How to Register for Courses

1. From the TAMU-Commerce home page (www.tamuc.edu) click the myLEO icon

   or https://leo.tamuc.edu/Login.aspx.

2. Choose the Blue Box **→) Sign in to myLEO**

3. Input your *STUDENT ID* (CWID) in the first box and your *PASSWORD* (your birth date example format Jan121984 or what you changed it to) and then click 'LOGIN'

4. Click the 'Student Resources Tab'

5. Click 'Registration Menu'

6. Click 'Register/Add or Drop Classes'

7. Choose your semester of registration. Click 'SUBMIT'.

8. **Click 'CLASS SEARCH'** at the bottom of the 'add/drop classes' screen. Search for the course(s) you need by selecting your program and clicking 'Class Search' at the bottom. All offerings will be listed as prescribed by your filter options. If the course is **OPEN**, click the box to the left.   OR

9. **You can input the course number (CRN) by finding it in the Schedule of Classes and typing them in the Add Classes worksheet. The CRN number is labeled as a Call Number on the Official Schedule of Classes.**

10. Click 'SUBMIT CHANGES'. If the registration is approved, you will see your current registration appear.

11. If you receive a registration error message such as level restrictions, please contact the department of the course you are attempting to register for. Some departments block certain courses which require their permission/approval code to register for them.

12. If you receive a message stating you have a hold, please click "VIEW HOLDS" to see the holds on your account. Contact the department that has placed the hold on your account.

13. Always feel free to contact the Graduate School for Assistance. 903-886-5163