Common Face 2 Face Questions

- How do I sign into LU Connect (Blackboard)?
- How do I submit a face 2 face (F2F) course?
- How do I amend or cancel a face 2 face course?
- How do I know what I have submitted and the status of my requests?
- Who do I contact if I have questions related to F2F courses?
Step 1
From the LU home screen select the LU Connect link in the top left corner.

Step 2
Select the LU Learn (Blackboard) Icon found under students or faculty/staff.

Step 3
Log in using your LEA Username and Password.

Step 4
Under the "Courses where you are: Student" find “LU SCHEDULE BUILDING”
HOW DO I SUBMIT A FACE 2 FACE (F2F) COURSE?

1) Sign into your LU Learn account (Help)
2) Find the course “LU Schedule Building”
3) Click the F2F link and find the “Forms”
4) Click the “Course Build Request Form”
5) Fill out all required fields.
6) Once complete, it will be submitted to the college business manager, then to the registrars office who will build it in banner.
7) You will receive notification when it has completed the workflow process via email.
HOW DO I AMEND OR CANCEL A FACE 2 FACE COURSE?

1) Sign into your LU Learn account (Help)
2) Find the course “LU Schedule Building”
3) Click the F2F link and find the “Forms”
4) Click the “Campus Schedule Amendment Form”
5) Fill out all required fields.
6) Once complete, it will be submitted to the college business manager, then to the registrars office who will make the adjustments or cancel the course.
7) You will receive notification when it has completed the workflow process via email.
HOW DO I KNOW WHAT I HAVE SUBMITTED AND THE STATUS OF MY REQUESTS?

1) Sign into your LU Learn account (Help)
2) Find the course “LU Schedule Building”
3) Click the F2F link and find the “Reports”
4) These reports will show you your complete submission and approval workflow status including comments and changes.
Send all questions or concerns about F2F courses to

Scheduling@lamar.edu