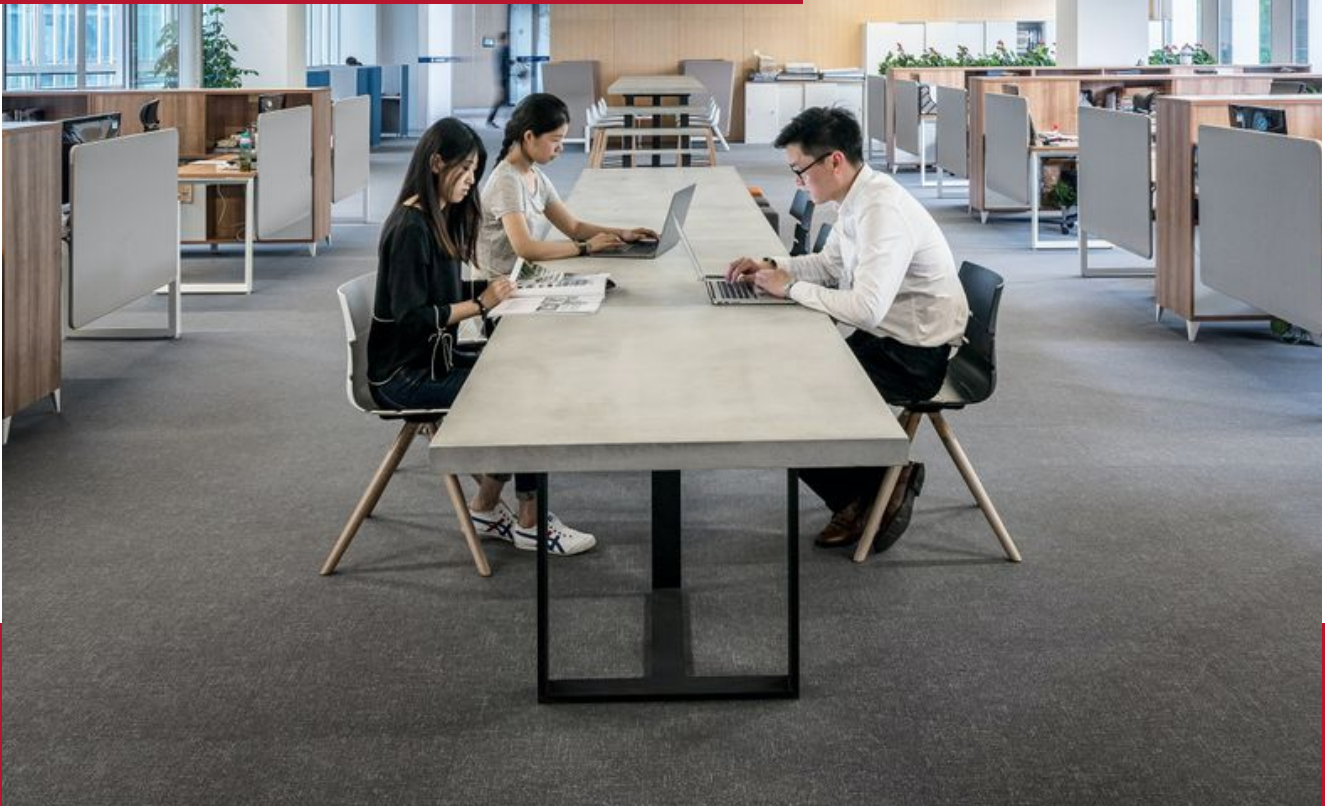
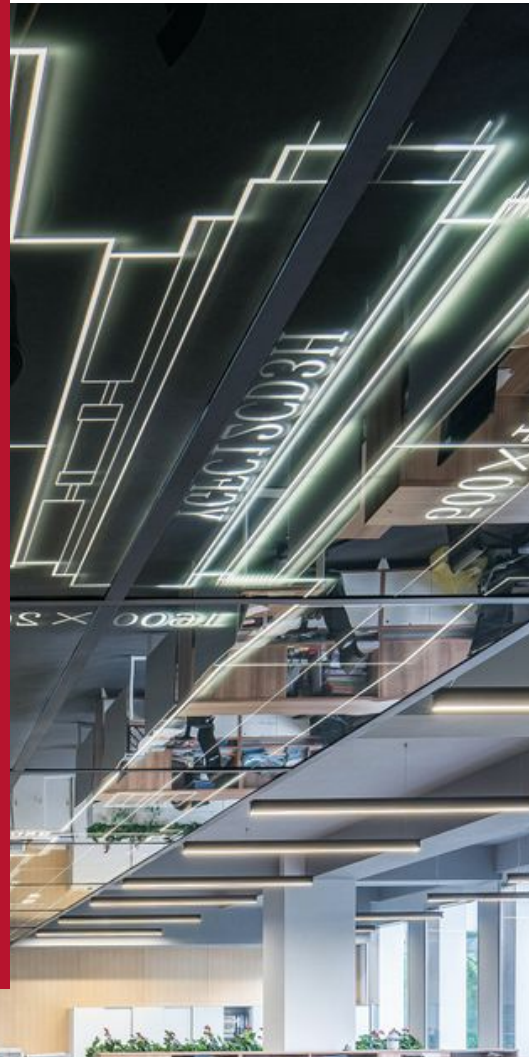


# Scheduling – EagleNET

Training Manual for Students

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Prepared by  
The Degree Completion Team



# Introduction

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After you have created your Degree Works Plan, you can start your Scheduling the course sections once the schedule is released for the upcoming term(s).

## *Accessing Plan Ahead in EagleNET*

You will need to first access your EagleNET portal.



CLICK HERE  
TO ACCESS  
EAGLENET









# Scheduling

1. After logging into EagleNET with your SSO, select *Plan Ahead* on the middle left.

Student • Registration

Registration

What would you like to do?

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

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

Student • Registration • Select a Term

## Select a Term

Terms Open for Planning ⓘ

Fall Quarter 2023 ▼

Continue

# Scheduling


You will notice a few lines here. The top line "Plans you have created for this term: 0" is referring to how many term plans you've created. The bottom line "Number of Degree Works Plans: 1" is referring to how many Long-Term Plans you have Active and Locked in Degree Works Plans.

3. To start, you will want to click on *Create a New Plan*.

[Student](#) • [Registration](#) • [Select a Term](#) • [Select A Plan](#)

## Select A Plan

**Plans you have created for this term: 0**  
Term: Fall Quarter 2023  
You are allowed a maximum of 5 plans for this term.

[+ Create a New Plan](#)  **Click here**

**Number of Degree Works Plans: 1**  
Plan: Fall 23 Public Admin Test Plan - Rwise Created by: You

# Scheduling

4. To see your Long-Term Plan for this term, click on *Degree Works Plans*.

Plan Ahead

Find Classes
Degree Works Plans

**Enter Your Search Criteria**  
Term: Fall Quarter 2023

Subject

Course Number

Keyword

[▶ Advanced Search](#)

5. Then you'll see the courses you've selected for this term. Click on *View Sections* in order to plan out specific course sections to start building a schedule.

Classes
Degree Works Plans

**Number of Degree Works Plans for this term: 1**  
: Fall Quarter 2023

Plan: Fall 23 Public Admin Test Plan - Revise Created by: You

Critical Indica	Title	Details	Hours	Delivery	Choice Group	Choice Description	Attribute Summary	Note	Course Sections	Add Course	
	PUBLIC ADM RESEARCH APPROACHES	PADM 501	5						Q View Sections	<input type="button" value="Add Course"/>	
	GENERAL PSYCHOLOGY	PSYC 100	5						Q View Sections	<input type="button" value="Add Course"/>	
	LIFE-SPAN DEVELOPMENT	PSYC 201	5						Q View Sections	<input type="button" value="Add Course"/>	

Records: 3

# Scheduling

6. You'll see every section listed and how many seats are left. Click the *Add* button to add the section you want.

Title	Subject Description	Course Num	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	Linked Sections	Add
GENERAL PSYCHOLOGY Lecture	Psychology	100	001	5	16089	Fall Qu...	Stehwagen, Kurt (Primary)	S M T W T F S 10:00 AM - 10:50 AM Type: Class Buil	Cheney	124 of 220 seats re... 10 of 10 waitlist sea...	State Support Funding Social Science Soc Sci - Anth. Ggr. Psyc. Soc		Add
GENERAL PSYCHOLOGY Lecture	Psychology	100	002	5	16090	Fall Qu...	Jordan, Cary (Primary)	S M T W T F S 01:00 PM - 03:20 PM Type: Class Buil	Cheney	FULL: 0 of 35 s... 6 of 10 waitlist ...	State Support Funding Social Science		Add
GENERAL PSYCHOLOGY Lecture	Psychology	100	003	5	16091	Fall Qu...	El-Ajayl, Amani (Primary)	S M T W T F S 11:00 AM - 11:50 AM Type: Class Buil	Cheney	129 of 240 seats re... 10 of 10 waitlist sea...	State Support Funding Social Science Soc Sci - Anth. Ggr. Psyc. Soc		Add

7. Then you'll see the bottom left pop up with a calendar view and then the course info on the bottom right. You need to click *Return to Plan* on the top left to return to your Degree Works Plan.

Title	Details	Hours	CRN	Schedule Type	Note	Status	Action
GENERAL PSYCHOLOGY	PSYC 100, 001	5	16089	Lecture		Pending	Add
PUBLIC ADMINISTRATION B...	PADM 501, 040	5	15611	Seminar and Dial...		Pending	Add

# Scheduling

8. Continue the process for all of the courses until you have a complete schedule. Then click *Save Plan* on the bottom right.

The screenshot shows the Degree Works Plans interface. At the top, there's a search bar with "Search Results - 3 Classes" and "Term: Fall Quarter 2023 Subject and Course Number: PSYC201". Below this is a table of search results with columns for Title, Subject Description, Course Num, Section, Hours, CRN, Term, Instructor, Meeting Times, Campus, Status, Attribute, and Linked Sections. Three results are shown for PSYC 201 sections 001, 025, and 075. Each result has an "Add" button. Below the table is a "Schedule" section with a grid for the Fall Quarter 2023. The grid shows the days of the week and time slots from 6am to 11am. A red arrow points to the "Save Plan" button at the bottom right of the interface.

9. Give the plan a name and click *Save*, I'm titling mine "Priority Plan"

The screenshot shows a dialog box titled "Name Your Plan". It has a close button (X) in the top right corner. Below the title is a text input field labeled "Plan Name" containing the text "Priority Plan". The input field is highlighted with a red box. Below the input field is a red arrow pointing towards the "Save" button. At the bottom of the dialog are two buttons: "Close" and "Save".

# Scheduling

10. You will see the status of your classes as *Planned*. If you want to create a backup plan with different variations of sections, you can! Click on *Registration* at the top.

Student • **Registration** • Select a Term • Select A Plan • Plan Ahead

Plan Ahead

Find Classes Degree Work Plans

Return to Plan Search Results — 3 Classes Term: Fall Quarter 2023 Subject and Course Number: PSYC201 Search Again

Title	Subject Description	Course Num	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	Linked Sections	Add
LIFE-SPAN DEVELOPMENT Lecture & Practice/Discussion	Psychology	201	001	5	16092	Fall Qu...	Jackson, Nick (Primary)	S M T W T F S   09:00 AM - 09:50 AM Type: Class Buil	Cheney	98 of 200 seats rem... 10 of 10 waitlist sea...	State Support Funding Social Science Soc Sci - Anth: Ggr. Psyc. Soc		Add
LIFE-SPAN DEVELOPMENT Lecture & Practice/Discussion	Psychology	201	025	5	16132	Fall Qu...	Souzeon, Paul (Primary)	S M T W T F S   - Type: Class Building: Arranged Rot	Cheney	FULL: 0 of 35 s... 3 of 10 waitlist ...	Complete Online Learning State Support Funding Social Science Soc Sci - Anth: Ggr. Psyc. Soc		Add
LIFE-SPAN DEVELOPMENT Lecture & Practice/Discussion	Psychology	201	075	5	16133	Fall Qu...	Souzeon, Paul (Primary)	S M T W T F S   - Type: Class Building: Arranged Rot	Online	6 of 9 seats remain. 5 of 5 waitlist s...	Complete Online Learning Self-Support Funding Social Science		Add

Schedule Schedule Details

Class Schedule for Fall Quarter 2023

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am		PSYC201 (Planned)	PSYC201 (Planned)	PSYC201 (Planned)	PSYC201 (Planned)	PSYC201 (Planned)	
10am		PSYC100 (Planned)	PSYC100 (Planned)	PSYC100 (Planned)	PSYC100 (Planned)	PSYC100 (Planned)	
11am							

Priority Plan

Title	Details	Hours	CRN	Schedule Type	Note	Status	Action
GENERAL PSYCHOLOGY	PSYC 100, 001	5	16089	Lecture		Planned	None
LIFE-SPAN DEVELOPMENT	PSYC 201, 001	5	16092	Lecture & Practic...		Planned	None
PUBLIC ADMINISTRATION B	PADM 501, 040	5	15611	Seminar and Dial...		Planned	None

Total Planned Hours: 15 Save Plan

11. Then you start with Step 1!

## 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

**Browse Classes**  
Looking for classes? In this section you can browse clas

**Browse Course Catalog**  
Look up basic course information like subject, course ar