07.11.2023

Scheduling – EagleNET

Training Manual for Students

Prepared by The Degree Completion Team



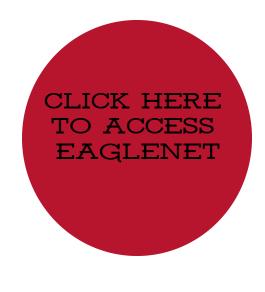


Introduction

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.



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

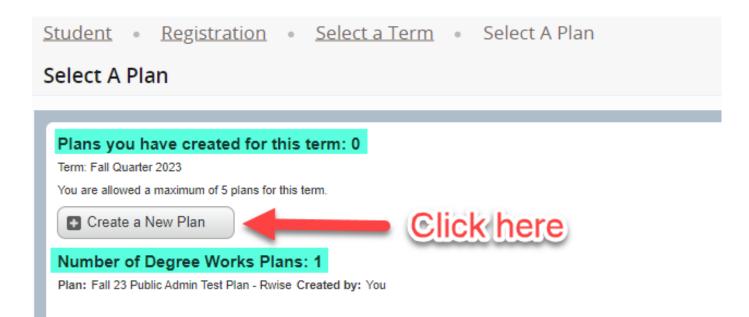
<u>Student</u> • <u>Registration</u>		
Registration		
What would you like to do?		
Prepare for Registration View registration status, update student term data, and complete pre-	-registration requirements.	Register for Classes Search and register for your classes. You can also view and manage your schedule.
Plan Ahead Give yourself a head start by building plans. When you're ready to re	gister, you'll be able to load these plans.	Browse Classes Looking for classes? In this section you can browse classes you find interesting.
View Registration Information View your past schedules and your ungraded classes.		Browse Course Catalog 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*.

<u>Student</u>	•	Registration	•	Select a Term	
Select a	Ter	m			
Terms Open fo				Ŧ	
Continue					

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*.



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	
	Search Clear 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.

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	GENERAL PSYCHOLOGY	PSYC 100	5						Q View Sections	Add Course	
	LIFE-SPAN DEVELOPMENT	PSYC 201	5						Q View Sections	Add Course	
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6. You'll see every section listed and how many seats are left. Click the *Add* button to add the section you want.

Find Classes Degree V	Vorks Plan	s													
		Results — 7 Classe I Quarter 2023 Su		urse Number:	PSYC100									Searc	ch Again
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GENERAL PSYCHOLOGY Lecture		Psychology	100	003	5	16091	Fall Qu	<u>El-Alayli, Amani</u> (Primary)	SMITWITES 11:00 AM - 11:50 AM Type: Class Build	Cheney	129 of 240 seats re 10 of 10 waitlist sea	State Support Funding Social Science Soc Sci - Anth. Ggr. Psyc. Soc		Add	
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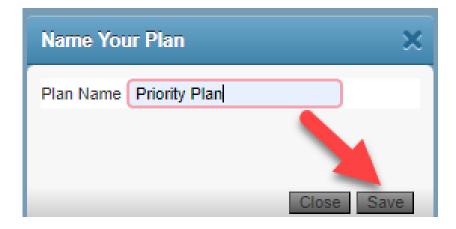
7. Then you'll see the bottom left pop up with a calendar view and then the course info on the bottom right. You need to click *Return to Plan* on the top left to return to your Degree Works Plan.

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

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



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.

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11. Then you start with Step 1!

Registration

