

Steps for Adding a Class:

1. Sign onto EagleNet.



Sign in with your JBU account

Sign in

[Forgot your password?](#)



2. In the middle screen of the screen under Student Profile, click on Plan degree and register.

EagleNet Search [] [26] [] []

Dashboard

My Course Schedule

Title	Loc	Days	Time
Marketing Strategies - Portfolio & Presentation	WVAW-222	M W	11:00AM-12:15PM
Adv Graphic Design	WVAE-192	F	8:00AM-10:30AM
Intercultural Fam Sem	CTH-208	Tu	11:30AM-12:45PM
Managerial Economics	-	-	-

JBU User Profile

Your password expires in 173 days.

You have 1 password reset email address.

JBU Mail ID: 3 2 9 4

[Change password](#)

[Update reset info](#)

ITS Help Desk

Help & Support

Student Profile

BS in Graphic Design

Cumulative GPA: 3.9000

Anticipated Completion: May 07, 2022

Advisor(s): Annie Abbott, K. Donarais, The Peddicord

[Plan degree and register](#)

[View and pay student account](#)

Blackboard Courses

Courses where you are:

Student

[See all courses](#)

JBU Email

You have 1 Unread Messages

[Check mail](#)

Cloud Print

Username: LankerM

Balance: \$9.23

Pages: 1622

Jobs: 184

CO2: 5.6 kg

Trees: 1.5% of a tree

Bulb Hours: 351.3 hours

Since Date: Jun 2, 2019

[Submit a print job](#)

OneDrive

Connect your Microsoft account for easy access to your files.

[Connect Account](#)

Calendars

Jan 18th

- All day (ends Jan 25) Accepting Virtual Talent Show Auditions
- 10:30am - 11:15am Chapel

Jan 19th

3. Once you have clicked on Plan degree and register, two options will appear at the top of the screen. You will need to click on “Go to Plan & Schedule,” underneath the Plan Your Degree & Register for Classes option.

The screenshot shows the 'Steps to Getting Started' section of the John Brown University Academic Planning system. Step 2, 'Plan your Degree & Register for Classes', is highlighted with a black arrow pointing to the 'Go to Plan & Schedule' link. A search bar for courses is visible in the top right. Below the steps, a loading indicator says 'Loading my data...'. At the bottom, a '2022 Undergraduate Spring Schedule' table is partially visible, showing a grid of days and times with course listings.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
7am							
8am						ART-4413-01	
9am							
10am							
11am		ART-4102-01	FAM-4113-01	ART-4102-01	FAM-4113-01		

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.

This screenshot is identical to the one above, but with two black arrows. One arrow points to the 'Go to Plan & Schedule' link in step 2, and the other points to the 'Search for courses...' search bar in the top right corner.

- 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.

ART-4103 Portfolio & Presentation (3 Credits) [Add Course to Plan](#)

Practical business aspects of the professions of graphic design, illustration, photography, visual effects and digital media, including development of a free-lance business, interviewing for jobs, portfolio development, and self-promotion.

 This course is in progress.

Requisites:
Senior standing - Must be completed prior to taking this course.
Locations: (Note - JBU reserves the right to change rooms or transition students to remote learning as needed due to circumstances surrounding COVID-19)
Main Campus
Offered:
Each Semester, Each Year

[View Available Sections for ART-4103](#) 



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).

- Once you have verified that the course is in the correct place and correct term, you will click “Add Section to Schedule.”

Requisites:
Senior standing - Must be completed prior to taking this course.
Locations: (Note - JBU reserves the right to change rooms or transition students to remote learning as needed due to circumstances surrounding COVID-19)
Main Campus
Offered:
Each Semester, Each Year

[View Available Sections for ART-4103](#) 

2021 Undergraduate Fall

[ART-4103-01](#) Portfolio & Presentation [Add Section to Schedule](#)

Seats	Times	Locations	Instructors
25	M/W 10:00 AM - 11:15 AM 8/23/2021 - 12/17/2021	Main Campus, Windgate Visual Arts East 270 Lecture	Martin, B (Lecture)

2022 Undergraduate Spring

[ART-4103-01](#) Portfolio & Presentation [Add Section to Schedule](#)

Seats	Times	Locations	Instructors
9	M/W 11:00 AM - 12:15 PM 1/10/2022 - 5/6/2022	Main Campus, Windgate Visual Arts West 222 Lecture	Martin, B (Lecture)



- After adding the section to your schedule, go back to the Plan & Schedule page. You can do this by clicking the Back to Plan & Schedule in the top left corner.

JOHN BROWN UNIVERSITY

Academics · Course Catalog

Search for Courses and Course Sections

[Back to Plan & Schedule](#)

Filter results Hide

Availability

Open and Waitlisted Sections

Open Sections Only

Subjects

Art and Design (1)

Locations

Main Campus (1)

Terms

2021 Undergraduate Fall (1)

2022 Undergraduate Spring (1)

Days of Week

Monday (1)

Filters Applied: None

ART-4103 Portfolio & Presentation (3 Credits)

Practical business aspects of the professions of graphic design, illustration, photography, visual effects and digital media, including development, and self-promotion.

This course is in progress.

Requisites:
Senior standing - Must be completed prior to taking this course.

Locations: (Note - JBU reserves the right to change rooms or transition students to remote learning as needed due to circumstances)
Main Campus

Offered:
Each Semester, Each Year

[View Available Sections for ART-4103](#)

Page 1 of 1

- 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

Plan your Degree and Schedule your courses Search for courses...

Schedule Timeline Advising Petitions & Waivers

2022 Undergraduate Spring + Register Now

Filter Sections Save to iCal Print Planned: 3 Credits Enrolled: 15 Credits Waitlisted

ART-3413-01: Comic Book Series ART

✓ **Planned**

Credits: 3 Credits
Grading: Graded
Instructor: Demarais, K
1/10/2022 to 5/6/2022
Seats Available: 6

Meeting Information

Register

[View other sections](#)

ART-4103-01: Portfolio & Presentation

Approved

Registered

Credits: 3 Credits
Grading: Graded

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
7am							
8am						ART-4413-01	
9am							
10am							
11am		ART-4103-01		ART-4103-01			
12pm			FAM-5113-01		FAM-5113-01		
1pm							
2pm							
3pm			ART-3413-01			ART-3413-01	
4pm							
5pm							

9. To get your course approved, click on the advising tab located at the top of the page underneath the “Plan your Degree and Schedule your courses” header and then click “Request Review” located at the far right of the page.

JOHN BROWN UNIVERSITY

Academics · Academic Planning · Plan & Schedule

Plan your Degree and Schedule your courses

Schedule Timeline **Advising** Petitions & Waivers

< > 2022 Undergraduate Spring +

Filter Sections Save to iCal

Schedule Timeline **Advising** Petitions & Waivers

My Advisors

- Demarais, Kirk W. (Major)
- Abbott, Jeannie (View Only Advisor)
- Peddicord, Melanie (View Only Advisor)

Compose a Note

Request Review

Last review requested on 10/28/2021
Course Plan last reviewed on 10/31/2021 by Demarais, Kirk W.

10. 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.**

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

[ART-3413-01: Comic Book/Seq Art](#)

✓ **Planned**

Credits: 3 Credits
Grading: Graded
Instructor: Demarais, K
1/10/2022 to 5/6/2022
Seats Available: 6

Meeting Information

Register

View other sections

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

[ART-4103-01: Portfolio & Presentation](#)

 **Approved**

 **Registered** 

Credits: 3 Credits
Grading: Graded
Instructor: Martin, B
1/10/2022 to 5/6/2022

 Meeting Information

Drop

 View other sections