

Guide to Online Registration through Student Planning

Part 1 The Basics

**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.*

To begin, visit <http://my.eastern.edu>.

Click on the login box first. A new login box will appear. Here, enter your Eastern username (your email address without “@eastern.edu” on the end) and password. Click OK.

The image shows a screenshot of the Eastern University MyEastern portal. At the top, the Eastern University logo is displayed. Below the logo, there are three navigation links: Webmail, Brightspace, and Web Help Desk. A maroon-bordered login box is overlaid on the page, containing the text "Sign-in to your MYEASTERN". Below this text is an "Authentication Required" dialog box. The dialog box has a title bar with a close button (X) and a question mark icon. The main text in the dialog box says "Enter username and password for https://portal.eastern.edu". There are two input fields: "User Name:" and "Password:". Below the input fields are two buttons: "OK" and "Cancel". A mouse cursor is pointing at the "Authentication Required" dialog box.

Look for the self-service menu.

Click on Academic Plan-Registration, then Student Planning.

Announcements

There were no announcements found.

News from 'The Waltonian'

- A New Hockey Season Begins
- EUVB 2017 Season by the Numbers
- EU Women's Basketball Season Preview
- Athlete Devotional: Prayer and the Daily Grind
- The Joy of a Devastated City

Self-Service Menu

- STUDENT ACCOUNTS
- FINANCIAL AID
- COURSE OFFERINGS
- ACADEMIC PLAN-REGISTRATION
- Student Planning**
- Enrollment Verification
- ACADEMIC PROFILE
- TIMETABLE AND APPROVAL
- EMERGENCY PROFILE

Registration and Student Account Links

- Tuition and Fees
- Tuition Payment
- Waive Health Insurance
- Student Calendars

My Bookmarks

CAMPUS LINKS

- Library
- Important Links for Students
- Eastern University
- Web Help Desk
- Brightspace
- Maintenance Request Form

MY LINKS

There are no links to display yet.

Manage Bookmarks

Events

Today ← → **Tuesday, May 7** ▼ Print Week Month

Tuesday, May 7

- EU Final Exams
- 6:00pm Cap Decorating for Seniors

Wednesday, May 8

- EU Final Exams

Thursday, May 9

- FU Final Exams

To begin planning your next semester's courses, click on Go to My Progress.

The screenshot shows a web interface for student planning. At the top, there are navigation links: [Academics](#), [Student Planning](#), and [Planning Overview](#). Below this is a section titled "Steps to Getting Started" with a search bar on the right containing the text "Search for courses...".

There are two numbered steps:

- 1 View Your Progress**
Start by going to My Progress to see your academic progress in your degree and search for courses.
[Go to My Progress](#)
- 2 Plan your Degree & Register for Classes**
Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.
[Go to Plan & Schedule](#)

Below the steps is a progress bar section with three columns: "Programs", "Cumulative GPA", and "Progress". The "Cumulative GPA" column shows "(2.000 required)" and a green progress bar. The "Progress" column shows a green bar.

Below the progress bar is a "Schedule" section with a table showing days of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat) and time slots (9am, 10am). The course "BIBL-101-7" is listed in the 10am slot for Tuesday and Thursday.

An orange arrow points from the "Go to My Progress" link in step 1 to the progress bar section.

My Progress shows the courses you need to fulfill program requirements, and those in which you are registered or have planned.

IMPORTANT: This is not the case for students in a teaching certification program – these students should follow their Program of Study document, and may contact their advisor for any further guidance.

The screenshot shows the 'My Progress' page for a Psychology, B.A. program. The page includes a navigation menu on the left, a search bar for courses, and a progress overview section. The progress overview shows cumulative GPA, institution GPA, degree, majors, specializations, departments, catalog, and anticipated completion date. It also displays a progress bar for total credits (29 of 121) and total credits from this school (15 of 32). A message states that program completion must be verified by the Registrar. The requirements section is partially visible, showing 'Psychology Core' with 0 of 3 completed items.

My Progress Search for courses...

Psychology, B.A. (1 of 1 programs) View a New Program Load Sample Course Plan

At a Glance Print

Cumulative GPA: [Redacted]
Institution GPA: [Redacted]
Degree: [Redacted]
Majors: [Redacted]
Specializations: [Redacted]
Departments: [Redacted]
Catalog: [Redacted]
Anticipated Completion Date: [Redacted]

Progress

Total Credits 29 of 121

Total Credits from this School 15 of 32

Program Completion must be verified by the Registrar.

Requirements

Psychology, BA

Complete all of the following items. 0 of 2 Completed. [Hide Details](#)

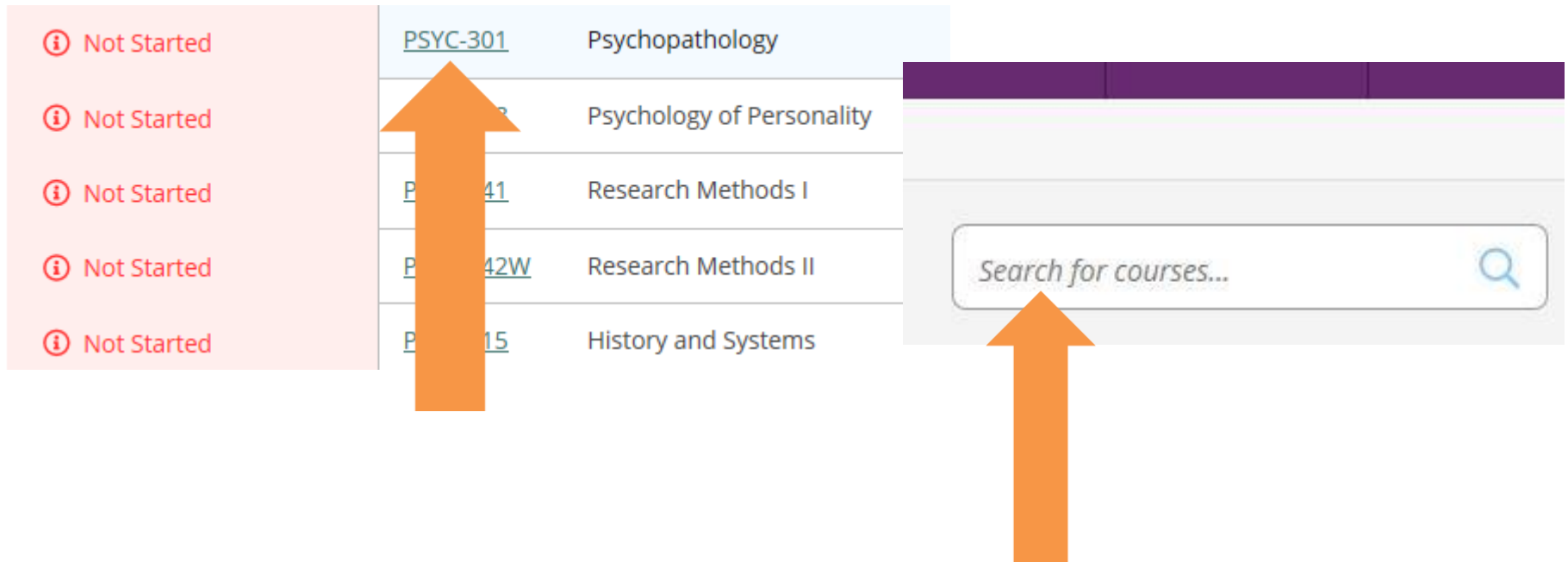
A. Psychology Core

Complete all of the following items. 0 of 3 Completed. [Hide Details](#)

1. Take the following courses: 1 of 8 Courses Completed. [Hide Details](#)

| Status | Course | Grade | Term | Credits |
|---------------|-----------------------------|------------|------------|---------|
| ✓ Completed | PSYC-100 General Psychology | [Redacted] | [Redacted] | 3 |
| 🔄 In-Progress | PSYC-225 Biopsychology | [Redacted] | [Redacted] | 3 |

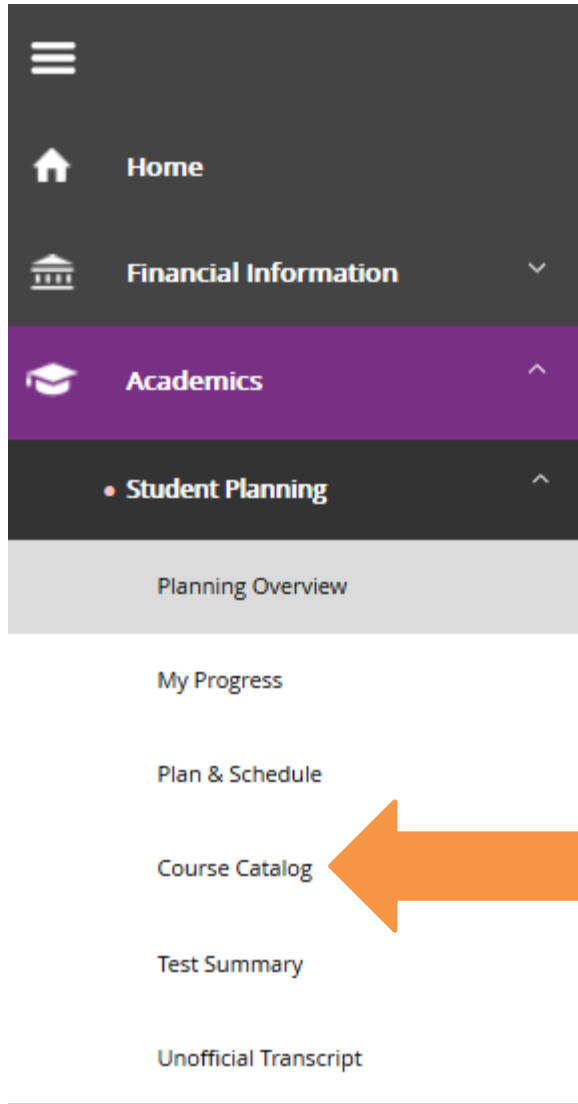
To see if a required course is offered in an upcoming semester, or to learn more about the course, you can click directly on the course code/number, or type this in the *Search for courses* bar at the top right of the page.



The image shows a screenshot of a course catalog interface. On the left, a vertical list of five items, each with a red information icon and the text "Not Started", is highlighted with a light red background. To the right, a table lists several psychology courses. An orange arrow points from the "Not Started" status to the course code "PSYC-301" in the first row of the table. Another orange arrow points from the "Search for courses..." search bar at the bottom right to the "PSYC-301" course code. The search bar contains the placeholder text "Search for courses..." and a magnifying glass icon.

| | | |
|-------------|--------------------------|---------------------------|
| Not Started | PSYC-301 | Psychopathology |
| Not Started | | Psychology of Personality |
| Not Started | 41 | Research Methods I |
| Not Started | 42W | Research Methods II |
| Not Started | 15 | History and Systems |

Search for courses...

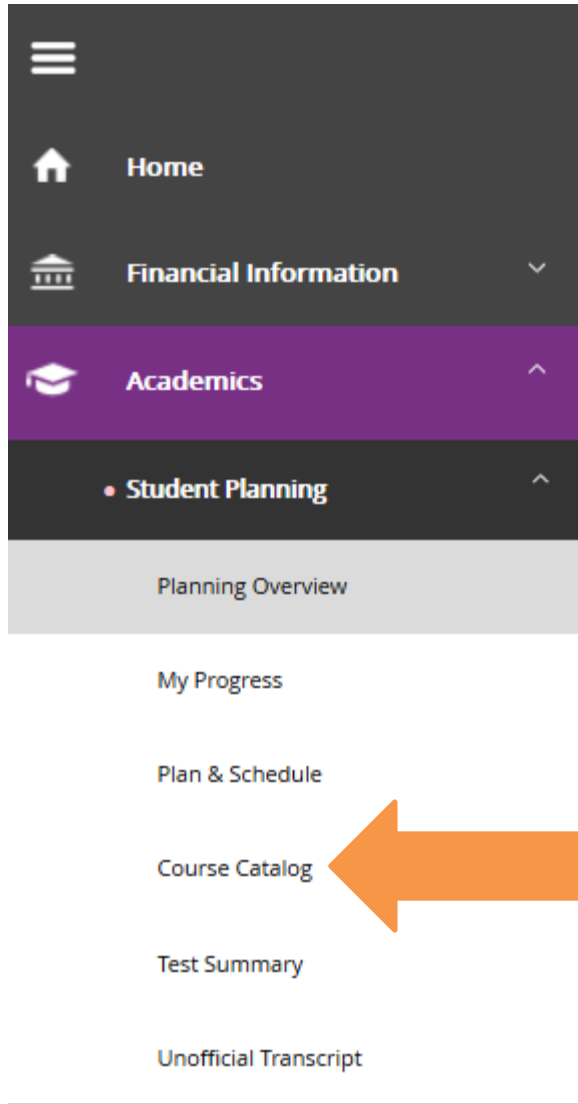


Alternatively, you may click the graduation cap icon in the menu on the left of the screen, then click on Course Catalog to search offerings.

You can then explore different courses by subject, or search by course number in the box at the top right.

When looking at course information, underneath click View Available Sections to see offerings. You can then click **Add Section to Schedule** next to one you desire. The course becomes planned, but not yet registered.

The screenshot displays a web interface for a course catalog. At the top, there are navigation links for 'Academics', 'Student Planning', and 'Course Catalog'. Below this is a search bar with the placeholder text 'Search for courses...' and a magnifying glass icon. A 'Back to My Progress' link is also visible. On the left side, there is a 'Filter Results' sidebar with sections for 'Subjects', 'Locations', 'Show All Terms', and 'Days of Week'. Each section contains a list of options with checkboxes. The main content area shows 'Filters Applied: None' and a course entry for 'PSYC-301 Psychopathology (3 Credits)'. The course description includes details about etiology, symptoms, and prerequisites. A button labeled 'Add Course to Plan' is located to the right of the course title. Below the course details, a button labeled 'View Available Sections for PSYC-301' is highlighted with a large orange arrow. At the bottom of the main content area, there are navigation controls including a back arrow, a left arrow, a page indicator '1 of 1', a right arrow, and a forward arrow.



You can click the graduation cap icon in the menu on the left of the screen to navigate around all options within Student Planning.

From here, if you click on Plan & Schedule, you can review the courses you just added to your schedule.

Under Plan & Schedule, you can register for your planned courses, or drop or withdraw from a registered course.

Academics · Student Planning · Plan & Schedule

Plan your Degree and Schedule your courses

Schedule Timeline Advising Petitions & Waivers

< > Spring 2019 + Register Now

Filter Sections Save to iCal Print Planned: 0 Credits Registered: ██████████ Waitlisted: 0 Credits

| | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|------|-----|------------|------------|------------|------------|------------|-----|
| 9am | | | | | | | |
| 10am | | | ██████████ | | ██████████ | | |
| 11am | | ██████████ | ██████████ | ██████████ | ██████████ | ██████████ | |
| 12pm | | ██████████ | | ██████████ | | ██████████ | |
| 1pm | | | | | | | |
| 2pm | | | | | | | |
| 3pm | | ██████████ | | ██████████ | | | |
| 4pm | | ██████████ | ██████████ | ██████████ | ██████████ | | |
| 5pm | | | ██████████ | | ██████████ | | |
| 6pm | | | | | | | |
| 7pm | | | | | | | |
| 8pm | | | | | | | |

██████████ Intro to the Old Testament

Approved

Registered

Credits: 3 Credits
Grading: Graded
Instructor: ██████████
1/14/2019 to 5/9/2019

Meeting Information

This section is full

Drop

View other sections

██████████ Intr Creative Writing

Approved

<https://selfservice.eastern.edu/Student/Planning/Courses/Search>

Plan & Schedule Terminology:

Planned = you have selected the course/section as a potential course for the semester/term – it is not yet registered

Important: A planned course must have a section selected in the plan order to register

Approved = your advisor has consented that you may register for the course, but this does not alter planned/registered status

Very Important: Student in an Associates, Bachelors, or seminary program must have advisor approval to register for a course

Registered = you are officially enrolled in the course for the semester/term

In Plan & Schedule, the Advising tab will have the name(s) of your assigned advisor(s). Clicking on an advisor's name will open a new email to them, or you may right-click to copy their email address. **Reaching out directly to your advisor is the best way to request they approve your planned courses.**

Plan your Degree and Schedule your courses

Search for courses...


Schedule Timeline **Advising** Petitions & Waivers

My Advisors Request Review

✉ [Peter Wool](#) (Primary)

Compose a Note Course Plan last reviewed on 4/9/2019 by Wool, Peter

Visiting directory.eastern.edu and searching the name of your advisor will bring up all available contact information for them.

 EASTERN UNIVERSITY
ONLINE TELEPHONE DIRECTORY

Enter First or Last Name Department Location

--Select Department-- --Select Location-- Search

FACULTY & STAFF

For Student Online Directory [Click Here](#)

Changes/Additions/Deletions to this directory should be directed to: servicestop@eastern.edu

Problems using this directory should be reported to: webmaster@eastern.edu

To add a different section for a Planned course, click "View other sections" under the course, click on the section you want, then click "Add Section".

The screenshot displays a university course registration system interface. At the top, navigation tabs include "Schedule", "Timeline", "Advising", and "Petitions & waivers". The main header shows "Fall 2019" with navigation arrows and a "Register Now" button. Below this are buttons for "Filter Sections", "Save to iCal", and "Print". The course status is shown as "Planned: 3 Credits", "Registered: [redacted]", and "Waitlisted: 0 Credits".

The left sidebar contains navigation icons for home, university, and user profile. The main content area is split into two panels. The left panel shows the course details for "Psychopathology" (PSYC-205, PSYC-206, or PSYC-207). It includes a warning: "Minimum grade C - Must be completed prior to taking this course." and a "Planned" status with details: "Credits: 3 Credits", "Grading: Graded", "Instructor: [redacted]", "8/26/2019 to 12/14/2019", and "Seats Available: 9". A "Meeting Information" section shows a conflict: "Conflicting section with PSYC-220-1". A "Register" button is at the bottom of this panel, with a large orange arrow pointing to it from the bottom right. A "View other sections" link is also present.

The right panel is a class schedule grid with columns for days of the week (Sun-Sat) and rows for time slots (9am-9pm). The grid shows several sections in green boxes. Conflicts are indicated by red boxes with "PSYC-" and an "x" in the 12pm slot on Monday, Wednesday, and Friday.

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

To remove a planned course that you do not wish to register for, click the X to the right of the course name. Then click Remove to confirm this action.

The screenshot displays a course registration interface for Fall 2019. At the top, there are navigation buttons for previous/next semester, a semester selector (Fall 2019), and buttons for minus/plus. A 'Remove Planned Courses' button is located in the top right. Below this are buttons for 'Filter Sections', 'Save to iCal', and 'Print'. On the right side, the status is shown as 'Planned: 3 Credits', 'Registered: 0 Credits', and 'Waitlisted: 0 Credits'.

The main content area features a course card on the left and a weekly grid on the right. The course card for 'Engaging Grief and Loss' includes a blue 'X' icon for removal, which is highlighted by a large orange arrow. The card also shows 'Approved' and 'Planned' status, 'Credits: 3 Credits', 'Grading: Graded', 'Instructor: [redacted]', '8/26/2019 to 12/14/2019', and 'Seats Available: 11'. There are expandable sections for 'Meeting Information' and 'View other sections'.

The weekly grid shows days of the week (Mon-Sat) and time slots from 11am to 8pm. A small yellow box with a red 'X' is visible in the 7pm slot on Thursday.

Once you are ready to officially enroll in your planned courses, as they appear in your plan, click the **Accept Terms & Register Now** button near the top right.

In submitting registration, students take on financial and academic responsibility, and so must take action with the Registrar's Office to make any desired changes to their schedule by the **published deadlines**.

Schedule Timeline Advising Petitions & Waivers

< > Fall 2019 +

Accept Terms & Register Now

Filter Sections Save to iCal Print

Planned: 0 Credits Registered: 0 Credits Waitlisted: 0 Credits

Community & Environment Health

✓ Registered, but not started

Credits: 3 Credits
Grading: Graded
Instructor: [Redacted]
8/26/2019 to 12/14/2019

Meeting Information

Drop

View other sections

| | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|------|-----|-----|-----|-----|-----|-----|-----|
| 8am | | | | | | | |
| 9am | | | | | | | |
| 10am | | | | | | | |
| 11am | | | | | | | |
| 12pm | | | | | | | |
| 1pm | | | | | | | |
| 2pm | | | | | | | |



Registration deadlines are posted online in the academic calendars. Students may visit eastern.edu/registrar and click on Academic Calendars to view relevant dates. There are separate calendars with dates for semester-long courses, accelerated 7-week courses, and courses under Palmer Theological Seminary.

Esperanza College students should visit <https://esperanza.eastern.edu/students/registrar> to find relevant Academic Calendars posted there.

Eastern University Academic Calendars

Semester Calendars

- [2019-2022 Current & Future Semester Calendars](#)
- [2018-2019 Previous Semester Calendars](#)
- [2016-2018 Previous Semester Calendars](#)

Accelerated Undergraduate and Graduate Students

Starting Summer 2016 or later

- [2019-2020 Calendar](#)
- [2018-2019 Calendar](#)
- [2017-2018 Calendar](#)

Starting Spring 2016 or earlier

- [2017-2018 Calendar](#)

Palmer Theological Seminary

- [2019-2020 Calendar \(PDF\)](#)
- [2018-2019 Calendar \(PDF\)](#)

If you have any further questions, please see Part 2 of this guide, or contact the Registrar's Office.

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

