How Do I?
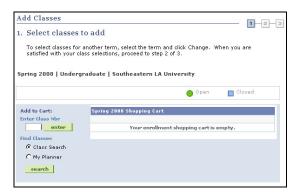# *Register for Classes*
PeopleSoft Version 9

Access LEONet
1. Click on the **LEONET** hyperlink on the bottom of Southeastern's home page.
2. Click on **LEONet--Students**.
3. Key in your University ID and password.
4. 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.

Note: *Classes in your shopping cart are not automatically added to your schedule. You may continue enrolling or click on class search to add more classes to your schedule*

- 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.

- To perform a class search:
  - ➢ Select the Class Search button under Find Classes and click the **Search** button.
  - ➢ Complete at least 2 fields on search page
  - ➢ Click **Search** button
  - ➢ Click the **Select Class** button to choose a class
  - ➢ To add 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 by selecting 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.
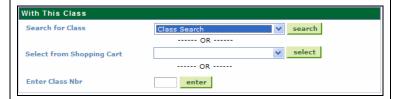
- A view results screen displays showing you the classes you have dropped.

- Click the **My Class Schedule** button to view your updated class schedule.
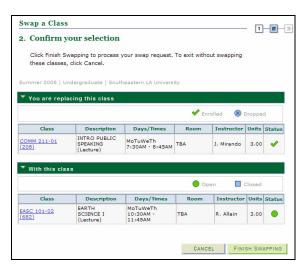
Swap Classes from Your Schedule

- 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 the **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, Parking Permit**
  Access the Vehicle/Mealplan page at:
  (Self Service > Vehicle/Mealplan).
  The Motor Vehicle/Meal Plan Selection Page displays. Click the buttons next to the options you would like to select. Click the **Submit Vehicle/Meal Information** button.
  It is important to access your Account Summary page after adding a Meal Plan, Lion's Lagniappe, or Parking Permit 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