

# REGISTRATION AGREEMENT (REGAG) Process Document



Email ID

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Password

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LOGIN

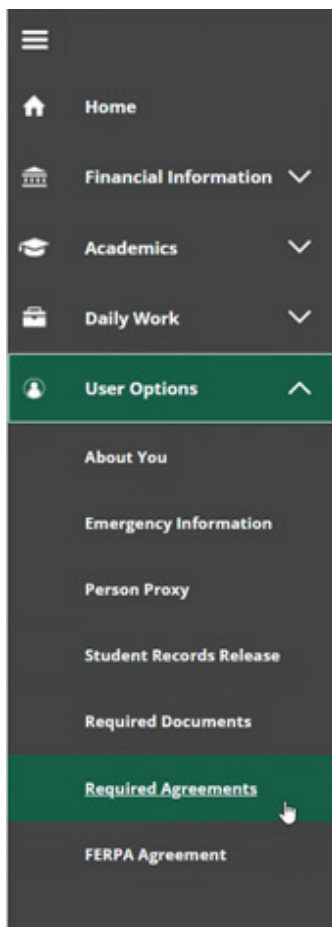
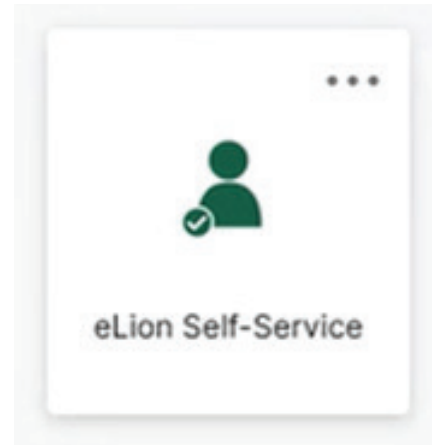
# (REGAG) Process Document

## 1. Accessing Okta:

- Log in to Okta using your Saint Leo University email address and password.

## 2. Navigating to eLion Self-Service:

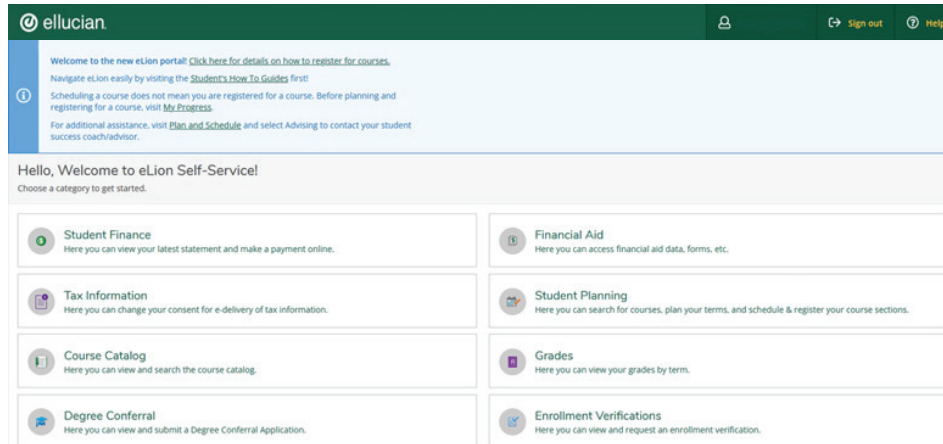
- Once logged in, locate and select the eLion Self-Service tile to be directed to the Home screen.



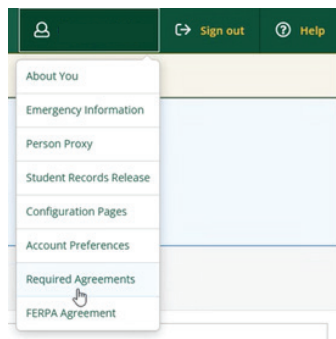
## 3. Accessing Your REGAG:

You can access your Registration Agreement (REGAG) in one of two ways:

- From the left-hand side menu, click on "User Options" followed by "Required Agreements."
- Select the "Student Planning" tile directly from the Home screen.

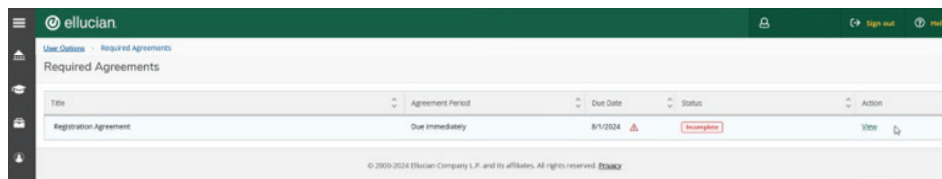


- Click on your name in the upper right-hand corner, then navigate to “Required Agreements.”



#### 4. Viewing and Signing the REGAG

- On the Required Agreements page, click “View.”



- Carefully read through the entire Registration Agreement.

# (REGAG) Process Document

Registration Agreement ✕

Incomplete Print

**SAINT LEO UNIVERSITY STUDENT REGISTRATION AGREEMENT**  
 In addition to all Saint Leo University (Saint Leo) academic standards and policies, I hereby agree to comply with the terms and conditions specified in this financial responsibility and enrollment agreement in order to enroll for courses at Saint Leo. If I am a federal Financial Aid recipient, I understand I am responsible for adhering to all the Terms and Conditions set forth by the Financial Aid administering agency/agencies. I also understand that information pertaining to the above statements can be found on the SLU website and it is solely my responsibility to read this information. I also agree to abide by all rules and regulations described in the Saint Leo Academic Course Catalog, the Saint Leo Academic Course Catalog Addenda, and/or the Saint Leo Student Handbook. I UNDERSTAND AND AGREE THAT THIS FINANCIAL RESPONSIBILITY AND REGISTRATION AGREEMENT WILL BE IN EFFECT FROM THE TIME I INITIALLY ENROLL AND/OR REGISTER FOR ANY CLASS, THEREBY INCURRING A FINANCIAL OBLIGATION TO THE UNIVERSITY, AND WILL REMAIN IN EFFECT UNTIL I HAVE PAID IN FULL ANY OUTSTANDING BALANCES ON MY STUDENT ACCOUNT.

**Registration and Registration Charges**  
 I understand that I must be officially registered prior to or no later than the final add date for course(s) in order to participate in and receive academic credit for those courses. I am responsible for knowing and complying with any and all registration deadline dates. All requests to change, add, drop, or withdraw course registrations must be made using the Saint Leo portal or by contacting my academic advisor or Student Success Coach within the appropriate timeline. I understand I am responsible for reviewing my registration and academic record each term for accuracy.

**Financial Liability Statement**  
 I agree to pay all Saint Leo charges pursuant to Saint Leo policies. I understand that the university is advancing value to me in the form of educational services and that my right to register is expressly conditioned upon my agreement to pay institutional costs including, but not limited to, tuition, fees, housing, meal plan, and any additional costs, when those charges become due. It is my responsibility to view my charges on my Saint Leo account. If using financial assistance, including, but not limited to, federal financial aid, employer tuition assistance, or veteran's administration benefits, I understand once all my financial aid is applied to my account, I am responsible to pay any charges still outstanding and any new

Cancel Accept

- To accept, click the blue “Accept” button. You should then see a confirmation status indicating “Accepted.”

## 5. Printing the REGAG:

- After acceptance, you have the option to print a copy of your agreement immediately.

Registration Agreement ✕

Accepted 10/17/2024 11:25 AM Print

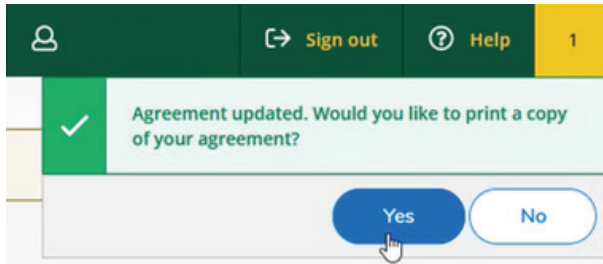
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Cancel

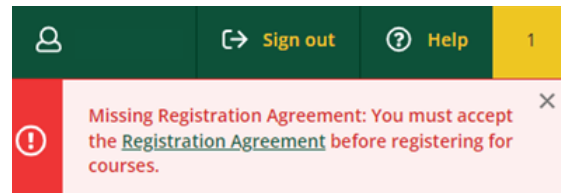
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- To print or view your REGAG at a later time navigate under “Action”, click “View” and then select “Print” in the upper right-hand corner.

## 6. Registration Reminder:

- If you attempt to register for classes without having signed your REGAG, a pop-up will remind you that signing the REGAG is mandatory before you can complete registration.



### Important Notice:

If you need additional help or have questions about completing your REGAG, please contact your Enrollment Counselor or your Student Success Coach.

This document ensures you understand and complete the REGAG process effectively to facilitate a smooth registration experience at Saint Leo University.