Academic Planning/ Registration for Classes

1. Log into your LEO account.

2. On the right side towards the bottom under Self-Service Menu, go to Academic Planning then Student Planning.

3. Click Go to Plan & Schedule (located under Plan your Degree & Register for Classes on the right side of your screen).

4. Click the + plus sign and scroll to term you are wanting to register for. Click: Add Term. Continue to do this until all terms you want to register for are added. You can add online courses here also by adding that term.

5. You should now have several blank calendars based on how may calendars you added. Use the < arrow to scroll to the first semester you wish to register for.

6. At the top right locate 'search for courses', and enter the course you wish to take. You can enter the course name or the course number (Calculus III or MAT 2613).

7. On the left panel you can filter by subject, location, term, day, instructor, etc. It is best to filter first so you can make sure you register for classes at your chosen EMCC campus.

8. One you have the filters done, click 'View Available Sections' under the course; that will bring up all the options for that course based on the filters you selected.

9. Once you have decided on the particular section, click 'Add Section to Schedule' then 'Add Section to schedule' again.

10. You should see 'class has been successfully scheduled' in a green box at the top.

11. Continue to do Steps 6 to 10 until all your classes for each semester/location have been added.

12. Once you are satisfied with your schedule, go to Academics and then Student Planning. The system should bring you to the term you added the class. If not, use the < or > arrow to get to the specific term.

13. You will see all of the courses you selected for that term. If you have conflicts, delete the class you do not want by clicking the x at the top right corner of the course. Feel free to make changes as often as you like. The system is designed for you to make as many changes as you like to get the classes to your liking.

14. Click 'Register Now' at the top right corner once you are satisfied. Your classes should go from Yellow to Green indicating that you are successfully registered. If you don't click 'Register Now' you ARE NOT registered for the class and you do not have a confirmed seat. Use the < or > arrow to register for each term. You must register for each term (campus/ online/ 1st intensive/ 2nd intensive, etc.) individually. Once you are registered, you ARE responsible for tuition, fees, etc. If you need to change your schedule and the system does not allow you to, you MUST contact your advisor.

15. **You cannot register if you have a hold! You cannot register for a class if it has a pre-requisite and you have not taken it or passed it with a C or better! If you are in a class this semester and a class for the next semester is contingent upon you passing that class with a C or better and you don't earn a C or better, you will be dropped from the class. (Ex: In Comp I and get a D; you will be dropped from Comp II when the Instructor reviews pre-requisites). It is your responsibility to get into Student Planning and make adjustments.**

16. If you are having trouble navigating thru this, please contact your advisor or email advising@eastms.edu