

# HOW TO REGISTER

## STEP 1

Sign into **myAU Portal**, using your username and password. Press enter.

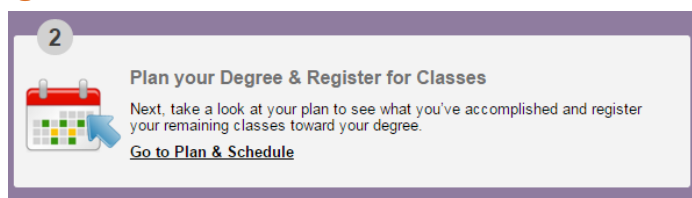


## STEP 2

Under the Academics tab at the top of the page, click **Eagle Service**

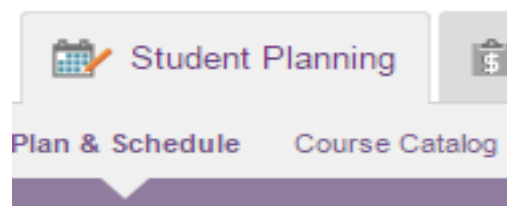
## STEP 3

Once redirected to **Eagle Service** page, you will see 2 options: Student Finance and Student Planning. Click **Student Planning**.



## STEP 4

You will be directed to your current schedule of classes. Under the Student Planning tab, select the **Course Catalog** tab.



## STEP 5

Select or enter Course Title, Number, or Subject. Please note that LL.M. students can only take law courses (coded as LAW-XXX-XXX).

## STEP 6

Find the desired course by using the filters located on the left side of your screen, and click **Add Course to Plan**.

## STEP 7

A pop-up box will appear with course details. Select the correct term and click **Add Course to Plan**.

## STEP 8

Repeat steps 5-7 until all classes have been added to your plan.

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## STEP 9

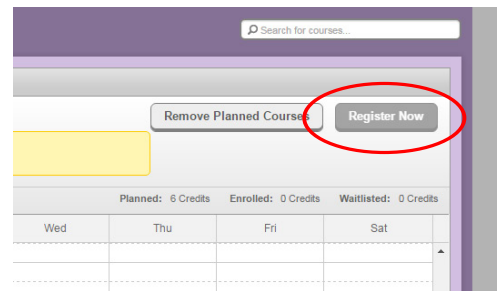
Once you have added all desired classes to your plan for next semester, under Student Planning tab, click **Plan & Schedule**.

## STEP 10

Confirm you are seeing the schedule for next semester. (To change schedules, click the **right arrow** next to the title of the current semester.)

## STEP 11

Click the grey **Register Now** button on the right side of the screen.



## STEP 12

You may now print your schedule for next semester by clicking the **Print** icon under the title of next semester's term or save your new schedule to iCal by clicking **Save to iCal**.

## WAITLIST PROCESS

When a section of a course has reached full enrollment capacity, students may add themselves to the waitlist in Eagle Service. As space becomes available, students have the opportunity to enroll in that course through the automated process.

Please note that students may not waitlist for more than one section of any course at any given time. Students may not waitlist for more than three unique courses at any point in time.

Students may add themselves to a waitlist by selecting "waitlist" in the Plan and Schedule tab of Student Planning in Eagle Service. Students may also drop themselves from a waitlisted section in the same tab of Student Planning.

Active students on a waitlist are granted permission to register as space become available on a first-on/first-off basis. Before 8 AM, eligible students receive an email in their AU email account from the University Registrar that alerts them to an available space in the waitlisted section. Students will have until 5:59 AM the following day to enroll in that section of the course. If a student does not register within this allotted time frame, their waitlist status expires and the space becomes available for the

**STILL CONFUSED? VISIT**

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