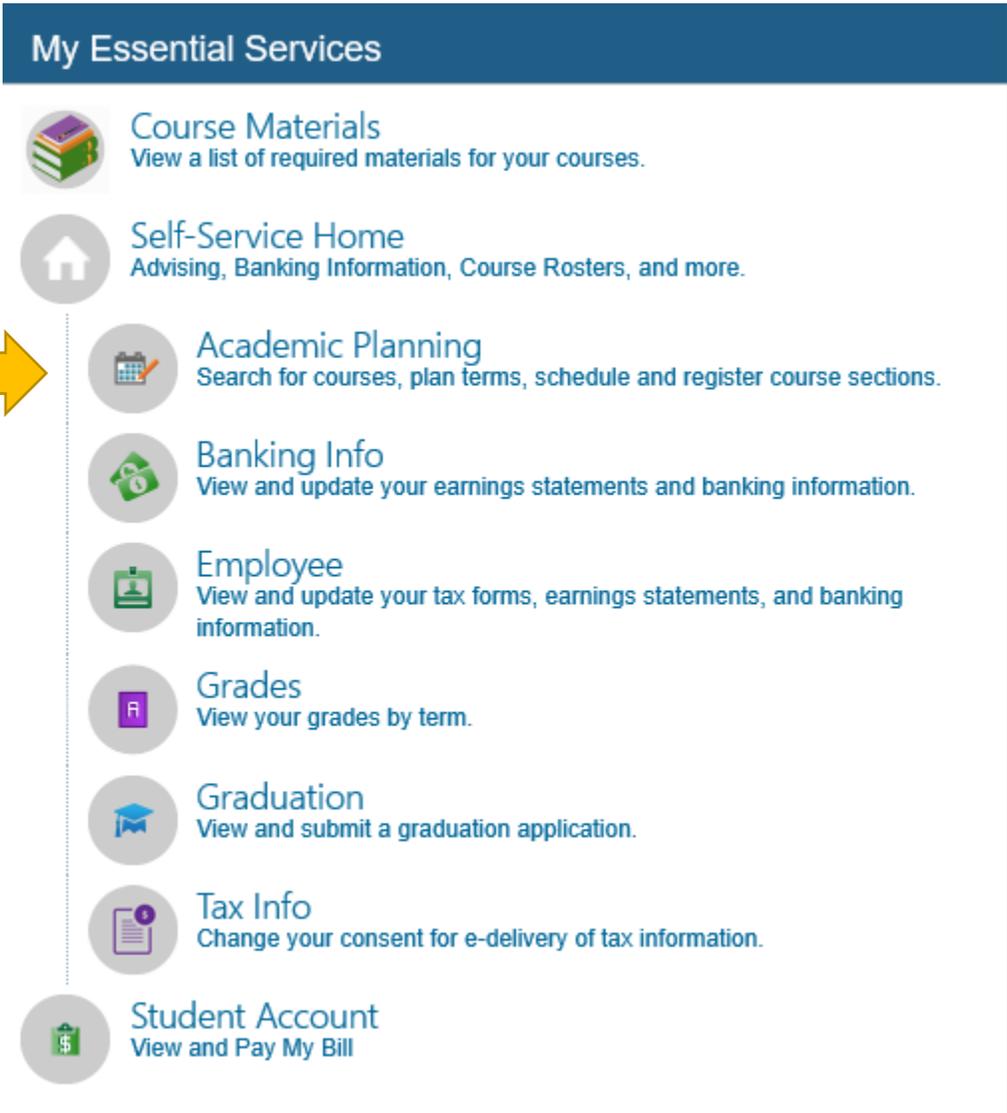


Steps for Adding a Class:

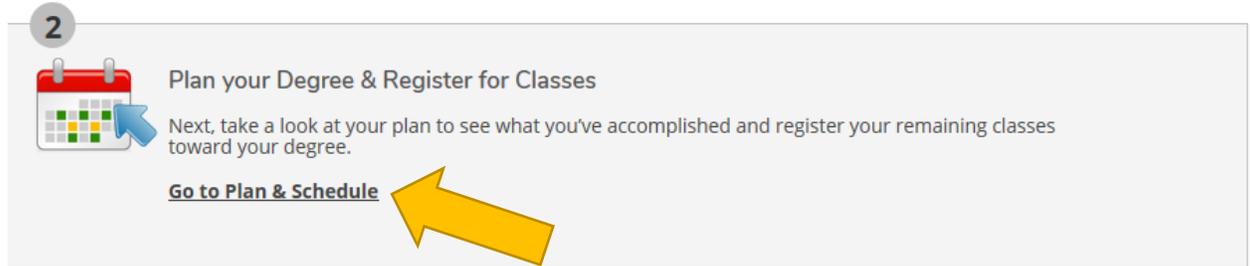
1. Sign onto EagleNet.
2. On the right side of the screen under My Essential Services, click on Academic Planning.



The image shows a screenshot of the 'My Essential Services' menu. The menu is titled 'My Essential Services' in a dark blue header. Below the header, there are several service options, each with a circular icon and a brief description. A yellow arrow points to the 'Academic Planning' option.

- Course Materials**
View a list of required materials for your courses.
- Self-Service Home**
Advising, Banking Information, Course Rosters, and more.
- Academic Planning**
Search for courses, plan terms, schedule and register course sections.
- Banking Info**
View and update your earnings statements and banking information.
- Employee**
View and update your tax forms, earnings statements, and banking information.
- Grades**
View your grades by term.
- Graduation**
View and submit a graduation application.
- Tax Info**
Change your consent for e-delivery of tax information.
- Student Account**
View and Pay My Bill

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.

A screenshot of a course page for 'ART-2233 Art History I (3 Credits)'. At the top right, there is a blue button that says 'Add Course to Plan'. Below the course title is a paragraph of text describing the course. A blue banner with a white information icon and the text 'This course was attempted or already completed.' is visible. Below this, there are sections for 'Requisites:', 'Locations:', and 'Offered:'. At the bottom of the page, there is a grey bar with the text 'View Available Sections for ART-2233' and a small blue downward-pointing arrow. A large yellow arrow points from the right towards this arrow.

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.”

View Available Sections for ART-1123 ^

2020 Undergraduate Spring

[ART-1123-01](#)  Computer Graphics [Add Section to Schedule](#)

Seats	Times	Locations	Instructors
2	T 7:00 PM - 9:30 PM 1/15/2020 - 5/8/2020	Main Campus, Windgate Visual Arts West 308 Lecture	Butler, D

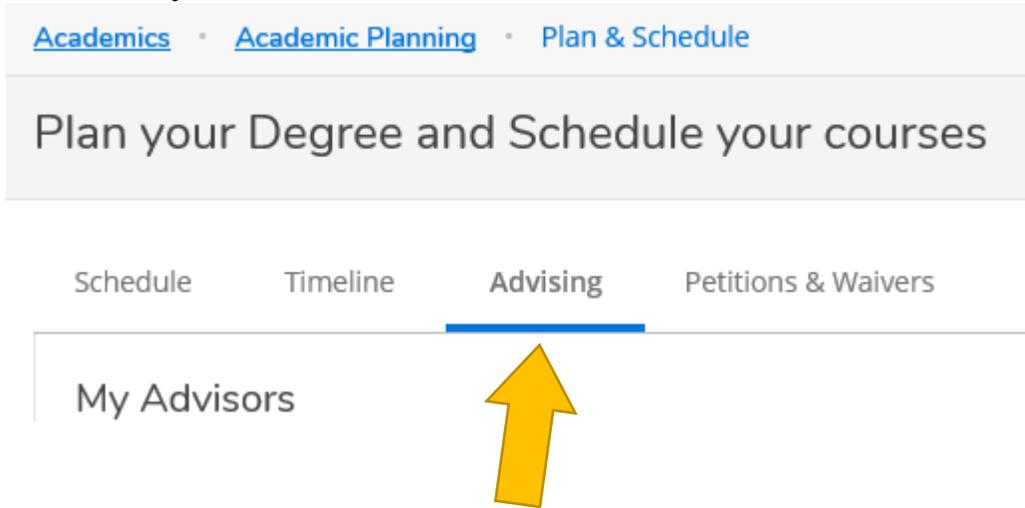
[ART-1123-02](#)  Computer Graphics [Add Section to Schedule](#)

Seats	Times	Locations	Instructors
10	Th 7:00 PM - 9:30 PM 1/15/2020 - 5/8/2020	Main Campus, Windgate Visual Arts West 308 Lecture	Ramsey, J

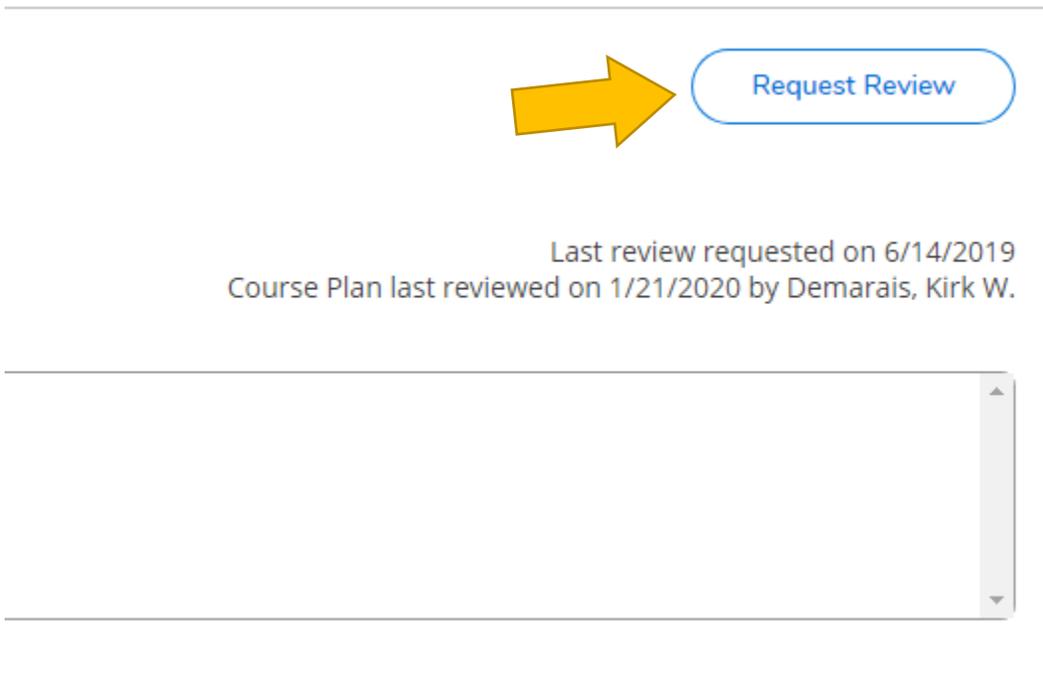


7. After adding the section to your schedule, go back to the Plan & Schedule page. You can do this by clicking the Academic Planning tab at the top left of the page and then clicking the Plan & Schedule tab.
8. Once you have gotten back to the Plan & Schedule page, your course should appear in your schedule 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.

[CMF-2133-01: Human Formation/Ministry](#)

 **Approved**

 **Registered**

Credits: 3 Credits
Grading: Graded
Instructor: Cha, L
1/15/2020 to 5/8/2020

 [Meeting Information](#)

 Drop

 [View other sections](#)