SPRING 2021 REGISTRATION PROCEDURES

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 Winter Session 2021 and Spring 2021 courses** (See Procedure Item 4 for instructions and dates)

Procedures:

1. Beginning October 12, 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.**
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 Spring 2021 classes as follows:

- **Seniors** (minimum of 90 completed* hours as of October 23) November 2 – November 6
- **Juniors** (60 – 89 completed* hours as of October 23) November 4 – November 9
- **Sophomores** (30 – 59 completed* hours as of October 23) November 9 – November 13
- **Freshmen** (0 – 29 completed* hours as of October 23) November 11 – November 17

*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 November 18.**

ONLINE REGISTRATION INSTRUCTIONS:

- Eaglenet
- 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 Winter Session 2021 and Spring 2021 schedule ( [http://www.jbu.edu/academics/CourseSchedules/](http://www.jbu.edu/academics/CourseSchedules/) ) will be available on EagleNET **October 16** and will be updated regularly.

• Advising begins **Monday, October 21**, but you cannot register until your registration period allows you to access the system online. The hours you are taking **Fall 2020 do not impact your time window. It is the total number of completed hours you have as of October 23 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 2021 Spring term (NOT the online term).

• Winter Session classes must be scheduled and registered in **Undergraduate 2021 Spring** term.