

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 displays a registration system interface. 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 shows a course card for 'Community & Environment Health'. The card has a green status bar that says '✓ Registered, but not started'. Below this, it lists '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 grid for selecting a section, with columns for days of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat) and rows for times (8am, 9am, 10am, 11am, 12pm, 1pm, 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*: _____

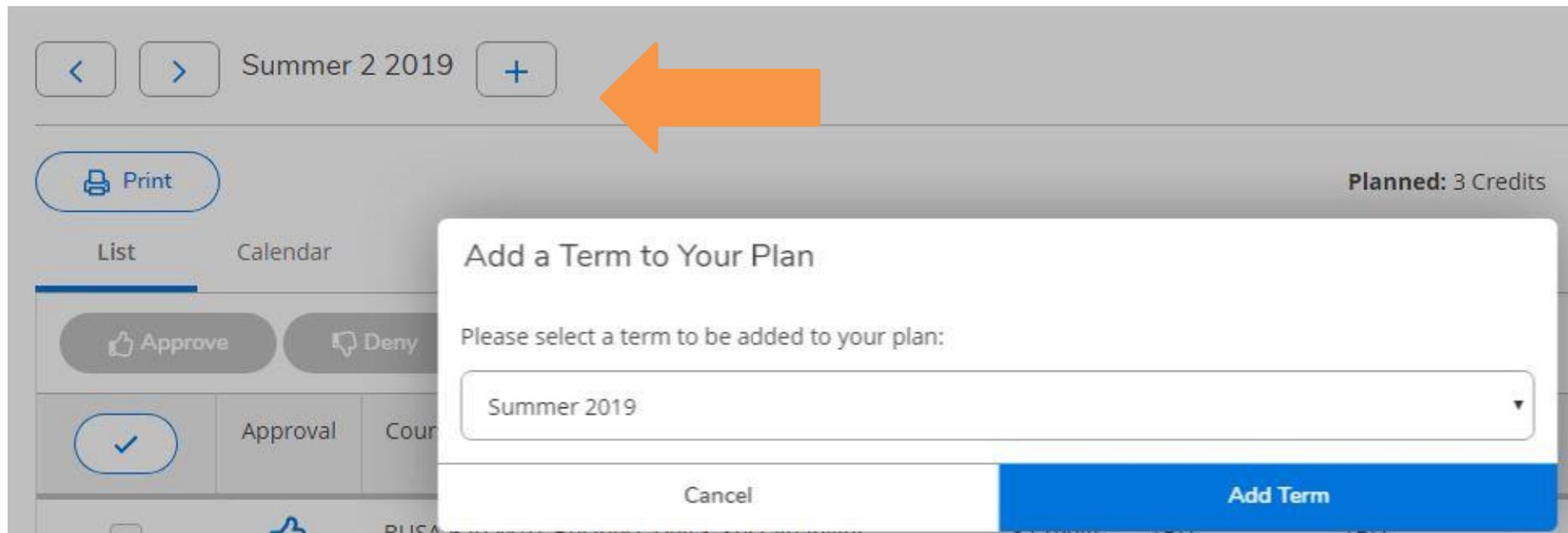
**I acknowledge that I will be financially and academically responsible for any added course(s), and must make any changes to my registration by the appropriate deadlines posted in the academic calendars on the University website.*

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

Level of Study: Undergraduate Graduate Level

For Term and Year: _____

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 shows 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 and the text "Planned: 3 Credits". The interface has tabs for "List" and "Calendar". There are "Approve" and "Deny" buttons, and a section with a checkmark icon, "Approval", and "Cour". 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 prominent in the top right. Below the navigation, there are filters 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 'Psychopathology' (PSYC-205, PSYC-206, or PSYC-207) with a warning: 'Minimum grade C - Must be completed prior to taking this course.' Below this, the course is marked as 'Planned' with details: 3 Credits, Graded, Instructor: [redacted], 8/26/2019 to 12/14/2019, and 9 seats available. A red conflict message states: 'Conflicting section with PSYC-220-1'. A 'Register' button is at the bottom of the course details. The right side of the interface shows a weekly grid from Sunday to Saturday, with time slots from 9am to 8pm. The course is scheduled for Monday, Tuesday, and Thursday from 11am to 12pm. Conflicts are shown with red 'x' marks and 'PSYC-' labels in the 12pm slot on Monday, Tuesday, and Friday. A large orange arrow points to the prerequisite warning, and another points to the conflict message.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
9am							
10am							
11am		[Section]	[Section]	[Section]	[Section]	[Section]	
12pm		[Section] x PSYC-	[Section]	[Section] x PSYC-	[Section]	[Section] x 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 s

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 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: Undergraduate Graduate Level For Term and Year: _____

Course(s) to Add Professor's Signature

example: BIB101 Section 1 Old Testament Bible

1 _____

2 _____

3 _____

Course(s) to Drop no signature needed

example: BIB101 Section 1 Old Testament Bible

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.

