

FALL 2022 REGISTRATION PROCEDURES

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4 Steps of Registration

1. **Pre-Register through EagleNET** (See Procedures Item 1)
2. **Meet with Advisor to plan schedule** (See Procedures Item 2)
3. **Plan your new schedule & have courses approved by advisor** (See Procedure Item 3)
4. **Register online for Summer 2022 and Fall 2022 courses** (See Procedure Item 4 for instructions and dates)

Procedures:

1. Beginning February 21, you will be able to login to **EagleNET**, click on your Notifications and follow the link to Pre-Registration. You **must** complete this in its entirety and submit it online. **Failure to complete and submit this pre-registration will result in your NOT being able to register online for your classes during your registration time window.**
2. Meet with your academic advisor and select classes beginning March 7.
3. Using the Academic Planning module on Eaglenet, set up your schedule and have your advisor approve your courses. **PLAN & SCHEDULE. Courses must be approved before you can officially register.**
4. Register online during your assigned time period using the Academic Planning Module on Eaglenet.

Students will register for their **Fall 2022** classes as follows:

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|--------------|---|--------------------|
| • Seniors | (minimum of 90 completed* hours as of March 18) | March 28 – April 1 |
| • Juniors | (60 – 89 completed* hours as of March 18) | March 30 – April 4 |
| • Sophomores | (30 – 59 completed* hours as of March 18) | April 4 – April 8 |
| • Freshmen | (0 – 29 completed* hours as of March 18) | April 6 – April 11 |

***Completed hours DO NOT include classes in which you are currently enrolled. Each respective registration period begins at 7:30 a.m. on the first day and runs 24 hours a day until 11:59 p.m. on the final day. Students will be unable to register online before their time period opens or after their time period closes. Registration will reopen for all students on April 12.**

ONLINE REGISTRATION INSTRUCTIONS:

- Eaglenet
- Student Self-Service
- Academic Planning
- Plan Your Degree & Register for Classes
- Use "Register Now" feature on your Course Plan page

If you are having problems registering for a class, you may email the Registrar's Office staff, and we will be glad to help you figure out what is going on. (Becky Lambert – blambert@jbu.edu, Sarah Philpot – saphilpot@jbu.edu; Julie McGarrah – jmcgarrah@jbu.edu, Sue Daugherty – sdaugher@jbu.edu; Vanessa Norrell – vnorrell@jbu.edu)

Things to Remember

- Be sure that your account is **NOT** on hold from any departments (Student Accounts, Health Services, Student Development, etc) before your registration time. These holds will block your account and will delay your registration until they are cleared. The Registrar's Office cannot lift holds from other offices.
- The Summer 2022 and Fall 2022 schedule (<http://www.jbu.edu/academics/CourseSchedules/>) will be available on EagleNET **March 7** and will be updated regularly.
- Advising begins **Monday, March 7**, but you cannot register until your registration period allows you to access the system online. The hours you are taking **Spring 2021 do not impact your time window. It is the total number of completed hours you have as of March 18 and not at the end of this semester.**
- You must complete the online Pre-Registration through EagleNET **before** you can register for classes.
- You must have permission (via an email to the Registrar's Office) from the instructor of the course to take a course without having taken pre-requisites. Your advisor **CANNOT** give this permission.
- Carefully choose the proper sections of your classes.
- Notice any classes which have Labs. You must register for both the lecture and the lab.
- If you want to take an online class, this must be scheduled and registered in the Undergraduate 2022 Fall term (**NOT** the online term).