



# LAKE ERIE COLLEGE

CENTER FOR LEADERSHIP AND  
PROFESSIONAL DEVELOPMENT

## HOW TO REGISTER GUIDE (as of 9/13/18)

If you don't know what course you want to take click on the PDF of the catalog or "MORE Course Info"- incudes a list of ALL courses by type including wraparounds not in catalog

We are excited to enable Professional Development students the opportunity to register on the College's portal – LEO – Lake Erie Online - direct link [https://leo.lec.edu/ICS/Professional\\_Development/](https://leo.lec.edu/ICS/Professional_Development/)

Click "Create LEO Account" if you don't already have one-this enables independent registration on LEO (even if you have taken courses in the past).

### Professional Development

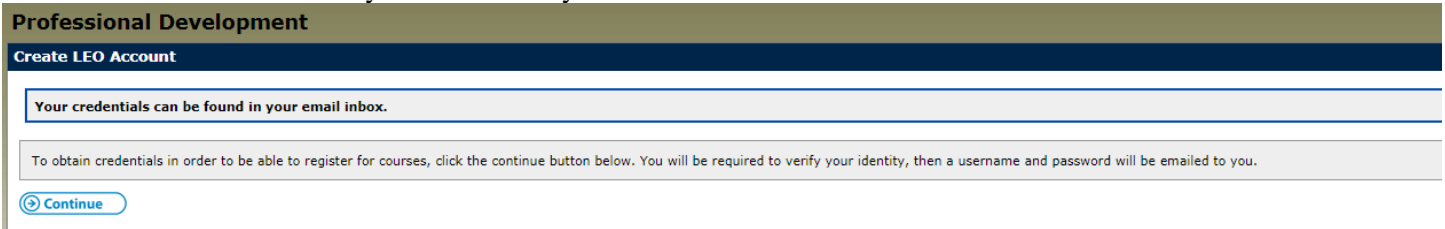
#### Create LEO Account

To obtain credentials in order to be able to register for courses, click the continue button below. You will be required to verify your identity, then a username and password will be emailed to you.

[Continue](#)

If your birth date is single digit day and month do NOT add the zero (e.g. 1/9/1983 is the proper formatting)  
IF the system is frozen after clicking “Continue” contact the office at [lstrausbaugh@lec.edu](mailto:lstrausbaugh@lec.edu) or 440.375.7379.

This should be the next screen you automatically see.



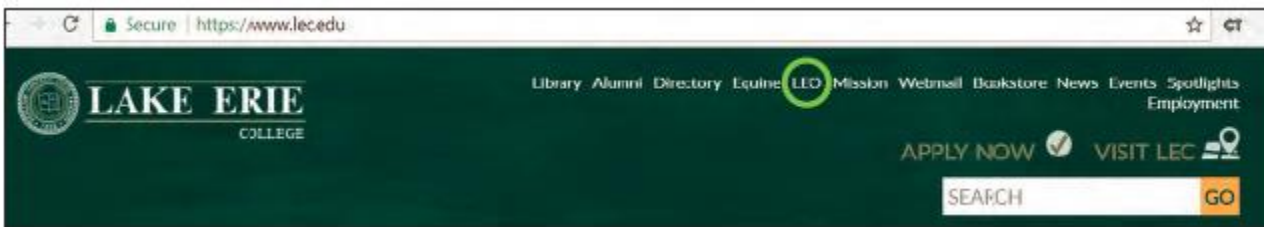
Open a new tab (we suggest Google Chrome) to log into your email. You will have an email from [noreply@lec.edu](mailto:noreply@lec.edu). It will say, “The following credentials may be used in order to log into your account”.

CHECK YOUR SPAM and JUNK folder if you don’t see it.

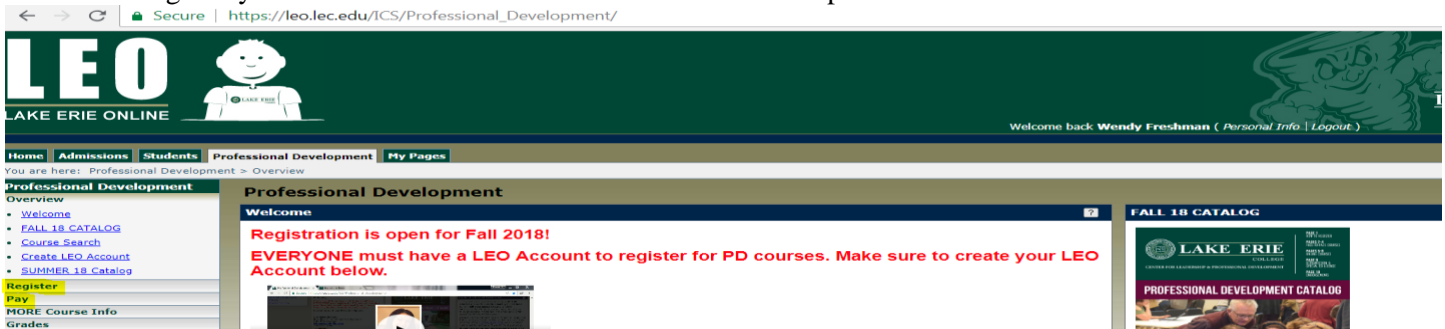
xxxxxx (User Name-all numerals)

xxxxxxx (Password-mix of letters, numerals, special symbols-CASE SENSITIVE)

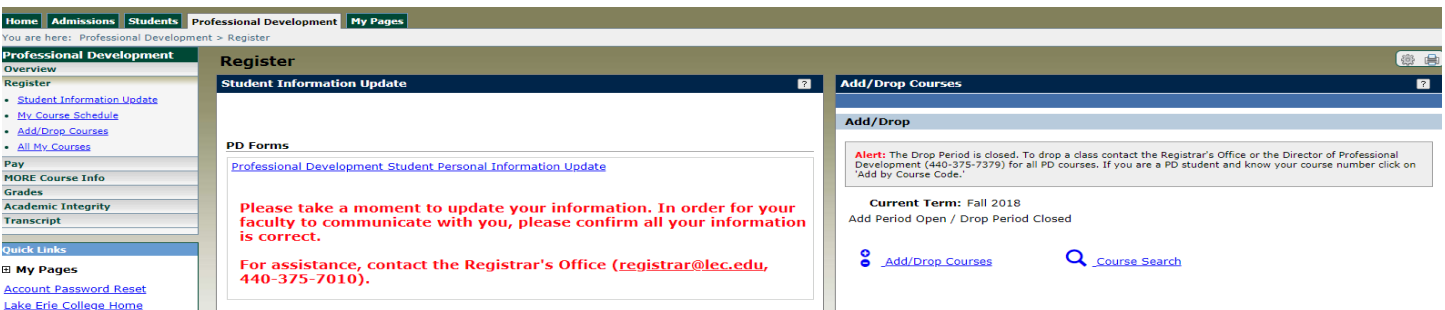
Use the User Name and Password provided to log in.



In order to Register you MUST SEE THIS on the Professional Development tab:



Click “Register”



Select “Add/Drop Courses” if ready to enroll.

Click “Course Search” if you are looking at courses and NOT ready to enroll.

## Register

### Add/Drop Courses - Add/Drop Courses

[Add/Drop](#) > Add/Drop Courses

#### Add/Drop

Term:

The Drop Period is closed. To drop a class contact the Registrar's Office or the Director of Professional Development (440-375-7379) for all PD courses. **If you are a PD student and know your course number click on 'Add by Course Code.'**

**Add by Course Code** | Course Search

Title:

Course Code:

Term:

Department:

Division:

[More Search Options](#)

Click "Add by Course Code"

Now you'll see this:

### Add/Drop Courses - Add/Drop Courses

[Add/Drop](#) > Add/Drop Courses

#### Add/Drop

Term:

The Drop Period is closed. To drop a class contact the Registrar's Office or the Director of Professional Development (440-375-7379) for all PD courses. If you are a PD student and know your course number click on 'Add by Course Code.'

**Add by Course Code** | Course Search

To add a course, start typing its course code in the box below. The course format is XX (space) XXXX (space) X. **Example: ED (space) 1801 (space) W.** A dropdown of courses that match for the specific term will appear. Select the course code and section number you want from the dropdown. You can add up to six courses at a time using this feature.

Course Code:	Course Code:
1. <input type="text"/>	2. <input type="text"/>
3. <input type="text"/>	4. <input type="text"/>
5. <input type="text"/>	6. <input type="text"/>

**All PD courses begin ED (space) xxxx and W (for example ED 7009 W)**

Then click

Variable Credit

**ED 1000 T**

Course Info: Online Course , Variable Grading Type

Error: **Variable Grading Type**

Resolution: This course has a variable grading type. You must indicate the grading type for which you want to take the course before adding it.  
Grading Type:

If you enrolled in an Online or Ultramission course you will select how you want to be graded. Wraparounds are always pass/fail and Face to Face Courses will be decided on day one of class.

Please ignore Drop Period update. **To drop a course you MUST contact the Director.**

**Register**

**Add/Drop Courses - Add/Drop Courses**

[Add/Drop](#) > Add/Drop Courses

**Add/Drop**

Term:

The Drop Period is closed. To drop a class contact the Registrar's Office or the Director of Professional Development (440-375-7379) for all PD courses. If you are a PD student and know your course number click on 'Add by Course Code.'

You are currently registered for **0 credits**. You are pending registration for **1 credits**.

Title:

Course Code:

Term:

Department:

Division:

[More Search Options](#)

Your Schedule Drop	Code	Title	Schedule	Location	Credits	Credit Type	Division
No Current Courses for the selected Term and Division.							

Course(s) Requiring Payment Drop	Course	Title	Schedule	Credits	Credit Type	Division	Status
	ED 1000 T	TEST Seminar		1.00	Letter Grade	Professional Development	Reserved

! Payment is required for these courses before your registration can be completed.

[My Account Info](#)

Click "Pay Must Pay Courses"

**Register**

**Add/Drop Courses - Pay Must Pay Courses**

[Add/Drop](#) > [Add/Drop Courses](#) > Pay Must Pay Courses

All Courses requiring payment that have not been paid are displayed here. If you do not wish to pay any of the selected courses, uncheck the 'Pay' checkbox. When you click the Pay Now button, the Payment portlet will display with the total amount of the charges for the selected course(s). After you have successfully paid for the course(s), the status of the course(s) will be made 'Current'.

! Please call the Business Office about any course preceded by an !.

**Total Amount: \$1.00**

Pay	Term	Course	Title	Amount
<input checked="" type="checkbox"/>	Fall 2018 - (full semester)	ED 1000 T	TEST Seminar	\$1.00

Click "Pay Now"

**Register**

**Add/Drop Courses - Payment Method**

[Add/Drop](#) > [Add/Drop Courses](#) > [Pay Must Pay Courses](#) > Payment Method

Please choose the type of payment you would like to make.

Credit Card  E-check

Choose Credit Card or E-Check and Click "Continue".

Amount of Payment \$1.00  
 Description of Payment Please review your information below and hit "Continue" to submit your payment. Once the payment is submitted, you will receive a confirmation email.

**2. Enter Credit Card Information**

Credit Card Type \* American Express ▼  
 Card Number \*   
 Card Code \*  3 or 4-digit number on the back or front of your card  
 Expiration Date \*

**3. Enter the Billing Address for the above account**

First Name \* Last Name \* PD  Student   
 Company Name  Required if card is associated with a company  
 Address \*   
 City \* State \* Zip \*     
 Country \* UNITED STATES OF AMERICA ▼  
 Phone Number \*  Format is 555-555-5555, use + for international

**4. Enter your E-mail Address for a receipt to be sent to you**

E-mail Address

Click "Continue"

Once the payment has been applied you will receive an email from [noreply@mail.authorize.net](mailto:noreply@mail.authorize.net) titled "Merchant Email Receipt" (the email will **not** list the courses registered only the tuition paid).

<b>Professional Development</b>
<b>Overview</b>
<b>Register</b>
<ul style="list-style-type: none"> <li><a href="#">Student Information Update</a></li> <li><a href="#">My Course Schedule</a></li> <li><a href="#">Add/Drop Courses</a></li> <li><a href="#">All My Courses</a></li> </ul>
<b>Pay</b>
<b>Policies</b>
<b>MORE Course Info</b>
<b>Grades</b>
<b>Academic Integrity</b>
<b>Transcript</b>

Click "Pay" to view your bill, course and fee statement.

Click "Policies" for further information.

Click "MORE Course Info" for syllabi for Online Courses and Guiding Documents (course requirement) for Wraparounds

Click "Grades" to see posted grades and or download an unofficial transcript.

Click “Academic Integrity” to view College policies with regard to plagiarism etc.  
Click “Transcript” to request additional transcripts (electronic or paper).

You can see your courses in “My Course Schedule”, click on course ED xxxx for course description, enrollment, location, faculty email etc.

You will receive a registration confirmation email from the Registrar’s Office sent from [prodel@lec.edu](mailto:prodel@lec.edu) with 24 business hours Monday-Thursday of registration. If you register late Friday-Sunday you will receive the confirmation on Monday.

Call Lisa Strausbaugh, Director of Professional Development for assistance at 440.375.7379 or [lstrausbaugh@lec.edu](mailto:lstrausbaugh@lec.edu).