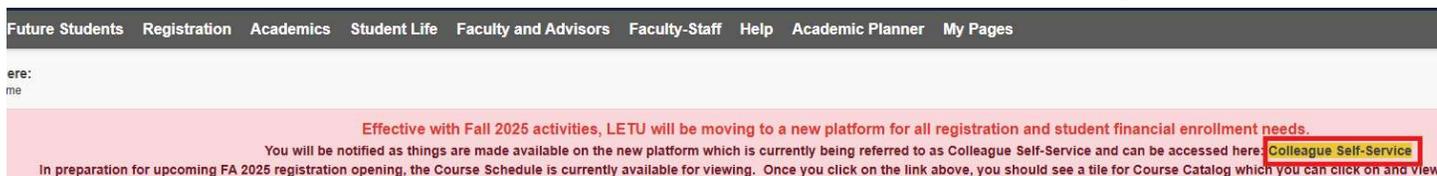
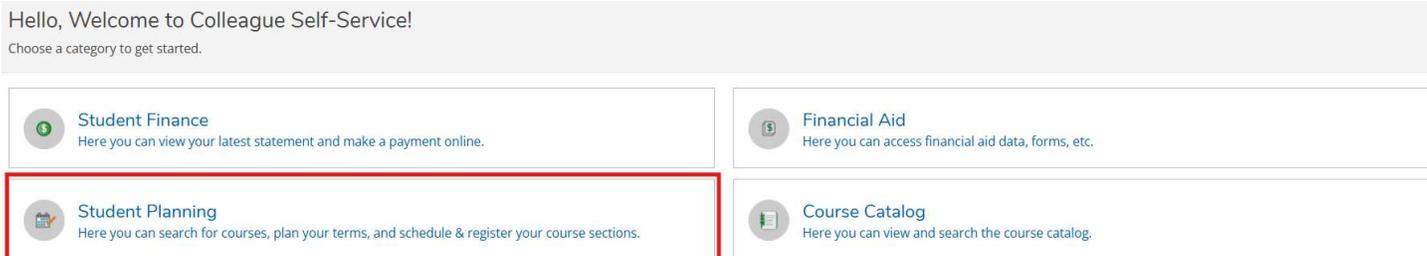


Course Registration Guide

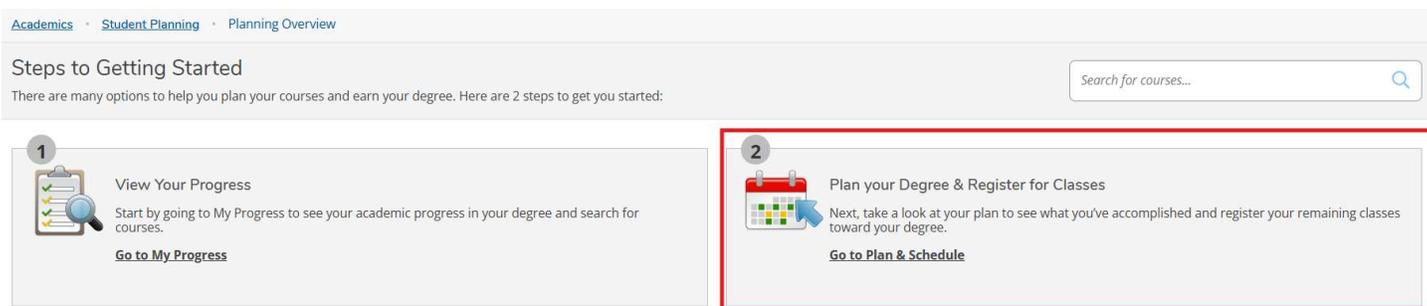
1. Go to your myLETU and select the hyperlink at the top for Colleague Self-Service



2. Select Student Planning



3. Select “plan your degree & register for classes”



4. Here you will notice there are notifications for you to **clear prior to registration**

- a. These are in place of your “registration checklist”
- b. These holds will vary student to student, but all must:
 - i. Verify address, email, and phone number
 - ii. Confirm emergency contact information
- c. You will NOT be able to register for courses until these notifications are cleared



5. To confirm contact information (screenshot below):

- a. Select your user profile in the top righthand corner

i. Select “user profile”

1. This is where you will update/confirm your contact information

ellucian

User Options · User Profile

About You

Please confirm your information below.

ADDRESSES

Last Confirmed On:
Click to confirm that the address(es) below is accurate as of today.

+ Add New Address

Address	Type	Preferred	Remove or Edit
---------	------	-----------	----------------

Email Addresses

Last Confirmed On:
Click to confirm that the email(s) below is accurate as of today.

+ Add New Email

Email	Type	Preferred	Remove or Edit
-------	------	-----------	----------------

Phone Numbers

Last Confirmed On:
Click to confirm that the phone(s) below is accurate as of today.

6. To confirm emergency contact information:

a. Select “user profile”

b. Select “emergency contact information”

Emergency Information

Not Confirmed
I confirm that this information is accurate and current as of today.

Confirm

Emergency Contacts

I do not want to provide emergency and missing person contact details.

+ Add New Contact

7. Now you are ready to **plan your courses!**

a. Go back and select “plan & schedule”

Academics · Student Planning · Planning Overview

Steps to Getting Started

There are many options to help you plan your courses and earn your degree. Here are 2 steps to get you started:

Search for courses...

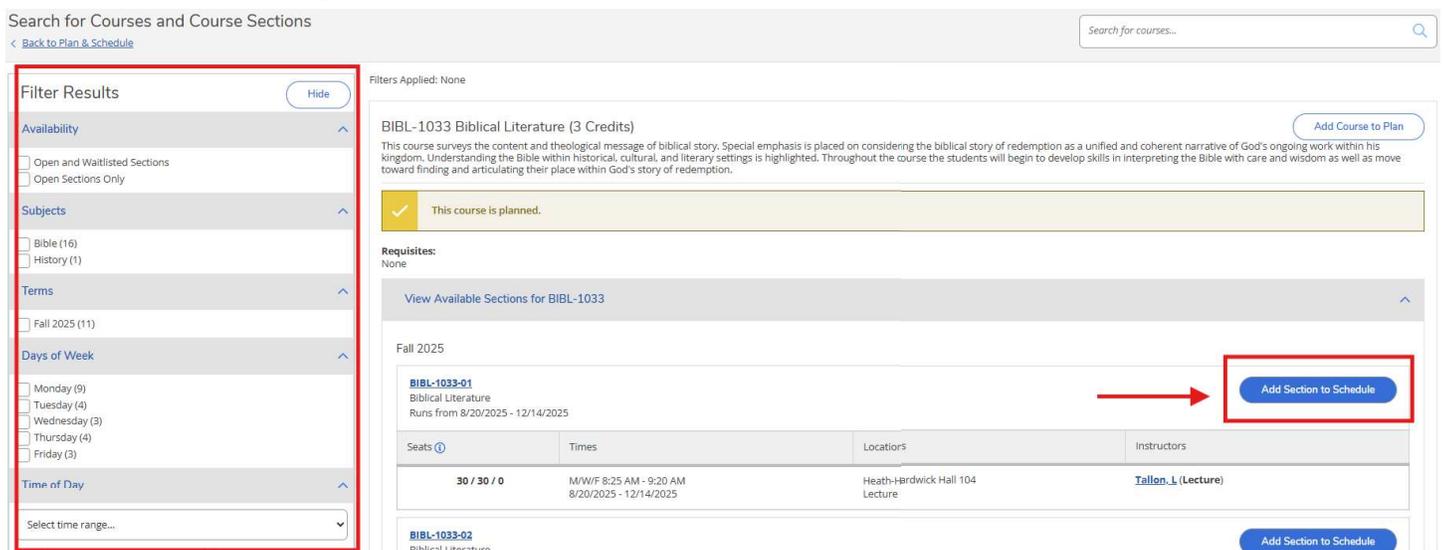
- 1** View Your Progress
Start by going to My Progress to see your academic progress in your degree and search for courses.
[Go to My Progress](#)
- 2** Plan your Degree & Register for Classes
Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.
[Go to Plan & Schedule](#)

8. Type in the courses you wish to plan

- a. If you need guidance on which courses you need – please reference your myLETU degree audit
- b. If the Fall 2025 term is not showing up, you can select the + sign to add the term to your plan
 - i. Use the search for courses function in the top right corner



9. You can use the filter results menu to limit your results on the left-hand side. If the course has multiple section offerings, they will all be listed
 - a. Section Listings
 - i. **Online Courses** – listed as alphabetical (ex: A, AA, B, etc.)
 - ii. **On Campus** – listed numerical (ex: 01, 02, etc.)
 - iii. **Dual Credit** – reserved only for our high school/dual credit students
 - b. Once you’ve found the course you wish to take, select “add section to schedule”
 - i. Repeat this process until you have selected all your courses for registration



10. Once you have added all the classes you want, go back to **plan & schedule**
 - a. From here, select “**advising**”
 - b. Select “**request review**”
 - i. This will email your academic advisor for course approval
 1. As a reminder, you are required to have **advisor approval** prior to registration. **There is no seat holding through this process.**

2. Once your advisor approves your courses, you will receive an email informing you registration is now ready if your registration window is open.

The screenshot shows the 'Plan your Degree and Schedule your courses' interface with the 'Advising' tab selected. The 'My Advisors' section lists 'Northcutt, Amy R.' with a 'Request Review' button highlighted in a red box. Below this is a 'Compose a Note' text area and a 'Save Note' button. A 'View Note History' section indicates that no advising notes have been entered.

11. Select Plan & Schedule to finalize your registration

a. Review your schedule to ensure accuracy – if no changes are needed select “register now”

The screenshot shows the 'Plan your Degree and Schedule your courses' interface with the 'Schedule' tab selected. The 'Planned' section on the left shows course details: 1 Credit, Graded, Instructor: Woodson, B, 8/20/2025 to 12/14/2025, Waitlisted: 0. A red box highlights a message: 'This section is full'. The main area is a calendar grid for Fall 2025. A 'Register Now' button is highlighted in a red box. The grid shows three planned sections: one on Monday at 9am, one on Wednesday at 9am, and one on Friday at 9am, all labeled 'BIOL-1033-01'. The status bar at the bottom indicates 'Planned: 4 Credits', 'Enrolled: 0 Credits', and 'Waitlisted: 0 Credits'.

12. Click “print” to verify your registration and view your schedule

a. Courses that say “planned” are not fully registered