## Accessing Your Student Planner in Eagle Service

- Login at [https://eagleservice.american.edu](https://eagleservice.american.edu)
- Once you’ve logged in, click the Plan & Schedule Tab
- This document isn’t an exhaustive user guide but does provide some common tips while you plan your courses.

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Searching for Classes

Search for classes using the “Search for classes…” bar in the top right-hand corner on your Student Planner.

- **TIP:** when Searching for a specific course, for example Writing 100, Search WRT100 with no dash in between WRT and 100.

- **TIP:** Once you search, use the “Filter Results” column to aid in your searching by filtering for the semester you are registering in (i.e. Fall 2023) under “Terms” and, when applicable, “Open Sections Only” under “Availability”.

Click “view available sections…” to find a specific section of the course you are searching on your planner.

Some courses have lots of sections, so you may be scrolling before you find a section you want to place on your planner. Be patient!
TIP: to see if a course has restrictions or pre-requisites that may stop you from registering for that course or a specific section of that course, click the course number to bring up the “Section Details Screen”. You also get this screen, when you click “Add Section to Schedule”.

The Section Details screen has information on professor, date, time, location, and bookstore information (this is usually updated closer to the semester starting). It also includes restrictions and pre-requisites - see the 2 examples on the next slide.
The “Requisites” row shows pre-requisites or classes you need to complete before taking this course. The image above shows you need to complete WRT-100 before taking WRT-101.

A co-requisite is a course you need to register for while taking a specific course. A common example of this is CHEM-110 (lecture) and CHEM-111 (lab). Each class is a co-requisite of the other, so you need to register for both at the same time.

The “additional information” row shows that this section of GOVT-110 is restricted to SPA students. Only students who are part of the restricted group of students can register for this class.
Searching for Habits of Mind Classes

**TIP:** search “habits of mind” in quotations using the search bar. This will search for all courses with the phrase “habits of mind” in the description. Use the same filter results as discussed on slide 2.

The specific Habits of Mind category a course fulfills is listed at the end of the course description.

You can also filter by specific Habits of Mind category at the bottom of the Filter Results column under "Course Types". Here you can choose one of the 5 Habits of Mind categories to filter:

- Core: Cultural Inquiry
- Core: Socio-Historical
- Core: Creative-Aesthetic
- Core: Natural-Scientific
- Core: Ethical Reasoning
Adding Courses to Your Planner

When you’ve found the section of a course you want to add to your planner:

- Click “add section to planner” (see slide 3)
- After reviewing the section details, if the course is available for you, click “Add Section”

When courses are added to your planner, they show up as:

- Yellow = planned
- Red = full or conflict with another course
- Green = registered and enrolled in the course. This requires you to click the register button under each course or the “register now” button

Reminder - Your registration day is listed in your Suggested Course Letter sent to you as early as June 6th, 2023 by your first year advisor.
Registering for Courses

Not Eligible to Register

If the "Register" link under each individual course on the left side of your planner and the "Register Now" button on the right-hand side above your planner is GREY, you currently aren’t eligible to register. You'll need to wait until your registration date and time and/or resolve any holds before registering.

Eligible to Register

If the "Register" link under each individual course on the left side of your planner and the "Register Now" button on the right-hand side above your planner is BLUE, you currently are eligible to register. If you want to register for all the courses on your planner at once, use the "Register Now" button. Also use this button if you need to register for co-requisite courses (see slide 4 for more info). The "Register" button under each individual course on the left hand side of your planner is register for individual courses one at a time.

Your Registration day and time is in your Suggested Course Letter was sent to you as early as June 6th, 2023.
Waitlisting for Courses

If a section for a course you want to register is full:

• **FIRST** – register for an open section
• **SECOND** – waitlist for your preferred section

This will guarantee you a seat if there is an open section as waitlists aren't guaranteed.

To officially get on the waitlist, click the waitlist button under the course.

Once on a waitlist:

• Your "Rank" of where you are on the waitlist will appear.
• Check your AU email daily. Once notified you will have one day from when the notification email is sent to you to register.
• A "Register" button will appear in Eagle Service to note you can now register for the course.
• **PLEASE NOTE:** you may need to drop a course to register for the course in which you are waitlisted to stay between 12 -17 credits.
Look Out For...

**Red Caution Box** in top right-hand corner – this tells you that you currently have a hold on your account. You need to resolve this hold before you can register. Common ones include:

- **Account Balance** – you have a balance on your account which needs to be addressed. Contact AU Central
- **Immunization Hold** – Your immunization records are received or updated. Please contact the Student Health Center.
- **Advising Hold** – for the summer, there is an advising hold on your account. On your registration day, this hold will be lifted. Starting in the Fall, if you have an advising hold on your account, connect with your academic advisor.
- The red box will direct you to the office you need to communicate with to resolve your hold.

**Yellow Caution Box** in top right-hand corner – this tells you that you are trying to register for a restricted course or a course you don’t meet the pre-req for. See slide 4 for more information.

**Student Planner** – Eagle Service will sign you out after a few minutes of inactivity. If you are trying to search or do an action in Eagle Service and nothing is happening, log back into Eagle Service. This is a feature to protect your privacy and your academic record.