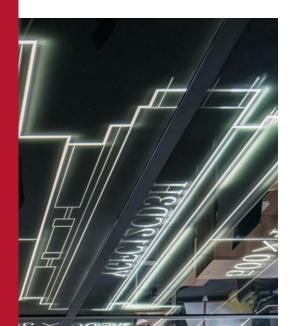
07.11.2023

## Scheduling – EagleNET

Training Manual for Students

Prepared by The Degree Completion Team



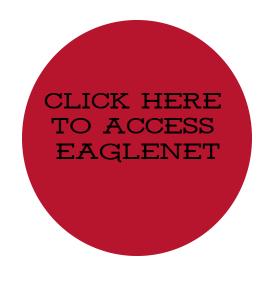


# Introduction

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.

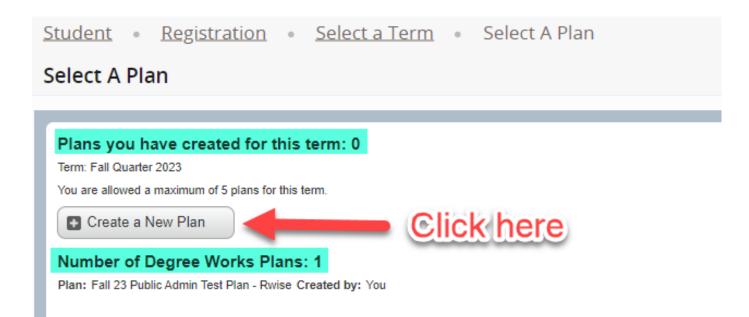
<u>Student</u> • <u>Registration</u>		
Registration		
What would you like to do?		
Prepare for Registration           View registration status, update student term data, and complete pre-	-registration requirements.	Register for Classes Search and register for your classes. You can also view and manage 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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Classes	Degree Works Plans										
nber of I	Degree Works Plans for this term: 1										
📋 Plan: Fa	all 23 Public Admin Test Plan - Rwise									c	Created by: You
Critical Indica	Title	Details	Hours	Delivery	Choice Group	Choice Description	Attribute Summary	Note	Course Sections	Add Course	<b>\$</b> .
	PUBLIC ADM RESEARCH APPROACHES	PADM 501	5						Q View Sections	Add Course	
	GENERAL PSYCHOLOGY	PSYC 100	5						Q View Sections	Add Course	
	LIFE-SPAN DEVELOPMENT	PSYC 201	5						Q View Sections	Add Course	
											Records: 3

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
Title	٥	Subject Description	Course Num	Section ©	Hours	CRN ¢	Term 0	Instructor	Meeting Times	Campus	Status	Attribute	Linked Sections	Add	<b>\$</b> .
GENERAL PSYCHOLOGY Lecture		Psychology	100	001	5	16089	Fall Qu	<u>Stellwagen, Kurt</u> (Primary)	S MIT WITES 10:00 AM - 10:50 AM Type: Class Build	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)	SMTWTFS 01:00 PM - 03:20 PM Type: Class Buil	Cheney	FULL: 0 of 35 s 6 of 10 waitlist	State Support Fundin Sudial Science	<u>   </u>	Add	
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	
												Complete Online Learning			-

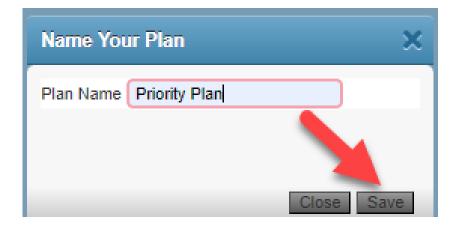
7. Then you'll see the bottom left pop up with a calendar view and then the course info on the bottom right. You need to click *Return to Plan* on the top left to return to your Degree Works Plan.

	earch Results — 7 CI rm: Fall Quarter 2023		ourse Numbe	er: PSYC100														
•	Subject Description	ion Course Nu	rr Section ©	Hours	CRN 0	Term 0	Instructor	Meeting Times		Campus	Status	Att	tribute			Linked Sections		Add
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NERAL PSYCHOLOGY ture	Psychology	100	002	5	16090	Fall Qu	Jordan, Cary (Primary)	SMTWTFS 01	00 PM - 03:20 PM Type: Class Buil	Cheney	FULL: 0 of 35 V 6 of 10 waitis	s	ate Support Funding cial Science					Add
VERAL PSYCHOLOGY Ture	Psychology	100	003	5	16091	Fall Qu	El-Alayli, Amani (Primary)	SMTWTFS 11:	00 AM - 11:50 AM Type: Class Build	Cheney	129 of 240 seats 1 10 of 10 waitlist se	e So	ate Support Funding icial Science ic Sci - Anth. Ggr. Psyc. Se	oc				Add
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thedule for Fall Quarter 2									Title	Details	Hours	0.001	Schedule Type	Note	Status		Action	
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	Estratod (Periong)	PSYC100,Pena	99. ES	EYC100/Perlangi	Payota	(Periorg)	ESYCTOD (Pending)											

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

		ac number.	r: PSYC201													_	
Subject Description	Course Nun	Section ©	Hours	CRN 0	Term 0	Instructor	Meeting Times		Campus Sta	atus	Attribute			Linked Section	ons	Add	*
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Psychology	201	025	5	16132	Fall Qu	Sourgeon_Paul (Primary)	SMTWTFS.	Type: Class Building: Arranged Roc			State Su t Social So	pport Funding cience	ic			Add	
Psychology	201	075	5	16133	Fall Qu	Sourgeon, Paul (Primary)	SMTWTFS.	Type: Class Building: Arranged Roc			Self-Sup	port Funding				Add	
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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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Classes Degree Wors I	llans																			
Return to Plan Sea Term	ch Results — 3 Class Fall Quarter 2023 Si		urse Number	: PSYC201															Se	arch Agai
le	Subject Description	Course Nun	Section 0	Hours	CRN 0	Term 0	Instructor	Meeting Times			Campus	Status		Attribute			U	inked Sections	Add	4
E-SPAN DEVELOPMENT ture & Practice/Discussion	Psychology	201	001	5	16092	Fall Qu	Jackson_Nick (Primary)	SMTWTFS	19:00 AJ	M - 09:50 AM Type: Class Built	Cheney	98 of 2 10 of 1	00 seats rei 0 waitlist se	n Social Sc a	port Funding ence Anth. Ggr. Psyc. So	c			Add	
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E-SPAN DEVELOPMENT ture & Practice/Discussion	Psychology	201	075	5	16133	Fall Qu	Spurgeon, Paul (Primary)	SMTWTFS -	Type:	Class Building: Arranged Ror	Online		eats remain f 5 waitlist s	Self-Supp	Online Learning ort Funding ience				Add	
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Sunday	Monday	Tuesday		Wednesday	Thu	rsday	Friday	Saturday		Title	Details		Hours		Schedule Type	Note	Status	Action		
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										LIFE-SPAN DEVELOPMENT	PSYC 201	1, 001	5	16092 L	ecture & Practic	+	Planned	None	•	
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	PSYC100 (Planned)	PSYC100 (Plann	<u>sed)</u>	(C100 (Planned)	PSYC100	(Planned)	PSYC100 (Planned)													

#### 11. Then you start with Step 1!

#### Registration

