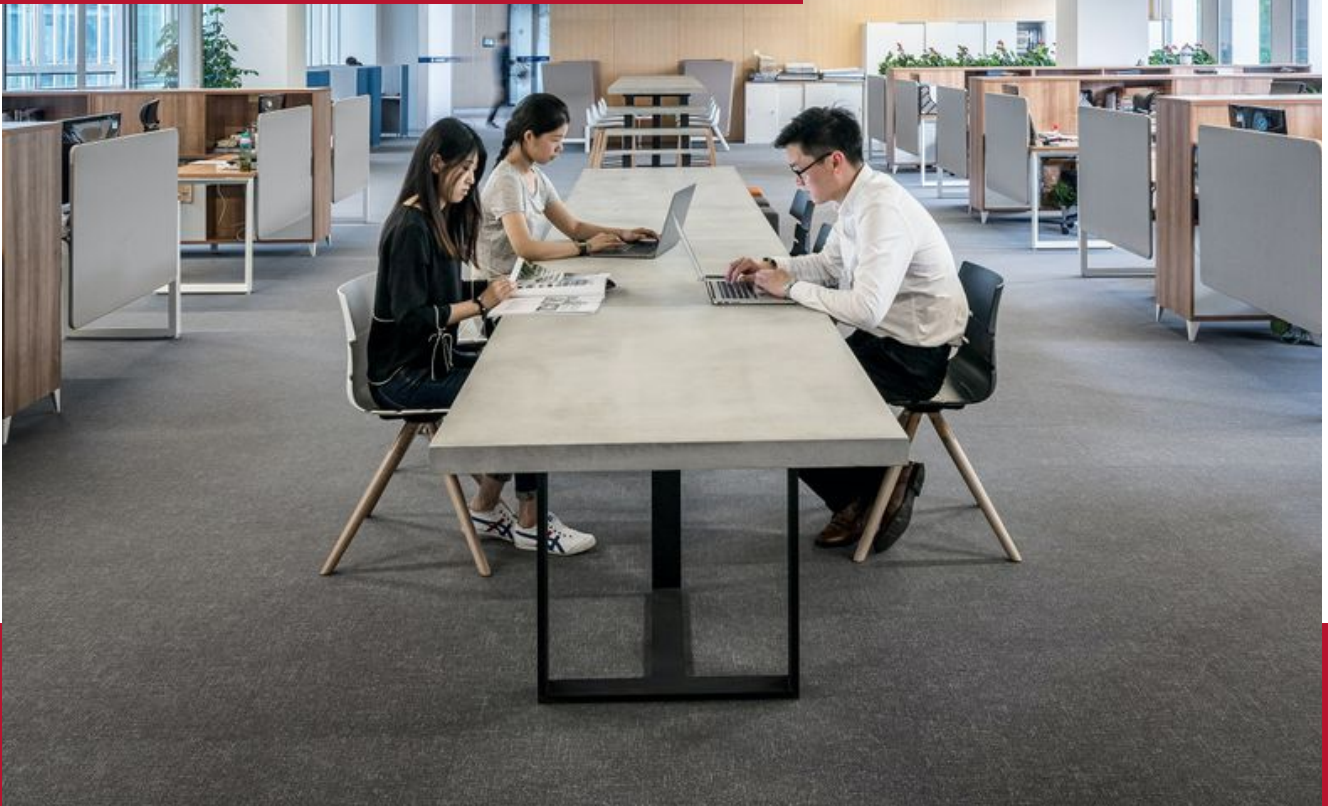
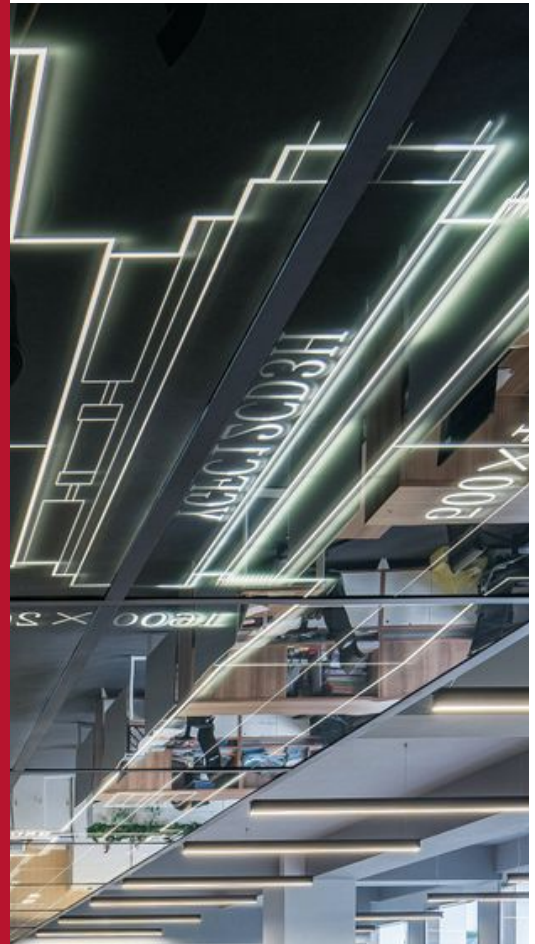


Registration- EagleNET

Training Manual for Students

Prepared by
The Degree Completion Team



Introduction

When your registration day arrives, you can easily register into your courses if you have already scheduled them.

Accessing Registration via EagleNET

You will need to first access your EagleNET portal.



CLICK HERE
TO ACCESS
EAGLENET



Registration

1. After logging into EagleNET with your SSO, select *Register for Classes* on the top right.

Registration

What would you like to do?

- [Prepare for Registration](#)
View registration status, update student term data, and complete pre-registration requirements.
- [Plan Ahead](#)
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
- [View Registration Information](#)
View your past schedules and your ungraded classes.
- [Register for Classes](#)
Search and register for your classes. You can also view and manage your schedule.
- [Browse Classes](#)
Looking for classes? In this section you can browse classes you find interesting.
- [Browse Course Catalog](#)
Look up basic course information like subject, course and description.

2. Choose the term you want to register for (I'm using Fall 2023 as an example). Then click *Continue*.

Select a Term

How would you like to search? ⓘ

Term Date Range ⓘ

Terms Open for Registration

Fall Quarter 2023

Continue

Registration

3. You will see *Plans tab*, click it.

Register for Classes

Find Classes | Enter CRNs | **Plans** | Schedule and Options

Enter Your Search Criteria ⓘ
Term: Fall Quarter 2023

Subject

Course Number

Keyword

[Clear](#) [▶ Advanced Search](#)

4. You will see the options for every schedule you built. Identify the schedule you want and click the *Add All* button.

Register for Classes

Find Classes | Enter CRNs | **Plans** | Schedule and Options

Register from a plan.
Term: Fall Quarter 2023

Plan: Priority Plan Created by: You (Preferred)

Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	Note	Course Sections	Add
PUBLIC ADMINISTRATION RESEARCH APP...	PADM 501, 040	5	15611	Seminar and Dialogue	Li, Ning (Primary)	Standard Grading		<input type="button" value="View Sections"/>	<input type="button" value="Add"/>
LIFE-SPAN DEVELOPMENT	PSYC 201, 001	5	16092	Lecture & PracticeDis...	Jackson, Nick (Primary)	Standard Grading		<input type="button" value="View Sections"/>	<input type="button" value="Add"/>
GENERAL PSYCHOLOGY	PSYC 100, 001	5	16009	Lecture	Stelzogen, Kurt (Primary)	Standard Grading		<input type="button" value="View Sections"/>	<input type="button" value="Add"/>

Records: 3

Plan: Backup Plan Created by: You

Registration

5. You will see the courses get added on the bottom right. The *Status* column will say *Pending*. You must click on the *Submit* button on the bottom right in order to register into the courses.

Register for Classes

Find Classes Enter CRNs Plans Schedule and Options

Register from a plan.
Term: Fall Quarter 2023

Plan: Priority Plan Created by: You (Preferred) Add All

Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	Note	Course Sections	Add
PUBLIC ADMINISTRATION RESEARCH APP...	PADM 501, 040	5	15611	Seminar and Dialogue	Lj. Ning (Primary)	Standard Grading		View Sections	Add
LIFE-SPAN DEVELOPMENT	PSYC 201, 001	5	16092	Lecture & Practice/Dis...	Jackson, Nick (Primary)	Standard Grading		View Sections	Add
GENERAL PSYCHOLOGY	PSYC 100, 001	5	16089	Lecture	Stehwagen, Kurt (Primary)	Standard Grading		View Sections	Add

Records: 3

Plan: Backup Plan Created by: You Add All

Schedule Schedule Details Summary

Class Schedule for Fall Quarter 2023

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am		LIFE-SPAN DEVELOPMENT	LIFE-SPAN DEVELOPMENT	LIFE-SPAN DEVELOPMENT	LIFE-SPAN DEVELOPMENT	LIFE-SPAN DEVELOPMENT	
10am		GENERAL PSYCHOLOGY	GENERAL PSYCHOLOGY	GENERAL PSYCHOLOGY	GENERAL PSYCHOLOGY	GENERAL PSYCHOLOGY	

Display or hide additional registration information using Ctrl + Alt + V. Use Ctrl + Alt + C to reset all panels.

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 18

You must click **Submit** in order to register into these courses!

Submit

6. After clicking Submit, you will see the *Status* update. If it is *Green* and says *Registered*, you are all set. If you see anything in Red, please connect with your advisor to determine the issue.

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
GENERAL PSYCHOLOGY	PSYC 100, 001	5	16089	Lecture	Registered	None
LIFE-SPAN DEVELOPMENT	PSYC 201, 001	5	16092	Lecture & Practice/...	Registered	None
PUBLIC ADMINISTRATION RES...	PADM 501, 040	5	15611	Seminar and Dialogue	Registered	None

Total Hours | Registered: 15 | Billing: 15 | CEU: 0 | Min: 0 | Max: 18

Submit

Registration

Once you get the *Green Registered* status, you are registered!!