSU ID number: [redacted]

Please access the myLSU login page and select forgot password in order to create/reset the password.

[Information on logging onto myLSU](#)

[How to Schedule Courses](#)

5) Once time is up, log back into your application portal, and your LSU credentials will be there.


6) Use LSU username/email address to set up your myLSU account, through the emailed instructions received from "Okta." This email would have gone to your personal email inbox (the email address you initially used to complete/sign in to your application portal with).

MyLSU is the "home base" that houses your student email, your Moodle, and your Workday Student Account, and much more!

If you experience technical issues setting up your account, please contact the IT Service Desk.

Submit an ITS Ticket [HERE!](#)

<https://itservice.lsu.edu/TDClient/30/Portal/Home/>

ITS Service Desk 

Contact Us

Phone:
225-578-3375

Email:
servicedesk@lsu.edu

How to Submit Transcripts & Clear Incomplete Admissions Documents

If you received *Provisional Admission*, Graduate Admissions has not yet received your Official Transcript(s) (**with degree conferral(s) showing**). If not received within your first module, a registration hold will be placed to prevent the scheduling of courses for the next module.

You can log back in to your application portal at any time to keep track of what has been or has not been received via the checklist.

LSU Online Transcript Ordering Service: Destiny Valle / Cherie Dalton (cdalto10@lsu.edu)

- If you opted in to the LSU Online Transcript service, we should already have your official transcript(s), which would grant *regular* admission (unless a degree or courses in progress).
- If you opted in and we do not have your official transcript(s), please contact Cherie Dalton via the email address listed above.

PGLGS Documents & Records: Gretchen Cade / Claudia Speyrer (gradtranscripts@lsu.edu)

- If you did not opt in to the Transcript service, there are a few other options for you to order your official transcripts to be sent to us.

How to Submit Transcripts & Clear Incomplete Admissions Documents (Continued)

Helpful Links:

Admissions Requirements & Deadlines:

<https://www.lsu.edu/graduateschool/admissions/requirements-deadlines.php>

Book a Documents Appointment (In-Person Drop Off ONLY):

https://applygrad.lsu.edu/portal/document_visit



Official vs Unofficial Transcripts

OFFICIAL TRANSCRIPTS

An official transcript, whether physical copy or digital, ensures authenticity and content accuracy. Official transcripts must contain the University's seal and the signature of the University Registrar, Principal, Controller of Examinations, or Minister of Education. A transcript is considered official if it is sent directly from the applicant's home institution to the Pinkie Gordon Lane Graduate School in one of the following ways:

- **Electronic:** We accept electronic submissions of official transcripts over a secure network from a service such as **Parchment, National Student Clearinghouse, SPEEDE, or your institution's electronic delivery system.** If using one of these services, please select LSU - Graduate Admissions during the ordering process or have transcripts sent to gradtranscripts@lsu.edu.
 - LSU's institution code is 6373.
- **Mail:** We will also accept a sealed original transcript from the issuing institution by mail directly to our office. Transcripts sent directly to departments must be received by the Graduate School in the original sealed envelope to be considered official.

Official sealed hard copy transcripts can be mailed or hand delivered to:

**Louisiana State University
Office of Graduate Admissions
124 Hatcher Hall
Baton Rouge, Louisiana 70803**

- **In-Person:** Applicants or departments may hand deliver with sealed copies of their official records to the Office of Graduate Admissions. Envelopes which have been opened or appear to have been tampered with will be considered unofficial. Students are strongly encouraged to schedule a document drop-off appointment by visiting the link below.

[SCHEDULE A DOCUMENT DROP OFF APPOINTMENT](#)

Student Success Coach vs. Academic Advisor



As an LSU Online Student, you have many valuable resources available to you!



A **Student Success Coach** will be assigned to help guide you through the program and point you to correct resources. Upon admissions, your Student Success Coach will reach out to schedule a Welcome Call to orient you to LSU and assist you with processes such as accessing university systems and registering for courses. Your Student Success Coach will help direct and answer any questions you have during your time with LSU Online.



An **Academic Advisor** from your home department will also be assigned to help you in developing your course plan, timeline for graduation, and ensuring that you meet all degree requirements prior to applying for graduation. Your Academic Advisor can also assist with navigating process such as requesting a Leave of Absence or Institutional Withdrawal.



An **Academic Services Officer** from the Graduate School will oversee your time at LSU, assisting your Student Success Coach and Academic Advisor in helping you navigate any Graduate School policies or procedures. Your Academic Services Officer will be responsible for reviewing your degree eligibility once you submit your degree audit to ensure you meet all degree requirements prior to degree conferral.

How to Add Courses in Workday Student

There are **three** ways to register for courses via Workday Student:

1) Registering *directly* from Find Course Sections-LSUOnline

- This is by far the most common and easiest way to schedule. We will have step by step instruction in this presentation of this method.
- Make sure you use **Find Course Sections-LSU Online**, *not* **Find Course Sections-LSUAM**-this is for Campus students and you won't be eligible to register for these courses. All LSU Online courses are denoted with an E for Online and any 4000 level section is denoted with a GE, G for Graduate and E for Online.

2) Registering from an Academic Plan

- You can work with your Academic Advisor to create a full course plan in your "Plan" section of "Academics" in Workday student. This will create a plan for multiple modules and can be created through your module of graduation.
- If all sections are open, it will prompt you to register for the appropriate sections and then you can register for all courses in the plan for each module.
- If a course is closed, you **must** revise your course plan before you register from the Academic Plan!

3) Registering from a Saved Schedule

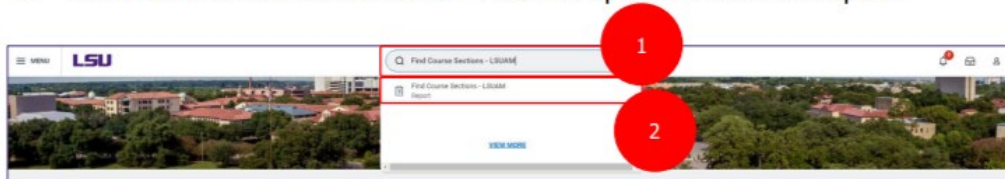
- You can pre-save a schedule for a module in advance and once your registration appointment becomes available register for all open courses at once. You can create multiple saved schedules and name them for quick registration (For example: First Summer 2026 Schedule)

See Full Step-By-Step Registration Workday Student Course Registration Guide below:

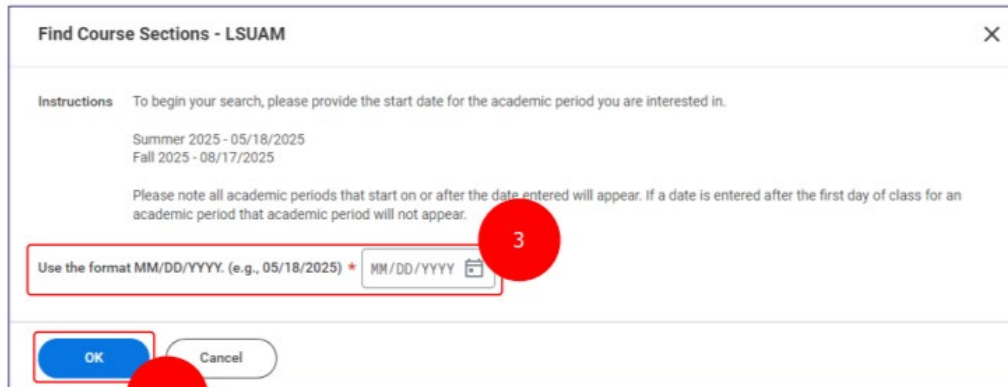
https://uiswcmweb.prod.lsu.edu/student/CoursesPlanningRegistration/ADV_007_STU_Course%20Registration%20for%20Students_Final.pdf

How to Add Courses using Find Course Section-LSUOnline

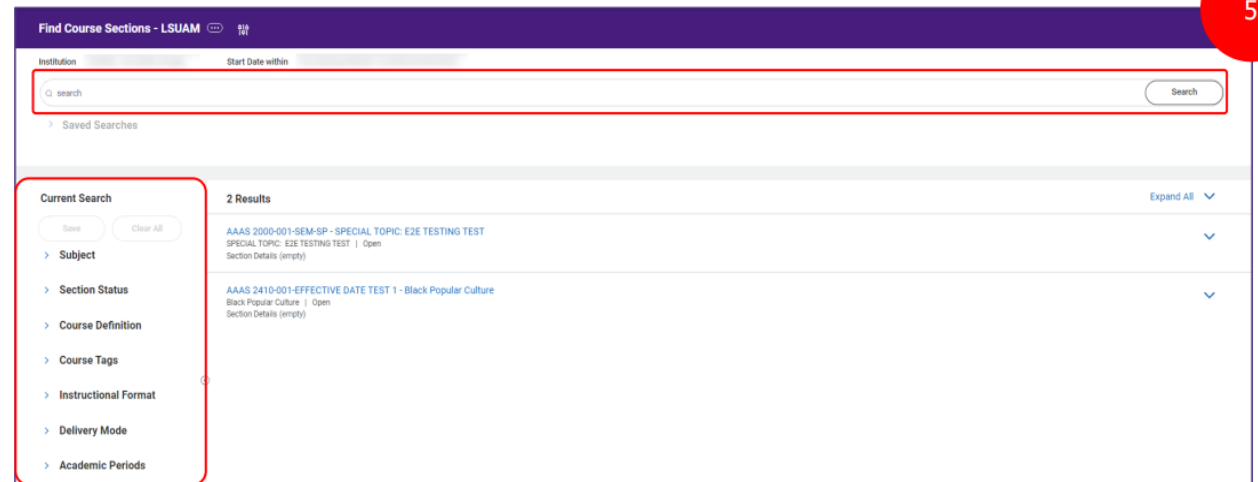
1. From the Workday home page, use the **Search Bar** to search the **Find Course Sections – LSUAM** report.
2. Click the **Find Course Sections – LSUAM** report to initiate the report.



3. Enter the **start date** (MM/DD/YYYY) for the academic period you are interested in.
4. Click **OK** to run the Find Course Sections - LSUAM report.

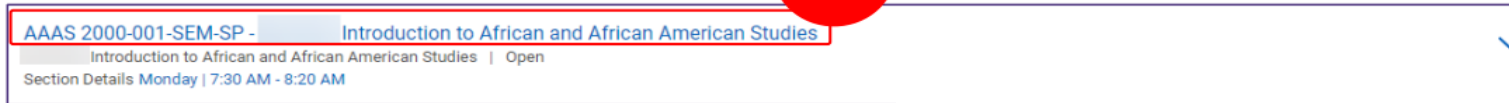


5. Within the Find Course Sections – LSUAM report, there is the option to search for course sections by name, or filter by Subject, Section Status, Course Definition, Course Tags, Instructional Format, Delivery Mode, Instructor, Meeting Patterns, and Meeting Days and Academic Periods.

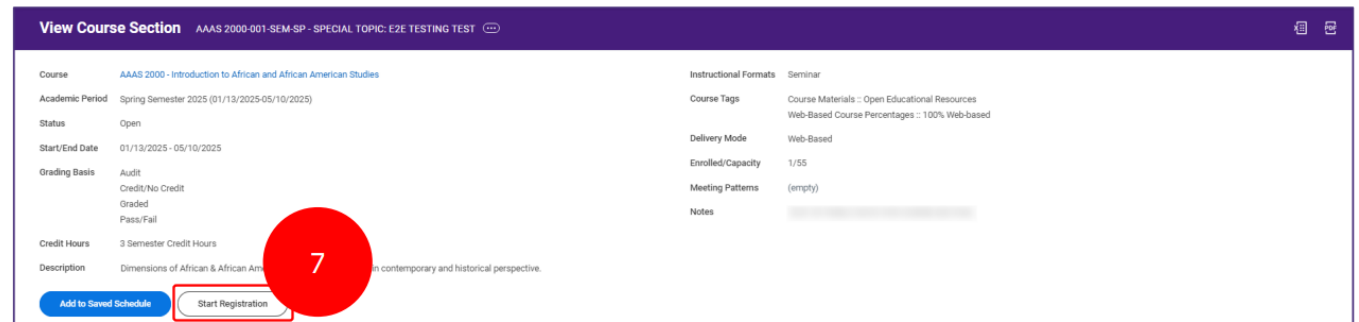


How to Add Courses using Find Course Section-LSUOnline (Continued)

6. After finding your desired Course Section, click the course link to open the View Course Section report.
 - View Course Section report will provide detailed information of the course's availability, dates, status, grading basis, meeting patterns, etc.



7. Click **Start Registration** to open the Register for Course Section form.
 - The Start Registration button will not appear if the student's registration window is not open or if the student has an active registration hold.



How to Add Courses using Find Course Section-LSUOnline (Final Steps)

8. Within the Register for Course Section form, select the desired course section, and click Register to finalize the course section registration.

Register for Course Section

Academic Period: Spring Semester 2025 (01/13/2025-05/10/2025)

Add Course

Course Listing: AAAS 2000 - Introduction to African and African American Studies

Description: Dimensions of African & African American thought and practice in contemporary and historical perspective.

Eligible:

Seminar

Select	Section	Eligible	Section Status	Start Date	End Date	Delivery Mode	Meeting Patterns	Instructor	Section Capacity	Seats
<input checked="" type="checkbox"/>	AAAS 2000-001-SEM-SP - SPECIAL TOPIC: EZE TESTING TEST	<input checked="" type="checkbox"/>	Open	01/13/2025	05/10/2025	Web-Based			55	54

Grading Basis:

Credit Hours: 3

Credit Hour Type: Semester Credit Hours

9. After registering for a course section, the course section registration will be displayed.
10. Use the View Registered Courses button to view all registered courses, and use the View Student Account button to access your student account.

Register for Course Section

Successful Registrations

Registered Courses: 1 item

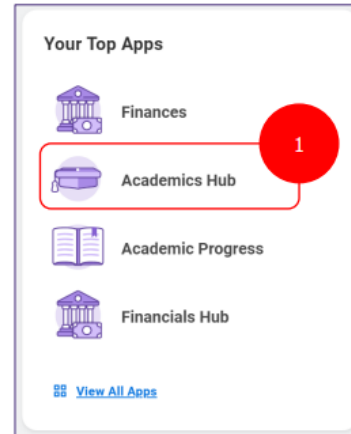
Course	Section	Meeting Times	Location
AAAS 2410 - Black Popular Culture	AAAS 2410-001-EFFECTIVE DATE TEST 1 - Black Popular Culture		

Successfully Completing Registration Steps

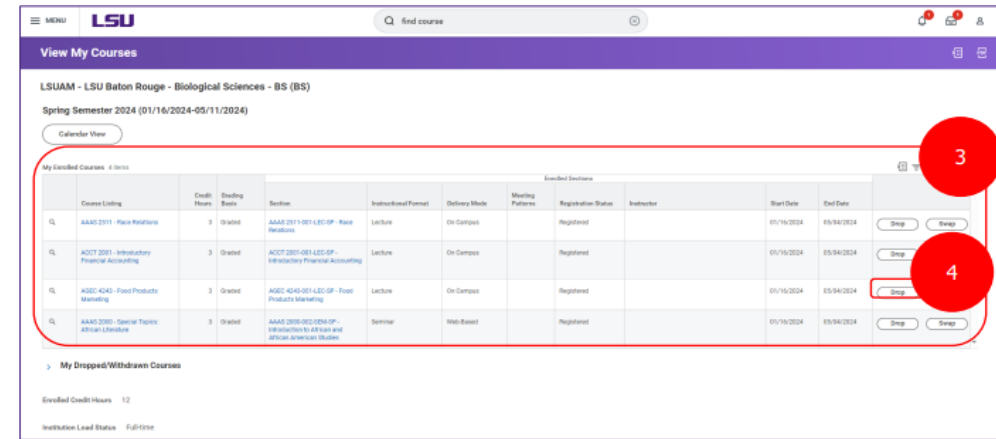
- **After initial registration for courses, you will need to complete the following registration steps each semester (Spring, Summer and Fall):**
 - Completing the Attendance Verification Questionnaire (sent via email)
 - Completing your Financial Responsibility Acknowledgement in Workday Student (sent via Workday Student task)
 - Making a payment, applying Financial Aid, and/or clearing any past-due balance
- **As a new student ONLY, you will also need to work with the Student Health Center to clear any Immunization requirements. If not completed, a hold may be placed on your account.**
 - Due to HIPPA, the Graduate School **does not** get updates on what is needed for these holds to be removed. Please reach out directly to the Student Health Center to submit required documents. Once completed, they will clear the holds.
- **You will get emails directly from the Bursar's Office if you are missing one or multiple of these steps.**
- **If you have questions about completing these steps, reach out to the Bursar's Office directly.**
- **If you have questions pertaining to Financial Aid, reach out to LSU Online Financial Aid directly.**

How to Drop or Withdraw Courses In Workday

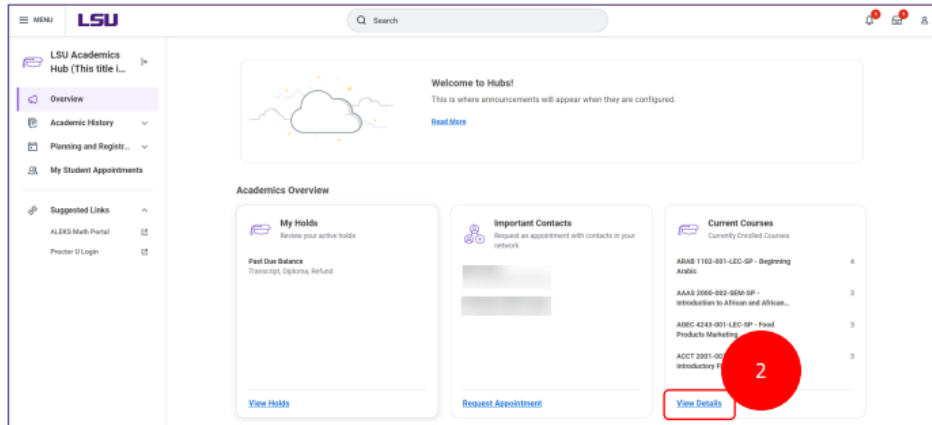
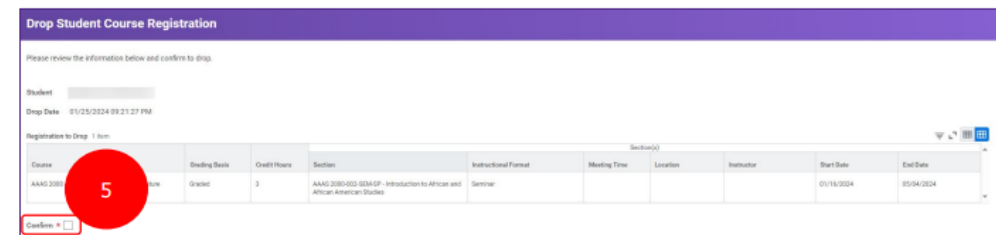
1. On the Workday home page, navigate to Your Top Apps and click the **Academics Hub** icon.
2. Click **View Details** under the Current Courses section to view current class registration schedule.



4. Find the course you want to drop and click the **Drop** button. (If the drop button is not visible, drop deadlines may have passed. Contact your academic advisor if you need additional assistance.)



5. Click the **Confirm** check box.

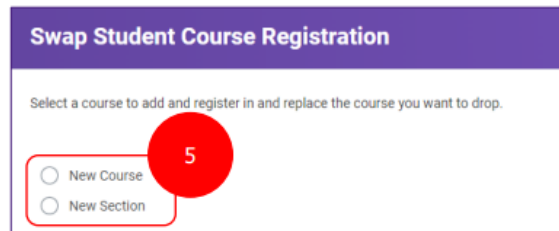


How to Swap Course Sections In Workday Student

To swap to a different course or different course section, you will complete the same steps as dropping, but select the swap option *instead* of drop. Once in you select the swap option, you will complete the following steps:

5. Here you can select "New Course" or "New Section".

- New Course – enroll in a completely different course.
- New Section – enroll in a different section (different time and or place)



Swap Student Course Registration

Select a course to add and register in and replace the course you want to drop.

New Course

New Section

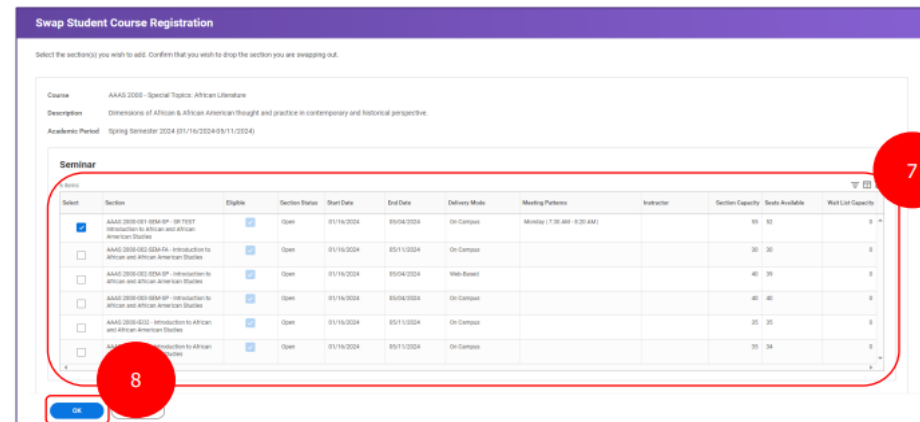
6. Click **OK**.



OK **Cancel**

7. Review the different course section then select the new desired course section you wish to take. (You first will need to uncheck the previously selected course section)

8. Click **OK** to save changes.



Swap Student Course Registration

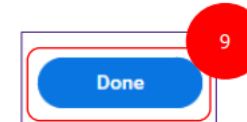
Select the section(s) you wish to add. Confirm that you wish to drop the section you are swapping out.

Course: AAAS 2000 - Special Topics: African Literature
Description: Dimensions of African & African American thought and practice in contemporary and historical perspective.
Academic Period: Spring Semester 2024 (01/16/2024-05/11/2024)

Select	Section	Eligible	Section Status	Start Date	End Date	Delivery Mode	Meeting Pattern	Instructor	Section Capacity	Seats Available	Wait List Capacity
<input checked="" type="checkbox"/>	AAAS 2000-001-0004 SP - 00 7057 Introduction to African and African American Studies	<input checked="" type="checkbox"/>	Open	01/16/2024	05/04/2024	On Campus	Monday (7:30 AM - 8:30 AM)		50	52	0
<input type="checkbox"/>	AAAS 2000-002-0004 FA - Introduction to African and African American Studies	<input checked="" type="checkbox"/>	Open	01/16/2024	05/11/2024	On Campus			50	50	0
<input type="checkbox"/>	AAAS 2000-003-0004 SP - Introduction to African and African American Studies	<input checked="" type="checkbox"/>	Open	01/16/2024	05/04/2024	Web-Based			40	39	0
<input type="checkbox"/>	AAAS 2000-004-0004 SP - Introduction to African and African American Studies	<input checked="" type="checkbox"/>	Open	01/16/2024	05/04/2024	On Campus			40	40	0
<input type="checkbox"/>	AAAS 2000-005-0004 SP - Introduction to African and African American Studies	<input checked="" type="checkbox"/>	Open	01/16/2024	05/11/2024	On Campus			25	25	0
<input type="checkbox"/>	AAAS 2000-006-0004 SP - Introduction to African and African American Studies	<input checked="" type="checkbox"/>	Open	01/16/2024	05/11/2024	On Campus			25	24	0

OK

9. Click **Done** to close out the task.



Done

How to Request a Leave of Absence or Institutional Withdrawal

- **If you are dropping all courses in a semester (Spring, Fall, or Summer) and plan to return to courses within 1 year (6 modules), you will need to reach out to your Academic Advisor to submit a Leave of Absence in Workday Student.**
 - Once submitted, it will route to necessary offices for approval and the courses will be dropped or withdrawn once all approvals are completed. This can take a few days to process and your courses will still appear until the processes are completed.
 - *Note: A Leave of Absence can be approved after the deadline as long as your Academic Advisor submitted it by the applicable deadline. Refunds and drop/withdrawal status is based on the date the Leave of Absence was initiated, not the date all approvals are completed.*
 - If your Leave of Absence is denied, please reach out to your Academic Advisor to see who denied it and why. It may need to be re-submitted for you.
- **If you are dropping all courses in a semester (Spring, Fall, or Summer) and do not plan to return to LSU, you will need to reach out to your Academic Advisor to submit an Institutional Withdrawal in Workday Student.**
 - *Please keep in mind that this option requires a new Graduate Admissions application be submitted.*

Deadlines for Dropping and Withdrawing

First Summer 2026 Online Calendar

Candidates for degree should access the Application for Degree form before the deadline at:
https://www.lsu.edu/graduateschool/students/grad_student_forms.php

(ALL TIMES ARE CENTRAL TIME)

May	11	Application deadline
	25	Classes begin
	26	Final date for submitting to The Graduate School the Application for Degree to be conferred at the end of the module, 4:30 PM deadline
	26	Final date for submitting to the Graduate School Request for Final Exam for degrees, 4:30 PM deadline
	29	Final date for 100% refund, 4:30 pm deadline
	29	Last day to drop without receiving a "W", 4:30 pm deadline
	29	Final date to add courses, 4:30pm deadline
	29	Final date for Degree Only** registration, 4:30 p.m. deadline. All degree requirements must be met, including final exam reports.
	June	18
	18	Final date for requesting Leave of Absence from the University, 4:30pm deadline
	24	Final exam results due, 4:30 PM deadline
	27	Classes end
	30	Grades due (degree candidate & non-degree candidate) 9:00 a.m. deadline
July	7	Degree conferred

**Final exams must have been taken in a previous semester. See "degree-only" registration in the Graduate Section of the *General Catalog*.

- Each module there will be deadlines for dropping and/or withdrawing from the university. Please be mindful of these deadlines!
 - You will need to drop by the Last Date to Add for 100% refund and no W.
 - Anytime after the Last Date to Add, you will get 0% refund and a W on your transcript for the course.
 - Please check with your funding source before dropping or withdrawing to ensure you understand any financial consequences.
- Please see our Graduate School Academic Calendars on our website for each modules deadlines.
 - <https://www.lsu.edu/graduateschool/students/calendars.php>

<---- See example calendar

How to Request a Change or Add Program of Study

- If you want to **change** your Program of Study:
 - Contact your Academic Advisor in your home department and the new department to see if the switch requires a new Graduate Admissions application.
 - If it ***does not***, both departments can sign and submit a Change of Department Form or Change of Degree Program Form (depending on the new program). Once received by the Graduate School, we will enter the change into Workday Student. It may take a few days to route for approval by all offices.
 - If it **does** require a new Graduate Admissions application, proceed with submitting the appropriate Graduate Admissions application in accordance with the admissions deadlines for the module you want the switch to be effective.
- If you want to **add** a Program of Study (i.e. Dual Degree):
 - Contact your Academic Advisor in your home department to see if the switch is possible with your current degree program.
 - **Note:** LSU Online students ***cannot*** simultaneously complete degree programs in different colleges. If LSU Online students want to complete multiple degrees that are housed under different colleges, they must first complete all degree programs under the first college and then transition to the new degree program.
 - LSU Students who have ***graduated*** may declare another degree program for up to 1 year (6 modules) from the date of graduation without a new Graduate Admissions application, unless required by the new department.

Helpful University Resources

LSU Online Financial Aid

- Email: lsuonlinefinaid@lsu.edu
- Phone Number: 225-578-3103

Bursar's Office

- Email: bursar@lsu.edu
- Phone Number: 225-578-3357

Registrar's Office

- Email: registrar@lsu.edu
- Phone Number: 225-578-1686

LSU Olinde Career Center

- Email: lisahibner@lsu.edu (Lisa Hibner is the LSU Online Career Coach)
- Phone Number: 225-578-8038

Disability Services

- Email: disability@lsu.edu
- Phone Number: 225-578-5919

Student Advocacy & Accountability

- Email: dossaa@lsu.edu
- Phone Number: 225-578-4307

Office of Civil Rights & Title IX

- Email: ocrandtix@lsu.edu
- Phone Number: 225-578-4442

*See our full LSU Online Orientation Resource Guide for more information about these and other helpful resources!

Graduate School Contacts for LSU Online Students

Graduate Admissions:

- ***Ijaha Crain***
 - Programs: Sports Management, Kinesiology, Social Work, Leadership and Human Resource Development
 - Email: ijahacrain@lsu.edu
- ***Ryan Lawless***
 - Programs: All programs under College of Business, College of Coast and Environment, College of Engineering, College of Agriculture, and College of Human and Social Sciences
 - Email: rlawle5@lsu.edu
- ***Shannon Slaughter***
 - Programs: Library & Information Science, Educational Technology, Educational Leadership, Higher Education
 - Email: sslaughter@lsu.edu

Academic Services:

- ***Cassandra L. Klinko***
 - All LSU Online Programs
 - Email: gradofficer2@lsu.edu
 - Phone Number: 225-578-0484

**Please reach out if you have any questions
as you navigate this new journey!**

Geaux Tigers!

