Steps for Adding a Class:

1. Sign onto EagleNet.

2. On the right side of the screen under My Essential Services, click on Academic Planning.
3. Once you have clicked on Academic Planning, two options will appear at the top of the screen. Click on “Go to Plan & Schedule,” underneath the Plan Your Degree & Register for Classes option.

4. After you have clicked on this, you can either search for the course you want to add in the search toolbar located at the top right of the page, or you can look for your course in the course catalog located under the Academics tab at the top left of the page.

5. When searching for the class you need, you will need to click the arrow at the bottom right of the course in order to view the available sections.

IMPORTANT:
Once you have found the course you need, make sure it is in the correct term and that it is located where you need it (on campus or online)
6. Once you have verified that the course is in the correct place and correct term, you will click “Add Section to Schedule.”

7. After adding the section to your schedule, go back to the Plan & Schedule page. You can do this by clicking the Academic Planning tab at the top left of the page and then clicking the Plan & Schedule tab.

8. Once you have gotten back to the Plan & Schedule page, your course should appear in your schedule as a tan color, meaning that it still needs to be approved
9. To get your course approved, click on the advising tab located at the top left of the page underneath the “Plan your Degree and Schedule your courses” header

10. Then click “Request Review” located at the far right of the page.
11. Once your advisor has approved the class, the course will appear on your Plan & Schedule page as Approved, with a green thumbs up, but not yet registered.

12. To register for the course, you simply click on “Register” located in blue underneath the course you are wanting to add.

13. This will complete your registration. The course you added will appear on your schedule in green with the word “Registered” and a green checkmark.

<table>
<thead>
<tr>
<th>CMF-2133-01: Human Formation/Ministry</th>
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<tbody>
<tr>
<td>🍀 Approved</td>
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<tr>
<td>✔ Registered</td>
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Credits: 3 Credits
Grading: Graded
Instructor: Cha, L
1/15/2020 to 5/8/2020

✔ Meeting Information

Drop

✔ View other sections