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- To perform a class search:
 - Ø Select the Class Search button under Find Classes and click the **Search** button.
 - Ø Complete at least 2 fields on search page
 - Ø Click Search button
 - $\ensuremath{\varnothing}$ Click the Select Class button to choose a class

ent Ænrollment 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 check box in the Select column next to the class(es) you want to drop.
- Click the Drop

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.

With This Class					
arch 💉 search	Search for Class Class S				
OR					
✓ select	Select from Shopping Cart				
OR					
enter	Enter Class Nbr				

• Click **Select Class** for the class you want to add. You will return to the Swap a Class page.

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• 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