Steps for Academic Planning Registration

1. On EagleNet, on the right hand column under ENTERPRISE SERVICES, select ACADEMIC PLANNING. You’ll see two option: VIEW PROGRESS and PLAN DEGREE & REGISTER. Select VIEW PROGRESS.

2. Click on any course on your Progress listing that you wish to take. This will take you to the Course Catalog. (Be sure to filter the Course Catalog on Location – Main Campus and Term – Undergraduate Fall 2017.)

3. Click view available sections and pick the section that suits your schedule and click add to plan. (If there are no available sections, this means the class is not being offered in Fall 2017, so you will need to return to My Progress and choose a different class.

4. This will take you to a box that shows information about the class – if there is a pre-requisite, if the course is waitlisted, etc. Once you are sure you want to add this section, click on add section to plan.

5. Repeat steps 2-4 until you have the desired number of credits for Fall 2017.

6. When all courses have been chosen, click on the Advising tab. On that screen, click on “Request Review” in the upper right hand corner.

7. Once your advisor has approved your course during your advising time, return to your Plan and Schedule tab. You must click “Register Now” in the top right hand corner.

8. After the system updates, all your classes should have turned green. This means your classes have been accepted for registration. If you have any that remained yellow or you get any notifications in the upper right hand corner of the screen, you have something that is not accepted for registration. You will need your advisor’s assistance with this.