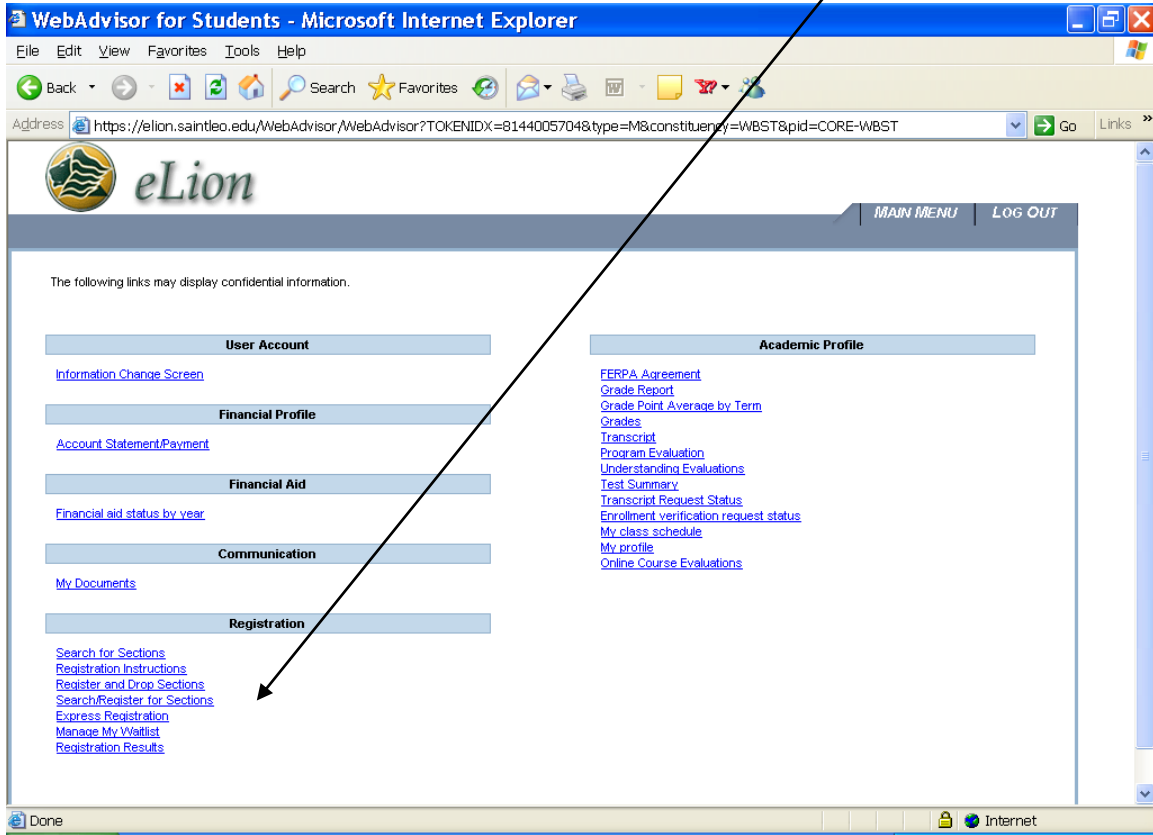


eLION REGISTRATION INSTRUCTIONS

If you know the course and section you want to register for, choose Express Registration.



<https://uts.saintleo.edu/schedule/>

The entire course schedule for all classes along with their Synonym numbers can be located at the link above.

If you know the Synonym #, enter it here and click SUBMIT at the bottom of the page.

Express Registration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Stop

Address <https://elion.saintleo.edu/WebAdvisor/WebAdvisor?TOKENIDX=81440057048.SS=28.APP=ST&CONSTITUENCY=WBST> Go Links

eLion

MAIN MENU LOG OUT HELP

Express Registration

Synonym	Subject	Course Number	Section Number	Term
▼				▼
▼				▼
▼				▼
▼				▼
▼				▼
▼				▼
▼				▼
▼				▼
▼				▼
▼				▼

SUBMIT

MAIN MENU LOG OUT HELP

Done Internet

If you do not know the Synonym #, complete the fields with the appropriate information.

Accounting
Art
Biology
Chemistry
Class Tests
Communication
Academic Support Services
Computer Information Systems
Criminal Justice
Criminology
Dance
Economics
Teacher Recertification
Education
English
Environmental Science
Exceptional Students
Fine Arts
Faculty Development Training
Finance
French
Foreign Languages
Freshman Studies
General Business
Golf Course Management
Geography
German
Health Care Administration
Honors

Internet Explorer

Address <https://.../advisor?TOKENIDX=81440057048.SS=28.APP=ST&CONSTITUENCY=WBST>

MAIN MENU LOG OUT HELP

Express Registration

Synonym	Course Number	Section Number	Term
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

SUBMIT

MAIN MENU LOG OUT HELP

Internet

If you do not know the exact course and section number, you will need to search for classes. Click on Search/Register for classes.

WebAdvisor for Students - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Stop

Address <https://elion.saintleo.edu/WebAdvisor/WebAdvisor?TOKENIDX=81440057048&type=M&constituency=WBST&pid=CORE-WBST> Go Links >>

eLion

MAIN MENU | LOG OUT

The following links may display confidential information.

User Account	Academic Profile
Information Change Screen	FERPA Agreement
	Grade Report
	Grade Point Average by Term
	Grades
	Transcript
	Program Evaluation
	Understanding Evaluations
	Test Summary
	Transcript Request Status
	Enrollment verification request status
	My class schedule
	My profile
	Online Course Evaluations

Registration

- [Search for Sections](#)
- [Registration Instructions](#)
- [Register and Drop Sections](#)
- [Search/Register for Sections](#)
- [Express Registration](#)
- [Manage My Waitlist](#)
- [Registration Results](#)

Internet

Fill in the fields that indicate they are *required and any other search criteria needed.

Search/Register for Sections - Microsoft Internet Explorer

Address: <https://elion.saintleo.edu/WebAdvisor/WebAdvisor?TOKENIDX=81440057048.SS=28.APP=ST&CONSTITUENCY=WBST>

Term: 2006 Fall I Term

Starting On/After Date: Ending By Date:

Subject	Course Level	Course Number	Section
Management		301	

Sections Meeting After: Sections Ending Before:

Mon Tue Wed Thu Fri Sat Sun

Course Title Keyword(s):

Location: Academic Level:

Instructor's Last Name:

SUBMIT

MAIN MENU | LOG OUT | HELP

Done | Internet

For example, you want to take MGT-301, first enter the term, choose Management from the pull down menu, enter 301 for the course number, and Submit.

The search will return a list of all MGT-301 sections being offered in the term you chose with information about the class, whether it is Open or Closed, Meeting Information, Faculty and available seats, etc. The Location field will indicate where that class is being taught.

Section Selection Results - Microsoft Internet Explorer

Address: https://elion.saintleo.edu/WebAdvisor/WebAdvisor?TOKENIDX=81440057048&SS=38&APP=ST&CONSTITUENCY=WBST

Re-sort my results: Term, Section Name

Select Section (s)	Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/Capacity/Waitlist	Credits	CEUs
<input type="checkbox"/>	2006 Fall I Term	Open	MGT-301-10BL (069170) Principles of Management	Fort Eustis Center	08/21/2006-10/14/2006 BLENDED - ONGROUND AND ONLINE Tuesday, Thursday 05:00PM - 07:30PM, Education Ctr/1500 Madison, Room 303	S. Jackson	20 / 20 / 0	3.00	
<input type="checkbox"/>	2006 Fall I Term	Open	MGT-301-1501 (068502) Principles of Management	Fort Lee Center	08/21/2006-10/14/2006 ONGROUND Monday, Wednesday 08:00PM - 10:30PM, Bldg 6050, Room B	F. VanOver	20 / 20 / 0	3.00	
<input type="checkbox"/>	2006 Fall I Term	Open	MGT-301-2004 (068889) Principles of Management	Atlanta Center	08/23/2006-10/11/2006 ONGROUND Wednesday 05:15PM - 10:15PM, Navy Training Bldg-Dobbins, Room 1	G. Zagursky	20 / 20 / 0	3.00	
<input type="checkbox"/>	2006 Fall I Term	Open	MGT-301-5503 (069694) Principles of Management	Langley Center	08/21/2006-10/14/2006 ONGROUND Monday, Tuesday, Wednesday, Thursday 10:40AM - 11:55AM, Ed Ctr, Room 121	F. Bonadio	20 / 20 / 0	3.00	
<input type="checkbox"/>	2006 Fall I Term	Open	MGT-301-55B1 (068728) Principles of Management	Langley Center	08/21/2006-10/09/2006 ONGROUND Monday 05:00PM - 07:30PM, Emmanuel Lutheran, Room EMANLUTH	S. Jackson	20 / 20 / 0	3.00	
<input type="checkbox"/>	2006 Fall I Term	Closed	MGT-301-67JW (069984) Principles of Management	Mayport Office	08/21/2006-10/14/2006 VTT WITH ONLINE SUPPORT Monday 08:00PM - 10:00PM, Room to be Announced	J. Wilke		3.00	
<input type="checkbox"/>	2006 Fall I Term	Open	MGT-301-67VW (069909) Principles of Management	Mayport Office	08/21/2006-10/14/2006 VTT WITH ONLINE SUPPORT Monday 05:00PM - 10:00PM, Room to be Announced	To be Announced		3.00	
<input type="checkbox"/>	2006 Fall I Term	Open	MGT-301-7504 (067464) Principles of Management	South Hampton Roads Center	08/21/2006-10/14/2006 ONGROUND Monday, Wednesday 05:00PM - 07:30PM, 3144 Nab, Room 100	R. DelDuca	22 / 22 / 0	3.00	
<input type="checkbox"/>	2006 Fall I Term	Open	MGT-301-7529 (067465) Principles of Management	South Hampton Roads Center	08/21/2006-10/14/2006 ONGROUND Saturday 08:00AM - 01:00PM, Distance Learning Bldg., Room 001	C. Scheidt	14 / 14 / 0	3.00	
<input type="checkbox"/>	2006 Fall I Term	Open	MGT-301-7556 (069053) Principles of Management	South Hampton Roads Center	08/21/2006-10/14/2006 ONGROUND Tuesday, Thursday 05:00PM - 07:30PM, Trnq Nas Oceana, Room T105	D. Weber	22 / 22 / 0	3.00	

To register, click the box Select Section (s) and then Submit at the bottom of the page.

Section Selection Results - Microsoft Internet Explorer

Address: https://elion.saintleo.edu/WebAdvisor/WebAdvisor?TOKENIDX=81440057048.SS=38.APP=ST&CONSTITUENCY=WBST

	Term	Status	Section	Location	Days/Time	Instructor	Seats	Cost
<input type="checkbox"/>	2006 Fall I Term	Open	MGT-301-7556 (069053) Principles of Management	Roads Center	08/21/2006-10/14/2006 ONGROUND Tuesday, Thursday 05:00PM - 07:30PM, Trng Nas Oceana, Room T105	D. Weber	22 / 22 / 0	3.00
<input type="checkbox"/>	2006 Fall I Term	Open	MGT-301-90B1 (069357) Principles of Management	Shaw Center	08/21/2006-10/09/2006 BLENDED - ONGROUND AND ONLINE Monday 05:30PM - 08:00PM, Room to be Announced	G. Hinkle	24 / 24 / 0	3.00
<input type="checkbox"/>	2006 Fall I Term	Closed	MGT-301-CA01 (065845) Principles of Management	University Campus	08/23/2006-12/11/2006 ONGROUND Monday, Wednesday, Friday 01:30PM - 02:20PM, Lewis Hall, Room 307	C. Englehardt	0 / 25 / 0	3.00
<input type="checkbox"/>	2006 Fall I Term	Closed	MGT-301-CA02 (065847) Principles of Management	University Campus	08/22/2006-12/12/2006 ONGROUND Tuesday, Thursday 02:00PM - 03:20PM, Saint Edward Hall, Room 165	To be Announced	0 / 25 / 0	3.00
<input type="checkbox"/>	2006 Fall I Term	Open	MGT-301-CA03 (065848) Principles of Management	University Campus	08/22/2006-12/12/2006 ONGROUND Tuesday, Thursday 08:00AM - 09:20AM, Crawford Hall, Room 1	To be Announced	13 / 25 / 0	3.00
<input checked="" type="checkbox"/>	2006 Fall I Term	Open	MGT-301-CCVC (064911) Principles of Management	Weekend & Evening Programs	08/03/2006-12/10/2006 ONGROUND Sunday 01:00PM - 04:50PM, Saint Edward Hall, Room 135	L. Sherry-James	18 / 25 / 0	3.00
<input type="checkbox"/>	2006 Fall I Term	Open	MGT-301-DL01 (062632) Principles of Management	Distance Learning Program	08/21/2006-10/14/2006	R. Klemplin	30 / 30 / 0	3.00
<input type="checkbox"/>	2006 Fall I Term	Open	MGT-301-DL02 (062633) Principles of Management	Distance Learning Program	08/21/2006-10/14/2006	R. Klemplin	30 / 30 / 0	3.00
<input type="checkbox"/>	2006 Fall I Term	Open	MGT-301-DL03 (062634) Principles of Management	Distance Learning Program	08/21/2006-10/14/2006	S. Nelson	30 / 30 / 0	3.00
<input type="checkbox"/>	2006 Fall I Term	Open	MGT-301-GA01 (068583) Principles of Management	Gainesville Center	08/31/2006-12/07/2006 ONGROUND Thursday 06:00PM - 08:40PM, Room to be Announced	P. Ladnier	16 / 25 / 0	3.00
<input type="checkbox"/>	2006 Fall I Term	Open	MGT-301-LC01 (068243) Principles of Management	Lake City Office	08/28/2006-12/08/2006 ONGROUND Thursday 06:00PM - 09:00PM, LCCC - BLDG 004, Room 031	V. Thomas	23 / 30 / 0	3.00
<input type="checkbox"/>	2006 Fall I Term	Open	MGT-301-MD01 (069177) Principles of Management	Madison Office	08/28/2006-12/08/2006	D. Sewell	3.00	3.00

This screen will show your selection. If this is accurate, click Register in the Action pull down menu and Submit to confirm.

Register and Drop Sections - Microsoft Internet Explorer

Address: <https://elion.saintleo.edu/WebAdvisor/WebAdvisor?TOKENIDX=81440057048&SS=58&APP=ST&CONSTITUENCY=WBST>

eLion MAIN MENU LOG OUT HELP

IMPORTANT: All new registrations and drops will be finalized when you click submit. You will be provided with a receipt of your actions.

Register and Drop Sections

Karen J Hatfield

Action for ALL Pref. Sections (or choose below)

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	CEUs
<input type="text" value="Register"/>	2006 Fall I Term	MGT-301-CQWC (064911) Principles of Management	Weekend & Evening Programs	09/03/2006-12/10/2006 CONGROUND Sunday 01:00PM - 04:50PM, Saint Edward Hall, Room 135	L. Sherry-James	18 / 25 / 0	3.00	

Current Registrations

Drop	Term	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
<input type="checkbox"/>			You are not currently registered for any sections.					

If one of my choices is not available

Done Internet

The registration results will be displayed. Click Ok to continue.

Registration Results

The following request(s) have been processed:

Term	Status	Pass/Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
2006 Fall I Term	Registered for this section		MGT-301-CCWC (064911) Principles of Management	Weekend & Evening Programs	09/03/2006-12/10/2006 ONGROUND Sunday 01:00PM - 04:50PM, Saint Edward Hall, Room 135	L. Sherry-James	3.00	

Here are all of the sections for which you are currently registered:

Term	Pass/Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
2006 Fall I Term		MGT-301-CCWC (064911) Principles of Management	Weekend & Evening Programs	09/03/2006-12/10/2006 ONGROUND Sunday 01:00PM - 04:50PM, Saint Edward Hall, Room 135	L. Sherry-James	3.00	

Here are all of the sections for which you are waitlisted (not registered):

Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
You are not currently waitlisted in any courses.							

OK

You will also receive a registration confirmation in your saintleo.edu email inbox.

<https://my.saintleo.edu/>

NOTE: There are often multiple sections of a course. If section 01 is full, look for other sections.

You are now registered for MGT-301-CCWC for the 2006FA1 term.

You may check your schedule anytime by going to Registration Results.

WebAdvisor for Students - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Stop

Address <https://elion.saintleo.edu/WebAdvisor/WebAdvisor?TOKENIDX=8144005704&type=M&constituency=WBST&pid=CORE-WBST> Go Links »

eLion MAIN MENU LOG OUT

The following links may display confidential information.

User Account	Academic Profile
Information Change Screen	FERPA Agreement
Financial Profile	Grade Report
Account Statement/Payment	Grade Point Average by Term
Financial Aid	Grades
Financial aid status by year	Transcript
Communication	Program Evaluation
My Documents	Understanding Evaluations
Registration	Test Summary
Search for Sections	Transcript Request Status
Registration Instructions	Enrollment verification request status
Register and Drop Sections	My class schedule
Search/Register for Sections	My profile
Express Registration	Online Course Evaluations
Manage My Waitlist	
Registration Results	

Done Internet

You may add and drop classes prior to and during the Drop Period of the term.

<https://uts.saintleo.edu/schedule/>

The link above will show the Drop/Add/Withdraw dates.

After the drop/add period is over and you wish to Withdraw from a section, you must contact your Center.

To drop a class, click on Register and Drop Section.

WebAdvisor for Students - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

Address <https://elion.saintleo.edu/WebAdvisor/WebAdvisor?TOKENIDX=8144005704&type=M&constituency=WBST&pid=CORE-WBST> Go Links

eLion

MAIN MENU LOG OUT

The following links may display confidential information.

User Account	Academic Profile
Information Change Screen	FERPA Agreement
	Grade Report
	Grade Point Average by Term
	Grades
	Transcript
	Program Evaluation
	Understanding Evaluations
	Test Summary
	Transcript Request Status
	Enrollment verification request status
	My class schedule
	My profile
	Online Course Evaluations

Registration

- [Search for Sections](#)
- [Registration Instructions](#)
- [Register and Drop Sections](#)
- [Search/Register for Sections](#)
- [Express Registration](#)
- [Manage My Waitlist](#)
- [Registration Results](#)

Internet

Click on the class you wish to drop and then Submit.

Register and Drop Sections

Karen J Hatfield

Action for ALL Pref. Sections (or choose below)

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	CEUs
<input type="text"/>		You do not have any preferred sections.						

Current Registrations

Drop	Term	Pass/Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
<input checked="" type="checkbox"/>	2006 Fall Term		MGT-301-COYC (064911) Principles of Management	Weekend & Evening Programs	09/03/2006-12/10/2006 ONGROUND Sunday 01:00PM - 04:50PM, Saint Edward Hall, Room 135	L. Sherry-James	3.00	

If one of my choices is not available Allow me to adjust all

SUBMIT

MAIN MENU LOG OUT HELP


Done Internet

Results of the drop will be displayed, click OK to continue.

Registration Results - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://elion.saintleo.edu/WebAdvisor/WebAdvisor?TOKENIDX=8144005704&SS=28&APP=ST&CONSTITUENCY=WBST> Go Links



MAIN MENU LOG OUT HELP

Registration Results

The following request(s) have been processed:

Term	Status	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
2006 Fall I Term	Dropped from this section		MGT-301-COMC (054911) Principles of Management	Weekend & Evening Programs	09/03/2006-12/10/2006 ONGROUND Sunday 01:00PM - 04:50PM, Saint Edward Hall, Room 135	L. Sherry- James	3.00	

Here are all of the sections for which you are currently registered:

Term	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
You are not currently registered for any sections.							

Here are all of the sections for which you are waitlisted (not registered):

Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
You are not currently waitlisted in any courses.							

Done Internet