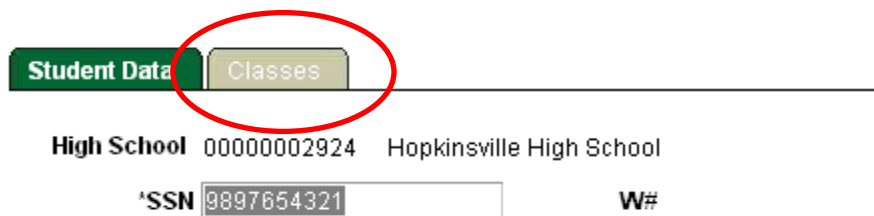


**ENROLLING STUDENTS INTO COURSES
IN THE
DUAL ENROLLMENT REGISTRATION SYSTEM**

1. Log into the Dual Enrollment Registration system through LeoNet using the following path: Southeastern Dual Enrollment→Student Information
2. At this point you will use the default screen to look up a student already in the system using the student's SSN (no dashes) or W number (no W) or "last name".
3. If the student is NOT in the system, you will click on the "Add a New Value" tab to enter information for the student (see the "Entering New Student Into the Dual Enrollment Registration System" document).
4. Once you have pulled up the student you are adding courses to, there will be two tabs at the top, "Student Data" and "Classes". Click on the "Classes" tab.

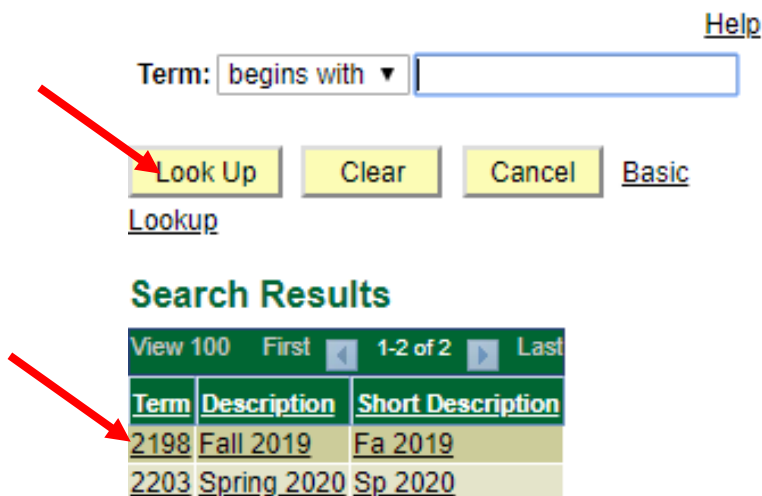


Student Data Classes

High School 00000002924 Hopkinsville High School

SSN 9897654321 W#

5. You will see large boxes with each course the student has previously taken. To add another course, click to + button in the upper-right corner of the last box.
6. Two pieces of information are needed to select a course: term and class number. For the "Term", click the magnifying glass to pull up the search box and then click on the desired term.



Help

Term: begins with

Look Up Clear Cancel Basic

Lookup

Search Results

View 100 First 1-2 of 2 Last

Term	Description	Short Description
2198	Fall 2019	Fa 2019
2203	Spring 2020	Sp 2020

7. Click the magnifying glass beside the “Class Nbr” button to pull up the search box. Click “Look Up” to show a list of available courses for the semester selected on the previous screen. **Please note that if you are adding Spring courses, many schools offer both Spring Only and Year Long courses, both of which appear in the spring semester.**

Look Up Class Nbr

External Org ID: 00000003470
 Term: 2123
 Class Nbr:

[Basic Lookup](#)

Search Results

View 100 First 1-5 of 5 Last

Class Nbr	Subject Area	Catalog Nbr	Description	Name	Description
103	HIST	101E	World History	Kristen Pellegrin	Spring Only
115	HIST	202E	American History	James Square	Spring Only
120	GBIO	151E	Biology II	Jeanne Ponseti	Year Long
149	ENGL	101E	English IV	Hollie Thompson	Year Long
168	MUS	151E	Fine Arts Survey	Jeffery Watts	Spring Only

8. To enroll the student in Music 151E Fine Arts Survey, just click it. You will then see the course added.

High School 00000003470 Ponchatoula High School
 SSN Hendrix,Dana Joseph
 W# -----

Classes Find | View All First 1 of 1 Last

Term 2123 Spring 2012

Class Nbr 168 MUS 151E
 Fine Arts Survey
 Spring Only

Teacher Jeffery Watts

Class Moved to PS No

9. In the top right hand corner you will see (+) and (-) boxes. These are used to add and remove courses. To remove the course you just added click the (-) box and follow the instructions. **PLEASE NOTE THAT YOU CANNOT USE THE “-“ TO REMOVE A COURSE AFTER YOU HAVE CLICKED “SAVE”.** To add another course click the (+) box and repeat steps 6 and 7.

Classes Find | View 1 First 1-2 of 2 Last

Term 2123 Spring 2012

Class Nbr 168 MUS 151E
 Fine Arts Survey
 Spring Only

Teacher Jeffery Watts

Class Moved to PS No

Term 2123 Spring 2012

Class Nbr 115 HIST 202E
 American History
 Spring Only

Teacher James Square

10. **NOTE: You MUST click on the “Save” button at the bottom left corner in order to save your work. Otherwise the student will NOT be enrolled in the course.**