

## EagleNet Planning Instructions

### 1. Read your Program Evaluation (also known as a degree audit).

- a. Sign into EagleNet at <https://eaglenet.life.edu/Student/> using your Life student UserName and Password.
- b. From the Home Page, click on “Registration & Planning.”
- c. Click on “Go to My Progress” under “View Your Progress.”
- d. Click on the degree program you would like to view your progress in.

Here, you will be able to view your academic progress in your degree, the courses you have credit for, and the courses you need to take for your degree. Your Program Evaluation will help you to plan the classes you need to take next quarter.

### 2. Plan your schedule using Student Planning on EagleNet.

\*Please note that PLANNING your schedule is different than REGISTERING for classes. Courses that you have **PLANNED** will appear in **YELLOW** on your EagleNet schedule, while courses you are **REGISTERED** for will appear in **GREEN**.

- a. Sign into EagleNet at <https://eaglenet.life.edu/Student/> using your Life student UserName and Password.
- b. From the Home Page, click on “Registration & Planning.”
- c. Click on “Go to Registration & Planning” under “Registration & Planning.”
- d. Here, you will see your current quarter’s schedule displayed. Navigate through the right and left arrows under “Schedule” to reach “Winter 2018.” Your specific registration period time and date will display.
- e. Using the courses needed from your Program Evaluation (Step 1), search for each course’s course code one-by-one using the search bar in the upper right-hand quarter. For example, if you are looking to plan for Chiropractic Assembly, you will type *CPAP 1500*.
- f. The course you searched for will be displayed with the course description, location, instructor, credit amount, and meeting days/times. Review the course and select “View Available Sections.”

\*Please note that **before Week 7**, meeting days and times for classes may not be available. You may still plan out the classes you need (without days and times) by selecting “Add Course to Plan.” This will add the course to your plan *without a section number assigned to it*. **When you return to register, you will need to go back to select sections for all your courses, even if they have only one section number.**

- g. Available sections will appear for the course you searched. If you are adding a course with a lab component, you will see multiple lab times displayed with corresponding section numbers. Choose your desired section. Labs that are full will show as unavailable.
- h. A new window will pop up for you to review the course again. Click “Add Section.”
- i. In the upper right-hand corner, you will see a notification reading that your desired course has been “planned on your schedule.”
- j. To review your plan, you may return to your schedule by hovering over the “Registration & Planning” tab from the header and selecting “Register & Plan Courses.” Navigate to your Winter 2018 schedule.
- k. The courses you have **PLANNED** will appear in **YELLOW**. Yellow indicates that you have not officially registered for the course yet, you are just planning to take it. Remember that if you plan your schedule before your registration window opens, you will need to go back to select the section number and register for the course.
- l. **After planning your next quarter schedule entirely, go to the “Advising” tab at the top of the page and click “Request Review.”** This will allow me to review and approve your plan.
- m. Once your specific registration period opens, you will be able to click “Register Now” to register for all your planned courses at one time. You may also register for your classes individually by selecting “Register” under each course on the left side bar. Classes that you are completely **REGISTERED** for will now appear on your schedule in **GREEN**. Be sure that you have registered for all the classes you need!

That’s it! Once you have planned your schedule for the next quarter, **I strongly encourage you to use your Program Evaluation to plan the courses you will take for the entire academic year.** We will review these plans in your advising appointment with me.

If you have additional questions about this process, please review the informational slideshows and videos about EagleNet posted in your **BlackBoard account** under “My Courses > EagleNet Training.”

I am also happy to answer questions you have about creating your schedule when we meet for your advising appointment.