Steps for Adding a Class:

1. Sign onto EagleNet.

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

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.

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.

ART-4103 Portfolio & Presentation (3 Credits)
<div align="right">Add Course to Plan</div>

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).

6. 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
<div align="right">Add Section to Schedule</div>

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
<div align="right">Add Section to Schedule</div>

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**)

7. 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.

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 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.

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.

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