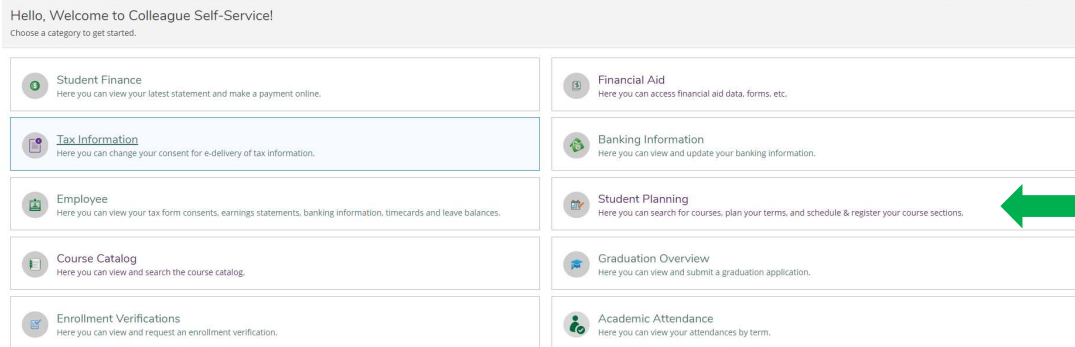
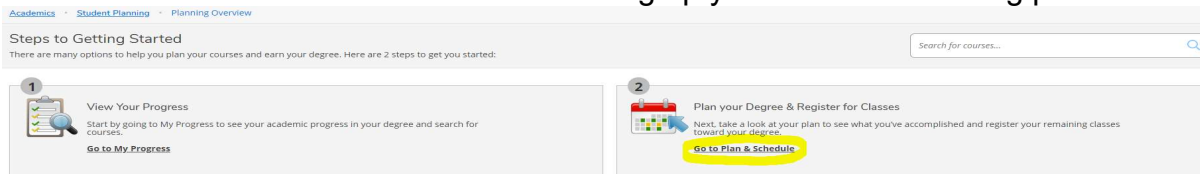


REGISTER FOR CLASSES USING STUDENT PLANNING

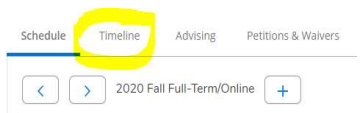
1. Log into your LEO account.
2. Under the Self-Service Menu on the bottom right, choose “**Student Self-Service.**”
3. On the Self-Service menu, select “**Student Planning.**” This will open Student Planning where you can add classes to your schedule and register for classes.



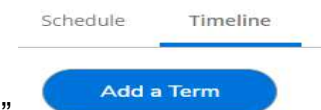
4. Click “**Go to Plan & Schedule.**” This will bring up your Student Planning profile screen.



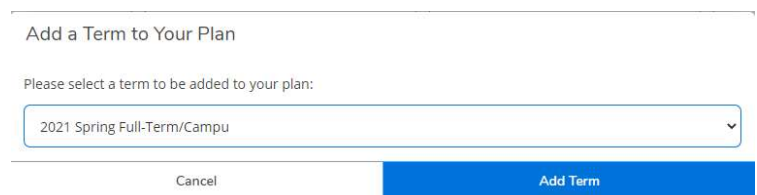
5. On your Student Planning profile screen, choose the “**Timeline**” tab.

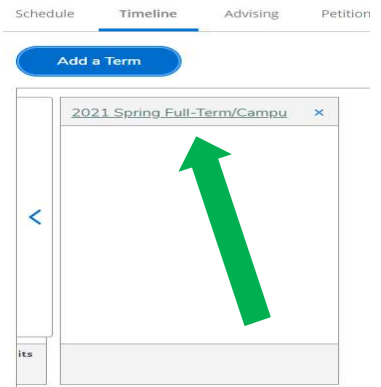


6. On the **Timeline** tab, click the blue button that says “Add a Term.”



7. In the drop-down box, click the down arrow and scroll to the term you want to register for (ex. “2021 Spring Full-Term Campus”).



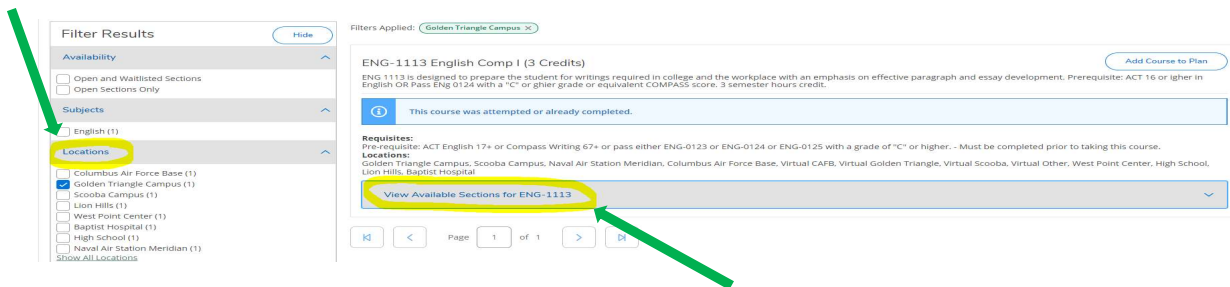


8. Choose **“Add Term.”** This will add a window to your Timeline where you will begin to **plan** classes. Click on the name of the semester at the top of the new window to open the next screen where you will add classes.

9. At the top right of the screen, locate **“Search for courses”**, and enter the course you wish to take. You can enter the *course name* or the *course number* (Cal III or MAT 2613). Press enter or click on the magnifying glass to begin the search.

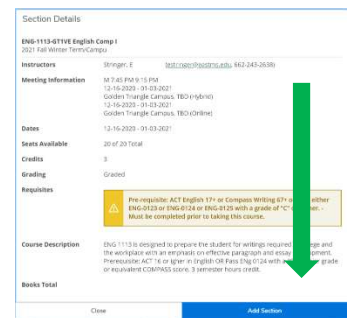


10. The search will open the description page for your requested class. On the left panel, filter by **“Location”** and **“Term”** first so you register for classes at the correct EMCC campus.



11. Click **“View Available Sections”** under the course description to open the list of all the class sections for that course based on the filters you selected.

12. Once you have decided on the class section, click **“Add Section to Schedule”** then choose **“Add Section”** again in the **“Section Details”** box.

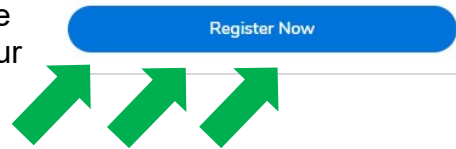


13. Repeat Steps 9 to 12 until all your classes for the semester have been planned.

14. After adding classes to your plan, click the “Schedule” tab to review your planned classes for that semester. You will see all of the courses you selected for that term.
15. If you have any time conflicts, they will be highlighted red. Delete the class you need to change by clicking the “x” at the top right corner of the course. Then, repeat the process to add classes to your plan.

****Feel free to make changes as often as you like. The system is designed for you to make as many changes as you want to meet your class needs.**

16. Once you have made all needed changes, click the blue “Register Now” button at the top right of the screen. Your classes should change color from yellow to green indicating that you are **successfully registered**.



****IMPORTANT NOTES****

If you don't click “Register Now,” you **ARE NOT** registered for the class, and you **do not** have a confirmed seat in those classes!

Once you are registered, you **ARE** responsible for tuition, fees, etc, that are charged with those classes.

If you need to change your schedule, but the system does not allow you to, contact your advisor by email or phone for assistance.

Many classes have prerequisites based on your ACT scores or other class requirements. For example, you can't take English Comp II until you have passed English Comp I with a “C” or better. These prerequisites will be listed in the class descriptions. Student Planning will not allow you to register for a class if you have not completed the prerequisites for that class.

If you have questions, ask your advisor!