Steps for adding a class:

1. This process is just like what you did during registration.
2. The first thing you must do is sign onto EagleNet.
3. On the right side of the screen under Enterprise Services, click on Registration. (see the picture below)

4. Once you have clicked on Registration, three options will come up. You will need to click on “Register, Add, and Drop”. (see below)

5. After you have clicked on this, it will bring you to the Register, Add, and Drop “home page”.
   - You can either click on “Search” to look for the class you want to take, just like you during registration.
If you know all of the course information (subject, course number, and section), though, you can click on “Express registration”, type in the information, and go on to Step 8.

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 101 3 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 now register.

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

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

6. If you click on “Search”, this screen will come up. You will need to enter in your criteria for the course you would like to add, such as days the class meets and the title of the course. (see below)

IMPORTANT:

Make sure you to do two things before searching for classes: Pick the Term and Academic Level. These two fields are very important for finding any specific classes.
7. Submitting this will bring up a result of different courses that meet these criteria. After looking over the courses, pick which course you would like to add by clicking on the box on the left side column.
8. After you have selected this course you would like to add, go back to the original “Register, Add, and Drop” page by clicking on the link on the left side of the page.

9. Now you will need to click on “Register for previously selected sections” to continue the process of adding the class.
10. There will be “Preferred Sections” on the top of this page. These should be any courses you previously selected to add. On the left side, you will need to go under the “Action” column and choose to register for the class.
11. You’re done yet, though! Make sure to click “Submit” at the bottom of the page!

In order to actually add the class to your schedule, you MUST click “Submit” at the bottom of the page!