

Guide to Online Registration through Student Planning

Part 2

Dropping, Withdrawing, and Troubleshooting

**Students enrolling in their first semester, or entering a new program through admissions, must contact their admissions counselor to register. They will be unable to register in Student Planning for their first courses.*

If you desire to change your registration, you may click the Drop button under a course to remove it from your registration.

IMPORTANT: Be aware of drop/withdraw deadlines before using this function. If you are prevented from using this function online, please submit a paper Add/Drop or Withdraw form to the Registrar's Office by the appropriate deadline.

The screenshot shows a web interface for course registration. At the top, there are navigation tabs: 'Schedule' (selected), 'Timeline', 'Advising', and 'Petitions & Waivers'. Below the tabs, there are navigation controls for 'Fall 2019' (left arrow, right arrow, plus icon) and a blue button labeled 'Accept Terms & Register Now'. Below these are three buttons: 'Filter Sections', 'Save to iCal', and 'Print'. On the right side, there is a summary: 'Planned: 0 Credits', 'Registered: [redacted]', and 'Waitlisted: 0 Credits'. The main content area features a course card for 'Community & Environment Health'. The card has a green status bar that says '✓ Registered, but not started'. Below this, it lists course details: 'Credits: 3 Credits', 'Grading: Graded', 'Instructor: [redacted]', and '8/26/2019 to 12/14/2019'. There is a blue 'Drop' button on the card, which is pointed to by a large orange arrow. Below the 'Drop' button is a link 'View other sections'. To the right of the course card is a weekly schedule grid with columns for Sun, Mon, Tue, Wed, Thu, Fri, and Sat, and rows for time slots from 8am to 2pm.

Drop/Withdraw Terminology:

Drop = You are no longer enrolled in the course. It is removed from your record. The tuition and any course-specific fees are removed from your bill.


Withdraw Without Academic Penalty = You are no longer enrolled in the course. It will stay on your record with a grade of W that does not affect your GPA. This counts as an attempt, in regard to course repeat policy. Your bill will not change.

Withdraw Failing (WF) = You are no longer enrolled in the course. It will stay on your record with a grade of WF that affects your GPA just like an F would. This counts as an attempt, in regard to course repeat policy. Your bill will not change.

In Student Planning, at the top right of the screen, students may sometimes see a hold message or messages stating that they are not eligible to register. These messages will direct the student to contact a particular office to resolve the issue.



If you ever see a similar message, reach out to the office noted there as soon as possible. You will be unable to register for courses while these holds remain on your record. However, you will still be able to drop or withdraw from courses using and Add/Drop form.

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This completed form must be submitted to registrar@eastern.edu or the Registrar's Office for processing by the appropriate deadlines posted in the academic calendars on the University website at www.eastern.edu/registrar.

Request to Add and/or Drop Courses

Last Name, First Name: ID or SS#:

Student Signature*:

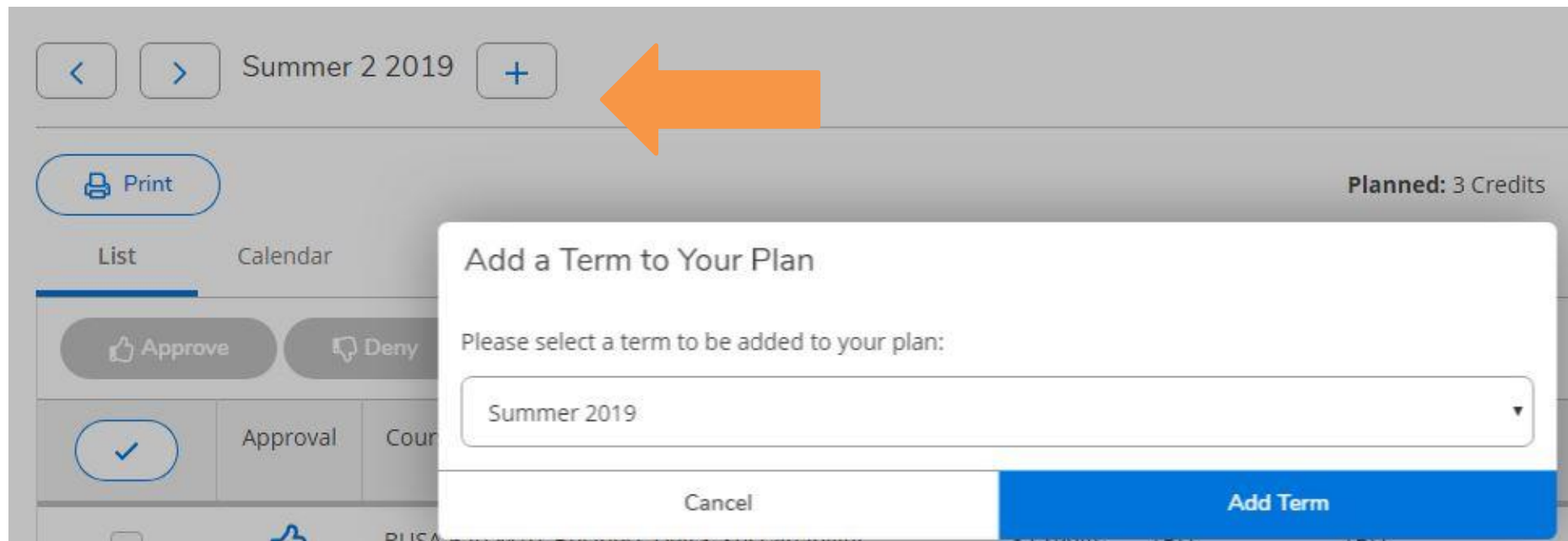
**I acknowledge that I will be financially and academically responsible for any added course(s), and must make any changes to my registration by the appropriate deadlines posted in the academic calendars on the University website.*

Advisor's Signature (Undergraduate & Palmer Students Only):

Level of Study: For Term and Year:

Undergraduate
 Graduate Level

In Plan & Schedule, students can use the < and > buttons (to the left of the term name) to scroll through terms. If you do not find a term listed that you need, click the + button next to whichever term is showing. Then use the drop-down menu to find the term you desire, then click Add Term.



The screenshot displays a user interface for managing a student plan. At the top, there are navigation buttons: a left arrow (<), a right arrow (>), the text "Summer 2 2019", and a plus sign (+) button. An orange arrow points to the plus sign button. Below this, there is a "Print" button with a printer icon and the text "Planned: 3 Credits". The interface has two tabs: "List" (selected) and "Calendar". Below the tabs are "Approve" and "Deny" buttons. A modal window titled "Add a Term to Your Plan" is open, containing the text "Please select a term to be added to your plan:" and a dropdown menu with "Summer 2019" selected. At the bottom of the modal are "Cancel" and "Add Term" buttons.


Occasionally, you may see a message about pre-requisite courses. This appears for everyone viewing the course, regardless of whether they have met the requirements.

You may see a schedule conflict message if you have planned a section at the same time as another planned or registered course.

The screenshot displays a course schedule interface for Fall 2019. The top navigation bar includes 'Schedule', 'Timeline', 'Advising', and 'Petitions & Waivers'. A 'Register Now' button is visible in the top right. Below the navigation, there are buttons for 'Filter Sections', 'Save to iCal', and 'Print'. The course details show 'Planned: 3 Credits', 'Registered: [redacted]', and 'Waitlisted: 0 Credits'. The main content area is a grid showing the course schedule for the week of 9am to 8pm. The course is 'Psychopathology' (PSYC-205, PSYC-206, or PSYC-207). A yellow warning box with a triangle icon states: 'Minimum grade C - Must be completed prior to taking this course.' Below this, the course is marked as 'Planned' with details: 'Credits: 3 Credits', 'Grading: Graded', 'Instructor: [redacted]', '8/26/2019 to 12/14/2019', and 'Seats Available: 9'. A red conflict message box with an exclamation mark icon states: 'Conflicting section with PSYC-220-1'. A blue 'Register' button is at the bottom. Two orange arrows point to the yellow warning box and the red conflict message box.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
9am							
10am							
11am		[Section]	[Section]	[Section]	[Section]	[Section]	
12pm		[Section] × PSYC-	[Section]	[Section] × PSYC-	[Section]	[Section] × PSYC-	
1pm							
2pm		[Section]		[Section]		[Section]	
3pm							
4pm							
5pm			[Section]				
6pm							
7pm							
8pm							

If the section you wish to enroll in is full, the instructor may choose to give you permission to register by adding their signature on a completed Add/Drop form. You would then turn in your form to the Registrar's Office to become registered.

Plan your Degree and Schedule your courses Search for courses... 

Schedule Timeline Advising Petitions & Waivers

< > Fall 2019 - + Remove Planned Courses

Filter Sections Save to iCal

ENGL-102-10: College Writing ×

✓ **Planned**


Credits: 3 Credits
Grading: Graded
Instructor: Repetto, W
8/26/2019 to 12/14/2019
Seats Available: 0

∨ Meeting Information

! **This section is full**

∨ View of ...

11am
12pm
1pm
2pm
3pm
4pm
5pm

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Request to Add and/or Drop Courses

Last Name, First Name:	ID or SS#:	
Student Signature*:		
<i>*I acknowledge that I will be financially and academically responsible for any added course(s), and must make any changes to my registration by the appropriate deadlines posted in the academic calendars on the University website.</i>		
Advisor's Signature (Undergraduate & Palmer Students Only):	Level of Study:	For Term and Year:
	<input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate Level	
Course(s) to Add <i>example: BIB101 Section 1 Old Testament Bible</i>		Professor's Signature
1		
2		
3		
Course(s) to Drop <i>example: BIB101 Section 1 Old Testament Bible</i>		no signature needed
1		
2		
3		



If you have any further questions, please contact the Registrar's Office.

Remember to be in touch with your advisor regularly to discuss specific course planning.

