

## How to Add a Class

1. Once logged onto EagleNet, click on **Academic Planning and Registration** in the **Self-Service box**.
2. Click on **Go to Plan & Schedule** in the second box
3. On the **Academic Planning** tab in the gray, select **Course Catalog**
4. Find class in the course catalog that you want to register for and click **View Available Sections for \_\_\_\_\_**, find the section you want to register for (it tells you how many seats/spots are open on the left-hand side) and then click **Add Section to Schedule**
5. When the *Section Details* box pops up, click the button **Add Section to Schedule** in the bottom right-hand side of the box
6. Then, under **the Academic Planning** tab in gray, select **Plan & Schedule**
7. On the left-hand side, find the class you just selected. It should have a yellow strip at the top of the box with a yellow check mark that says *Planned*
8. Check to see if the section is correct. It should also show a yellow box on your calendar to the right for the class you are about to register for.
9. If it is not the right class (assuming there are multiple sections), you can click the **View Other Sections** arrow at the bottom of the class's box and select a different section.
10. If everything is right, click **Register**
11. Then, under the **Advising** tab, select **Request Review** in the top right-hand corner
12. Once your advisor has approved it, go back in to **Academic Planning** and click **Register!**