



How Do I?

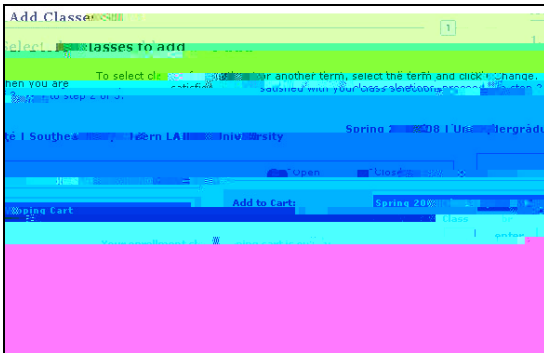
Register for Classes

PeopleSoft Version 9

ent 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.*



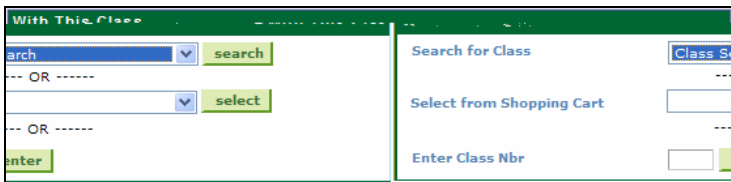
- If you know the class number, key it in to the **Enter Class Nbr** box and press the **enter** button.
The class you selected will display.
- To continue adding the class to your schedule, click the **Next** button.
You will receive confirmation that the class has been added to your shopping cart.

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.



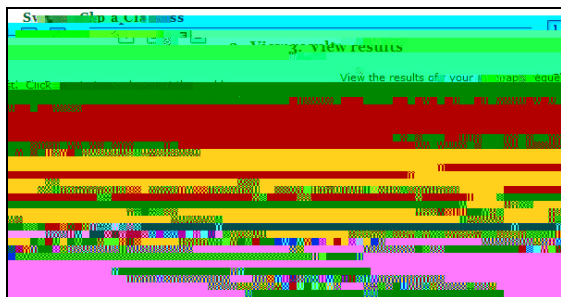
- In the “**With This Class**” box, you can search for your class three ways: Search for a class, Select from shopping Cart, or Enter Class Nbr. *Search Results will be displayed.*



- 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