Course Registration Guide

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



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

Academics • Student Planning • Plan & Schedule	(Address must be confirmed to register.		
Plan your Degree and Schedule your courses	()	Must confirm email address to register.	×	
Schedule Timeline Advising Petitions & Waivers Grading IDs	()	Must confirm phone number to register.	×	
K > Fall 2025 +	1	Must confirm emergency contact information to register	×	

- 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.				8	[→ Sign out ⑦ Help
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.					Confirm
+ Add New Address					
Address	Ту	90	Preferred		Remove or Edit
Email Addresses					
Last Confirmed On: Click to confirm that the email(s) below is accurate as of today.					Confirm
+ Add New Email					
Email	Ту	je	Preferred		Remove or Edit
Phone Numbers					~
Last Confirmed On: Click to confirm that the phone(s) below is accurate as of today.					Confirm

- 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 Q
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	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

Plan your Degree and Schedule your courses		Search for courses Q
Schedule Timeline Advising Petitions & Walvers Grading IDs		
< > Fall 2025 +	Remove Planned Courses	Register Now

- 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

Search for Courses and Course < Back to Plan & Schedule	Sections				Search for courses	Q
Filter Results	Hide	Filters Applied: None				
Availability	^	BIBL-1033 Biblical Litera This course surveys the content a	ature (3 Credits) nd theological message of biblical story. Special e	mphasis is placed on considering the biblical story of redempti	ion as a unified and coherent narrative of God's ongoing	Add Course to Plan
Open and Waitlisted Sections Open Sections Only		kingdom. Understanding the Bible toward finding and articulating th	e within historical, cultural, and literary settings is eir place within God's story of redemption.	highlighted. Throughout the œurse the students will begin to	develop skills in interpreting the Bible with care and wisc	dom as well as move
Subjects	^	This course is planned				
Bible (16) History (1)		Requisites: None				
Terms	^	View Available Sections for	or BIBL-1033			^
Fall 2025 (11)						
Days of Week	~	Fall 2025				
Monday (9) Tuesday (4) Wednesday (3)		BIBL-1033-01 Biblical Literature Runs from 8/20/2025 - 12/1	4/2025		Add Section	on to Schedule
Thursday (4) Friday (3)		Seats ()	Times	Locatiors	Instructors	
Time of Day	^	30 / 30 / 0	M/W/F 8:25 AM - 9:20 AM 8/20/2025 - 12/14/2025	Heath-Hardwick Hall 104 Lecture	<u>Tallon, L</u> (Lecture)	
Select time range	•	BIBL-1033-02			Add Section	ion to Schedule

- 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.

Plan your Degree and Schedule your courses	Search for courses	Q
Schedule Timeline Advising Petitions & Waivers Grading IDs		
My Advisors		Request Review
Compose a Note		View Plan Archive
		•
		v
Save Note		
View Note History		
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"

Plan your Degree and Schedule your courses						Search for courses		Q
Schedule Timeline Advising Petitions & Waivers Grading IDs								
< > Fall 2025 +				\square	Remove Planned Courses		Register N	ow
Filter Sections		🔒 Print				Planned: 4 Cred	dits Enrolled: 0 Credits	Waitlisted: 0 Credits
✓ Planned		Sun	Mon	Tue	Wed	Thu	Fri	Sat
Credits: 1 Credits Grading: Graded	5am							^
Instruction: <u>Wooden, B</u> 8/20/2025 to 12/14/2025 Waltitisted: 0	6am 7am							
Meeting Information This section is full	8am		BIBL-1023-01 X		BIBL-1033-01 X		BIBL-1033-01 ×	
✓ View other sections	9am 10am							

- 12. Click "print" to verify your registration and view your schedule
 - a. Courses that say "planned" are not fully registered