ENGL 101/ENGL 110C Registration Process

1. Log into LeoOnline. Select the “Admissions, Registration, Student Records, Graduation Information” tab.

2. Select “Registration.”
3. Select “Banner XE” Registration.

4. Select “Register-Add/Drop/Withdraw.”

5. Enter term and UIN, then Continue
6. Select the “Enter CRNs” tab. Enter the **ENGL 101 CRN**. Select the “Add Another CRN” tab. Enter the ENGL 110C CRN paired with your selected ENGL 101 course. You can find the schedule of paired ENGL 101 and 110C sections on the Writing Placement and Support website under “Registering for ENGL 101/110C.”

7. Then, click on “Add to Summary.”

8. Sections will appear as “Pending.” Click on the “Submit” button. Status will be changed to “Registered” or....
9. Error message may appear indicating the correct ENGL 110C CRN that should be entered.

10. Should this happen, go back and enter the ENGL 110C CRN provided in the error message, and “Submit” again. You should get this message: