

Steps for Academic Planning Registration

1. On EagleNet, on the right hand column under My Essential Services, select ACADEMIC PLANNING. You'll see two options: VIEW PROGRESS and PLAN YOUR DEGREE & REGISTER FOR CLASSES. 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 2019.)
3. Click view available sections and pick the section that suits your schedule and click add section to schedule. (If there are no available sections, this means the class is not being offered in Fall 2019, so you will need to return to My Progress and choose a different class.) Click on Add Section to Schedule for the section you wish to add.
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.
5. Repeat steps 2-4 until you have the desired number of credits for Fall 2019.
6. When all courses have been chosen, click on the Academic Planning drop down and choose Plan & Schedule. This will allow you to see your schedule in a calendar view to make sure you don't have any time conflicts between your classes.
7. When you have checked your schedule, click on the Advising tab. On that screen, click on "Request Review" in the upper right hand corner. Your advisor will not approve courses until your advising time during Early Registration.
8. Once your advisor has approved your courses during your advising time, return to your Plan and Schedule tab. You must click "Register Now" in the upper right hand corner.
9. 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. Let your advisor know if all of your classes are not green!**
10. After you have had all your classes accepted for registration, your advisor will give you a green form with your name and ID number. You will need to bring this form to the Simmons Great Hall for completion of the registration process. Be sure your name and ID number is filled in correctly.
11. Once you have completed all the stations in the Simmons Great Hall, you will be finished with your fall registration.