EagleNet Important Info:

- Create an online “preferred list” before your registration begins
- Add/Drop online with no forms needed
- Option to see holds placed on your account and go directly to the source for “release”
- View your status on a waitlisted course
- Registration steps:
  - Build your “preferred list” now
  - Simply submit your preferred list for registration when your registration time opens
  - Print your schedule from EagleNet after you register, get your Advisor’s signature, and turn the form in to the Registrar’s Office by December 2, 2011

Registration Steps:

- Once you have met with your advisor and completed your pre-registration process. Sign onto EagleNet, and add your classes to a Preferred List. This step allows you to select and save your preferred classes before your registration period opens.

- Check for NOTIFICATIONS (HOLDS)
  If you see this section called “notifications” on your screen, then you will open it to see what notifications you have received. You will have to clear most university holds before you can proceed with registration

- Under Enterprise Services - Click on Registration
  When building your preferred list, think of it as “filling a shopping cart” when shopping on your favorite website. As you first select courses, they go onto your preferred list of courses. Then you will need to submit your list for complete registration, working just the same as, filling a shopping card and then “checking out.”
• Click Register, Add, and Drop

Register, Add, and Drop

Please choose which type of registration you would like to use:

Search and register for sections
Use this option if you would like to look for sections, add them to your preferred list of sections and then register for them.

Express registration
Use this option if you know the exact subject, course number, and section (or synonym) of the sections for which you wish to add to your preferred list and then register. (Example: “Bible 1013 01” or Synonym “134”).

Register for previously selected sections
Use this option if you have already placed sections on your preferred list and would like to register for them.

Drop sections
Use this option if you would like to drop a section. (Other choices also allow you to drop a course)

Manage my waitlist
Use this option if you would like to register or remove sections in which you are currently waitlisted.

SEARCH AND REGISTER FOR SECTIONS:

IMPORTANT: ON THIS NEXT SCREEN YOU MUST HAVE AT LEAST TWO SEARCH FIELDS SELECTED TO SEARCH FOR COURSES:

You will always want to select the Term and the Academic Level. You may further restrict your search using any other fields as well, but these two are the most important to your search.

See the following image.
### Pick the term.

- **Term**

### Pick the academic level

- **UG** for Undergraduate
- **GR** for Graduate

### Once all your search criteria is entered click submit.
Select courses by clicking the “select” button beside the course you wish to add to your preferred list.

(see below)

Be sure to watch for the section indicators (numeric) so that you pick the correct section.

Click this box under the select column to pick the course/section that you wish to add to your preferred list.

After courses have been added to your preferred list, they will remain until your registration period when you will go into your preferred list and officially register. You can make changes to your list before submitting your final registration.

The courses you have selected will show up under the preferred sections list. When your online registration time opens up, you can move these to your current registration section by selecting “action” from this drop down box (register, audit, or waitlist), click submit and to move your course selections from Preferred Sections to your Current Registrations.

You will have two options on this field.
1. ALL – Allow me to adjust all
2. PART – Complete only Available

We recommend you choose PART so that any of your preferred list selected classes that are open will be moved to the Current Registration section. By choosing PART you will get to save the part of your schedule that works without errors. Any sections that encounter registration errors will remain on your preferred list and you can make adjustments as needed.
***Remember that once you choose an action under the preferred section area then you should see the course move to the Current registration list of courses. Remember that registration is a two-step process. First you select courses and add them to your preferred list, and then you choose an action under the preferred list and move them into the current registration section. If you have errors when doing this last step or there is a reason why the system cannot add a selected class then you will see an error message at the top of the screen explaining the problem is so you can correct it and move on with registration. ***

- BE SURE TO CHECK YOUR SCHEDULE WHEN YOU ARE FINISHED WITH REGISTRATION!!

When working in the registration system you will see these options at various times at the bottom of your screen. You can use either of these links to Manage Waitlists or view your Schedule.

Once your schedule is completed to your satisfaction then you can sign off and your registration is complete.

WAITLIST INFORMATION:

If you are trying to add a class that is closed or waitlisted then you will need to select the “waitlist” option on the left action bar beside the course in your preferred list. Once you have added yourself to the waitlist you need to be sure to check your JBU email daily. You will be notified by email when an opening is available in the class for you. You only have 24 hours to claim that seat before the next person is notified and you will be moved down on the list.