



LAKE ERIE

COLLEGE

CENTER FOR LEADERSHIP AND PROFESSIONAL DEVELOPMENT

HOW TO REGISTER GUIDE

(as of 1/3/19)

Looking for a course? Click on “SPRING 2019”- it includes a list of ALL courses by type including wraparounds.

Professional Development students now register **on the College’s portal** – LEO – Lake Erie Online - direct link https://leo.lec.edu/ICS/Professional_Development/

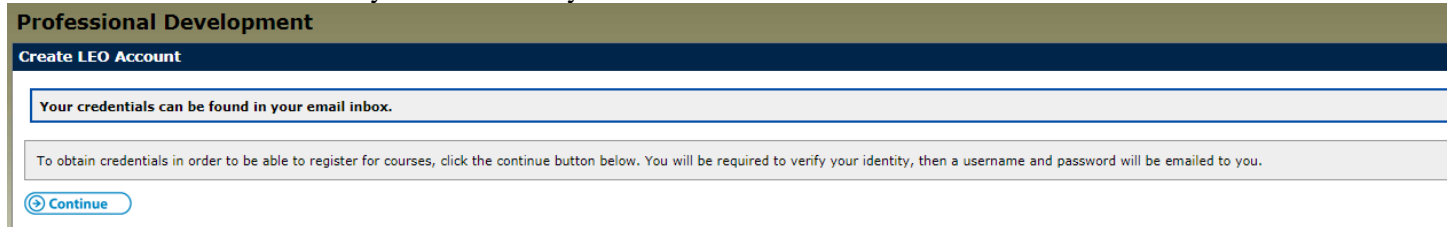
Click “Create LEO Account” if you don’t already have a User Name and Password for LEO (**even if you have taken courses in the past**).

Click “Continue” button

Complete all fields

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 or 440-375-7379.

This should be the next screen you automatically see.



Professional Development

Create LEO Account

Your credentials can be found in your email inbox.

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.

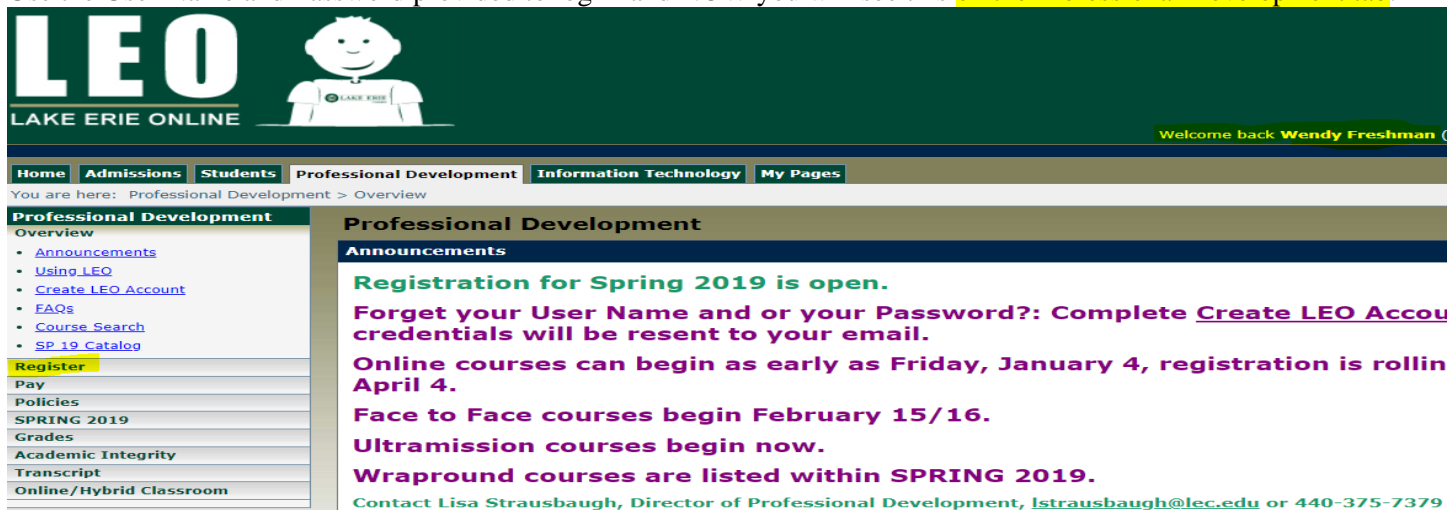
[Continue](#)

Open a new tab to log into the email you provided in the form. CHECK YOUR SPAM and JUNK folder if you don't see it. There will be an email from noreply@lec.edu. It will say, “The following credentials may be used in order to log into your account”.

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 and NOW you will see this **on the Professional Development tab.**



LEO LAKE ERIE ONLINE

Welcome back **Wendy Freshman**

Professional Development

You are here: Professional Development > Overview

Professional Development

Announcements

Registration for Spring 2019 is open.

Forget your User Name and or your Password?: Complete [Create LEO Account](#) credentials will be resent to your email.

Online courses can begin as early as Friday, January 4, registration is rolling April 4.

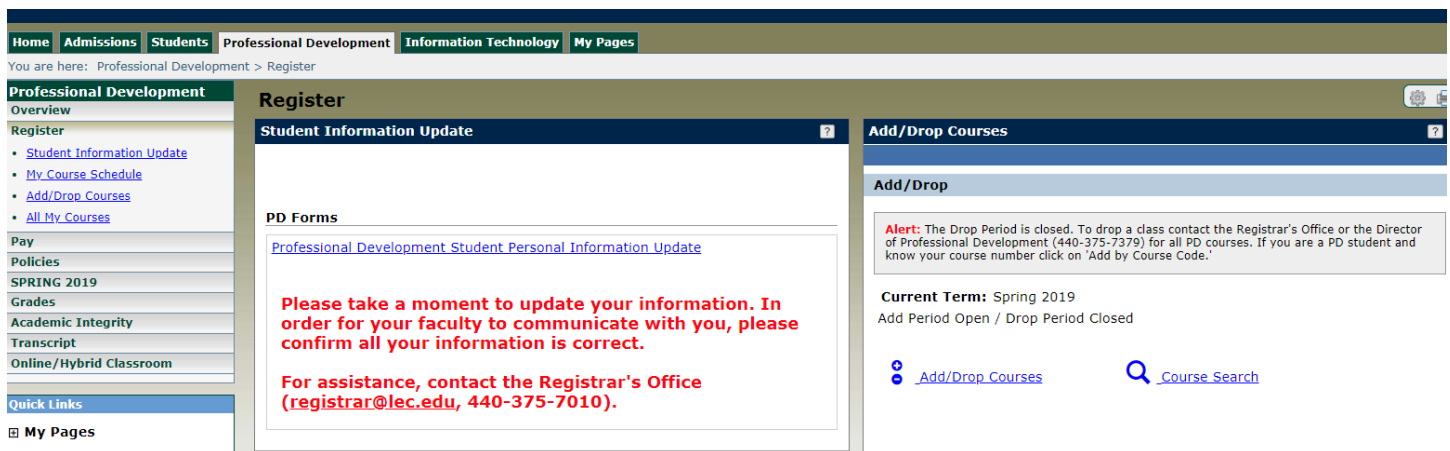
Face to Face courses begin February 15/16.

Ultramission courses begin now.

Wraparound courses are listed within SPRING 2019.

Contact Lisa Strausbaugh, Director of Professional Development, lstrausbaugh@lec.edu or 440-375-7379

Click “Register”



Professional Development

You are here: Professional Development > Register

Register

Student Information Update

PD Forms

[Professional Development Student Personal Information Update](#)

Please take a moment to update your information. In order for your faculty to communicate with you, please confirm all your information is correct.

For assistance, contact the Registrar's Office (registrar@lec.edu, 440-375-7010).

Add/Drop Courses

Add/Drop

Alert: 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.'

Current Term: Spring 2019
Add Period Open / Drop Period Closed

[Add/Drop Courses](#) [Course Search](#)

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

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

Home Admissions Students Professional Development Information Technology My Pages

You are here: Professional Development > Register

Professional Development

Overview

Register

- Student Information Update
- My Course Schedule
- Add/Drop Courses
- All My Courses

Pay

Policies

SPRING 2019

Grades

Academic Integrity

Transcript

Online/Hybrid Classroom

Quick Links

My Pages

- Account Password Reset
- Lake Erie College Home
- Webmail
- Campus Directory

Register

Add/Drop Courses - Add/Drop Courses

Add/Drop > Add/Drop Courses

Add/Drop

Term: Spring 2019

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: Begins With

Course Code: Begins With

Term: Spring 2019

Department: All

Division: Professional Development

Search More Search Options

Click "Add by Course Code"

Now you'll see this:

Add/Drop > Add/Drop Courses

Add/Drop

Term: Spring 2019

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"/>

Add Course(s)

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

Then click [Add Courses](#)

If you enrolled in an Online or Ultramission course you will select how you want to be graded.

Wraparounds are always pass/fail.

Face to Face Courses will be decided on Day One of class.

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: <input type="text" value="Grade Scale/Letter Grade"/>
<input type="button" value="Add Course"/> <input type="button" value="Do not Add"/>	

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

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**.

Messages

ED 7222 W - Successfully added with warnings: An Admissions stage allowing registration has not been reached

<input type="button" value="Add by Course Code"/>	<input type="button" value="Course Search"/>
Title:	<input type="text" value="Begins With"/>
Course Code:	<input type="text" value="Begins With"/>
Term:	<input type="text" value="Spring 2019"/>
Department:	<input type="text" value="All"/>
Division:	<input type="text" value="Professional Development"/>
<input type="button" value="Search"/> More Search Options	

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

Drop	Course	Title	Schedule	Credits	Credit Type	Division	Status
	ED 7222 W	GeaIndStudySP19		1.00	Pass/Fail	Professional Development	Reserved

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

<input type="button" value="Remove Selected Courses"/>	<input type="button" value="Pay Must Pay Courses"/>
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[My Account Info](#)

Click "Pay Must Pay Courses". A bill will be run you'll see something like this:

Welcome back **Wendy Freshman** ([Personal Info](#) | [Logout](#))

Professional Development | **Information Technology** | My Pages

Home > Register

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: \$126.90

Pay	Term	Course	Title	Amount
<input checked="" type="checkbox"/>	Fall 2018 - (full semester)	ED 1000 T	TEST Seminar	\$0.90
!	Fall 2018 - (full semester)	ED 1001 T	Graduate Educat	\$0.00
<input checked="" type="checkbox"/>	Spring 2019 - (full semester)	ED 7222 W	GeaIndStudySP19	\$126.00

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 titled "Merchant Email Receipt" (the email will **not** list the courses registered only the tuition paid).

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

Click "Policies" for further information.

Click "SPRING 2019" 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 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.