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 course approved by advisor** (See Procedure Item 3)
4. **Register online for Fall 2016 courses** (See Procedure Item 4 for instructions & dates)

Procedures:

1. Beginning **February 29**, you will be able to login to **My EagleNET**, click the **Notification** and then click on the **Pre-Registration Link** and complete the form. 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 advisor and select classes beginning **March 7, 2016**
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.
5. Students will register for their **Fall 2016** classes as follows:

   - **Seniors** (minimum of 90 completed* hours as of March 21) March 29 - April 1
   - **Juniors** (60 – 89 completed* hours as of March 21) April 1 – April 7
   - **Sophomores** (30 – 59 completed* hours as of March 21) April 6 – April 11
   - **Freshmen** (0 – 29 completed* hours as of March 21) April 8 – April 15

   *Completed hours DO NOT include classes in which you are currently enrolled. Each respective registration period begins at 7:30am on the first day and runs 24 hours a day until midnight on the final day. Students will be unable to register online before their time period opens or after their time period closes.

**ONLINE REGISTRATION INSTRUCTIONS:**

- Eaglenet
- Self-Service
- Academic Planning and Registration
- View Progress, Plan your Degree and Register
- Use “Register Now” feature on your Course Plan page

If you are having problems registering for a class due to prerequisite problems, class closed, etc., you may email the Registrar’s Office staff, and we will be glad to help you. (Becky Lambert – blambert@jbu.edu, Sarah Philpot– saphilpot@jbu.edu; Julie McGarrah – jmgarrah@jbu.edu, Sue Daugherty – sdaugher@jbu.edu; Kristy Keith – kkeith@jbu.edu; Crystal Harms – charms@jbu.edu

**Things to Remember**

- Be sure that your campus web account is **not** on hold from any departments (Student Accounts, Nurse, Student Life, etc) before your registration time. These holds will block your account and will delay your registration until they are cleared.
- **Fall 2016 schedule** [http://www.jbu.edu/registrar/course_schedules/](http://www.jbu.edu/registrar/course_schedules/) will be available on EagleNET **March 7** and will be updated daily.
- 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 2016 do not impact your time window. It is the total number of completed hours you have as of March 21 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 email to the Registrar’s Office) from the instructor of the course to take a course without having taken pre-requisites.
- Carefully choose the proper sections of your classes.
- Notice any classes which have Labs. They require two separate registrations-one for the lecture and one for the lab.