Register for Classes
PeopleSoft version 9

Access LEONet
- Click on the LEONET hyperlink on the bottom of Southeastern's home page.
- Click on LEONet--Students.
- Key in your University ID and password.
- Click on the Sign In button.

Check your Enrollment Dates
- Access your Enrollment Dates page by selecting Self Service > Enrollment > Enrollment Dates

Add Classes to Your Schedule
- Access your Enrollment page by selecting: Self Service > Enrollment > Enrollment: Add Classes. Select Term.
- On the Add Classes page, you have three ways to add classes. You can key in class number in the Class Nbr field, Search for a class by clicking the search button in the Find Classes field OR Use My planner. (My Planner will be discussed in a separate “How Do I”) Class search is already selected for you.

- If you know the class number, key it in to the Enter Class Nbr box and press the enter button. The class you selected will display.
- To continue adding the class to your schedule, click the Next button. You will receive confirmation that the class has been added to your shopping cart.
- Click the Proceed to Step 2 of 3 button.
- To confirm the class, click the Finish Enrolling button. You will receive confirmation that the class has been added to your schedule. You can now choose to add another class or review your schedule.

Drop Classes from Your Schedule
- Access your Enrollment page at Self Service > Enrollment > Enrollment: Drop Classes. Select Term Your class schedule will display.
- Click the check box in the Select column next to the class(es) you want to drop.
- Click the Drop Selected Classes button. You will be asked to confirm your selection.
- To finish dropping the class(es), select the Finish Dropping button. If you are unsure about the choices you have made you can click the cancel button to return to your class schedule.
- A view results screen displays showing you the classes you have dropped.
- Click the My Class Schedule button to view your updated class schedule.
Swap Classes from Your Schedule

- Access your Enrollment page by selecting Self Service> Enrollment > Enrollment: Swap Classes. Select Term.
- Choose the Class you would like to swap from the **Swap This Class** box.
- In the **With This Class** box, you can search for your class three ways: Search for a class, Select from shopping Cart, or Enter Class Nbr.
- Search Results will be displayed. Click **Select Class** for the class you want to add.
- You will return to the Swap a Class page.
- To confirm the swap, click the **Finish Swapping** button. You can review the result of the swap.
- To view your new Class Schedule, click **My Class Schedule** button.

**Things to Remember**

when registering for classes in LEONet:

- **If Your Class Wasn’t Added Successfully**
  Please read any Error Messages and check Student Center for any Holds. (Self Service > Student Center). If you no longer wish to enroll in the class or it was not successfully added to your schedule, you must remove it from your shopping cart.

- **To Print Out Your Class Schedule**
  After submitting your classes, click on My Class Schedule. You may access this page at Self Service>Enrollment>My Class Schedule. You can choose to view your schedule in List View or Weekly Calendar View. To print your schedule, select the view you wish to print by clicking the appropriate button. At the bottom of the page you can select Printer Friendly Page if desired. Select File>Print from your web browser tool bar to print your schedule.

- **To View Your Tuition and Fees**
  Access your Account Summary page at: Self Service>Campus Finances>Account Inquiry. An account summary of your tuition and fees will display.

- **To Add a Meal plan, Lion’s Lagniappe, or Vehicle Registration.**
  Access the Meal plan/Lagniappe page at: (Self Service>Meal plan/Lagniappe). The Meal Plan/Lagniappe Selection Page displays. Type in the term you wish to add the Meal plan/Lagniappe to in the blank box and then hit the Search button. This will bring you to the Lion’s Lagniappe page. Click on the yellow button.

  Access the **Vehicle Registration** page at: (Self Service>Vehicle Registration).
  
  *It is important to access your Account Summary page after adding a Meal Plan, Lion’s Lagniappe, or Vehicle Registration before trying to make a payment online. This will allow your tuition and fees to be re-calculated to ensure their accuracy.*

- **Be Sure and Sign Out to End Your Session in LEONet.**
  Before closing your web browser, Sign Out of LEONet by clicking **Sign Out**, located in the top right corner of your page.

- **For Further Assistance with Registration:** Contact Records and Registration at (985) 549-2066