

SOUTHEASTERN'S ON-LINE ADVISING SYSTEM

INSTRUCTIONS -- 2 STEPS

STEP 1: Submit a course approval form.

1. Click on Leonet Lion at selu.edu

2. Click on LeoNet–Students

3. Enter login ID (W#) and password

4. Click on For Students.

5. Click on

- SA Self Service
- Student Services
- Academics
- Online Advising

6. Select correct semester*

7. Complete the course scheduling form (using your Southeastern Catalog).

8. Check form for accuracy, then click Submit.

9. If you would like to submit a course schedule for another semester, repeat 6-10 above.

10. Wait until advisor approves or disapproves

STEP 2: Check for advisor response. **You must complete this step for advising hold to be removed!**

1. Complete steps 1-7 from above.

2. Read approval status and advisor comments

NOTE:

If you see the word “Approval,” on the advising form your advising hold will be removed. You do not need to call the department.

If you see the word “Disapproved,” you will need to see an advisor; contact your department as soon as possible.