

Guide to Online Registration through Student Planning

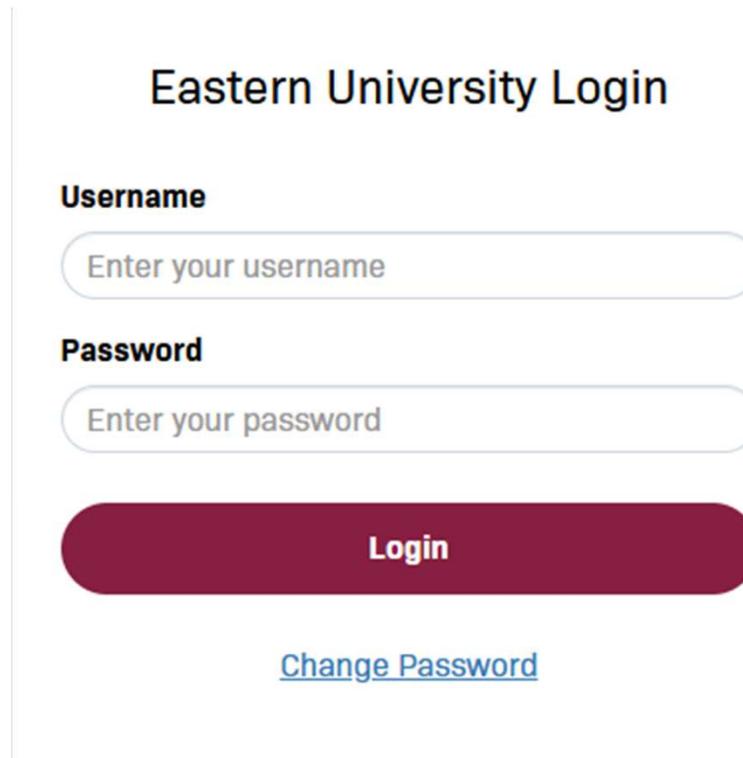
Part 1

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>.

A 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 login form for Eastern University. It features a title "Eastern University Login" at the top. Below the title are two input fields: "Username" and "Password". The "Username" field contains the placeholder text "Enter your username". The "Password" field contains the placeholder text "Enter your password". Below these fields is a large, dark red button labeled "Login". At the bottom of the form is a blue, underlined link labeled "Change Password".

Eastern University Login

Username

Enter your username

Password

Enter your password

Login

[Change Password](#)

A One Time Passcode (OTP) will be delivered as an email or text.

MULTI-FACTOR LOGIN REQUIRED

A One Time Passcode (OTP) will be delivered as an email to:

sxxxxxxxxxxxxxxxxx@gmail.com

It could take 10 to 15 seconds to be delivered. Upon receipt, please enter the OTP below to continue.

Username

2nd Factor / One Time Passcode

[Problems with this authentication option?](#)

Remember this device?

Look for the Student card.
Click on Student Planning.

The screenshot shows the Eastern University myEastern portal interface. At the top, there is a banner with the Eastern University logo and '100 YEARS' text. Below the banner are navigation tabs for 'Home', 'Community', and 'Work', and a search icon with the text 'VIEW ALL CARDS'. The main content area features several cards. The 'Students' card is highlighted in yellow and contains a grid of service tiles. An orange arrow points from the left sidebar to the 'Students' card, and another orange arrow points from below to the 'Student Planning' tile within the 'Students' card. The 'Student Planning' tile is also highlighted in yellow. Other cards include 'Feedback' and 'Eastern Quick Links (Faculty & St...)'.

Home Community Work VIEW ALL CARDS

Students

- View Account and Make Payments
- Banking Information
- Financial Aid
- Student Planning**
- Graduation Application
- My Accommodations

Feedback

Eastern University would like to know your thoughts on this new portal experience. Please contact us at webmaster@eastern.edu if you have suggestions for ways we can make this website more useful to you.

If you would like to go back to the old version of the myEastern portal, please [click here](#).

Eastern Quick Links (Faculty & St...)

- Eaglemail (from Google)
- Brightspace
- CROA
- Colleague
- Warner Library at Eastern University
- Conferences / Room Scheduling (from Ad Astra)

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 labeled "Search for courses...".

Step 1 is "View Your Progress", which includes a clipboard icon and the text: "Start by going to My Progress to see your academic progress in your degree and search for courses." Below this is a link: [Go to My Progress](#). An orange arrow points from this link down to the "Schedule" table.

Step 2 is "Plan your Degree & Register for Classes", which includes a calendar icon and the text: "Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree." Below this is a link: [Go to Plan & Schedule](#).

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

At the bottom is a "Schedule" table with columns for days of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat) and rows for time slots (9am, 10am). The 10am slot on Tuesday and Thursday shows a course: BIBL-101-7.

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.

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]

Program Completion must be verified by the Registrar.

Progress

Total Credits 29 of 30

Total Credits from this School 15 of 30

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](#)

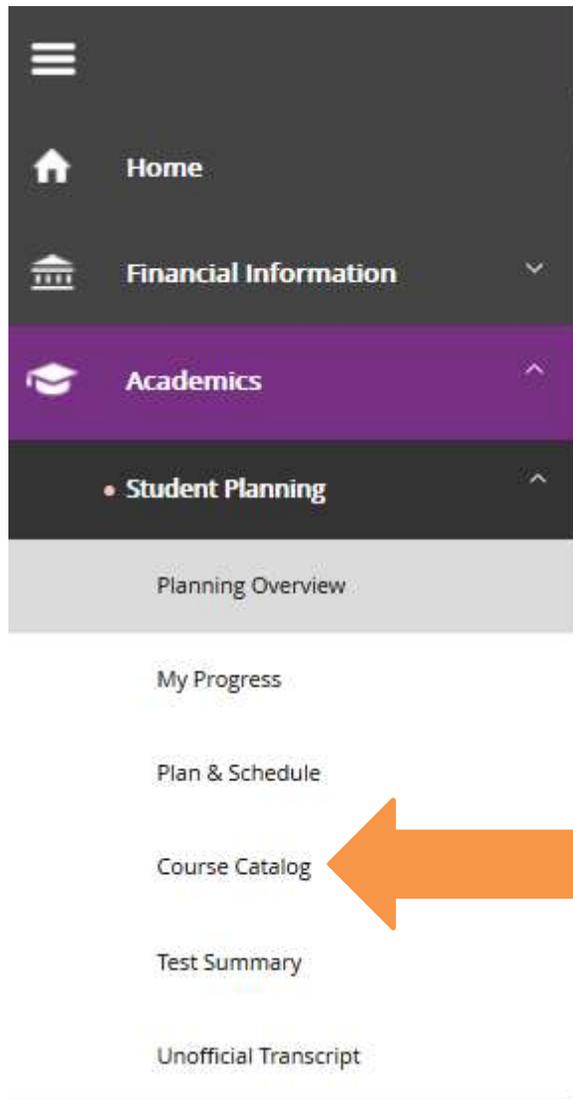
Status	Course	Grade	Term	Credits
✓ Completed	PSYC-100 General Psychology	[Redacted]	[Redacted]	3
🔄 In-Progress	PSYC-225 Biopsychology	[Redacted]	[Redacted]	3

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 pink vertical bar contains five entries, each with a red information icon and the text "Not Started". To the right is a table of courses. The first row is highlighted in light blue and contains the course code "PSYC-301" (underlined), the course name "Psychopathology", and a purple bar. The second row contains "Psychology of Personality". The third row contains "Research Methods I". The fourth row contains "Research Methods II". The fifth row contains "History and Systems". An orange arrow points from the "PSYC-301" link to the "Search for courses..." search bar on the right. The search bar is a light gray rounded rectangle with a magnifying glass icon on the right side.

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...

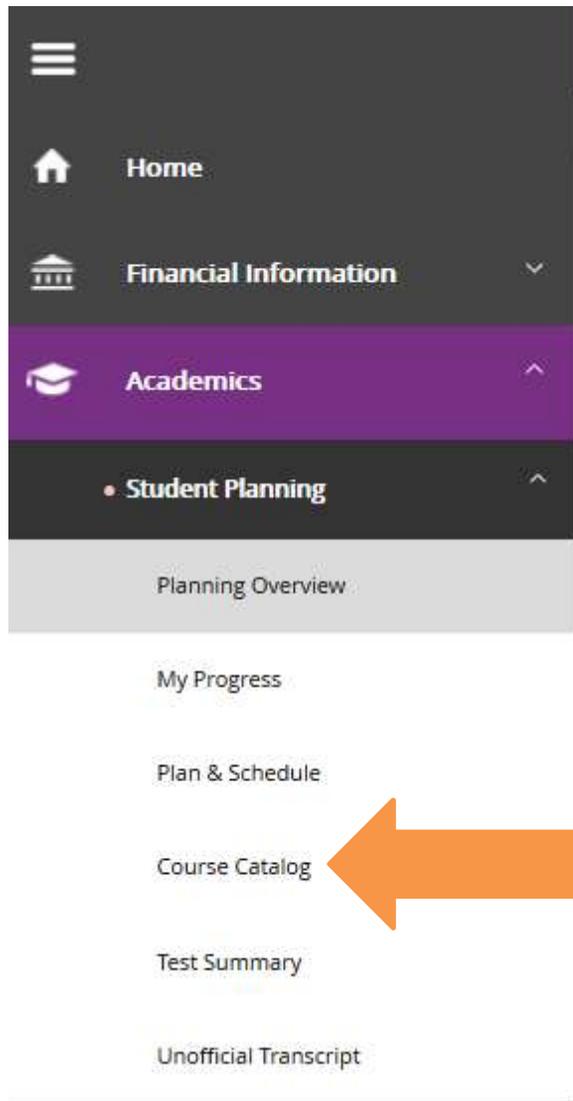


Alternatively, you may click the graduation cap icon in the menu on the left of the screen, then click on Course Catalog to search offerings.

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 text 'Search for Courses and Course Sections' and a search input field containing 'Search for courses...'. A sidebar on the left is titled 'Filter Results' and includes sections for 'Subjects', 'Locations', 'Show All Terms', and 'Days of Week', each with expandable options. The main content area shows 'Filters Applied: None' and a course entry for 'PSYC-301 Psychopathology (3 Credits)'. The course description includes 'Etiology, dynamics, symptoms and treatment of the more common types of psychological disorders, both functional and organic. Prerequisites: Minimum grade of C in PSYC 100 and one of the following: PSYC 206, 206 or 207. Offered in fall and spring. Not recommended for first year students.' Below the description is a 'Requisites' section with details for PSYC-100, PSYC-205, PSYC-206, and PSYC-207. A prominent orange arrow points to a button labeled 'View Available Sections for PSYC-301'. To the right of the course title is a button labeled 'Add Course to Plan'. At the bottom of the course entry, 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

██████ 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

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

<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
Phone Directory

Find people by their name. Find people by dept. Search

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 "Schedule" tab is active, showing a calendar for "Fall 2019" with a "Register Now" button. Below the calendar, there are buttons for "Filter Sections", "Save to iCal", and "Print". The course details panel on the left shows the course name "Psychopathology" with a warning icon and text: "PSYC-205, PSYC-206 or PSYC-207: Minimum grade C - Must be completed prior to taking this course." Below this, it indicates the course is "Planned" with 3 credits, graded, and a meeting time of 8/26/2019 to 12/14/2019. A red warning box states "Conflicting section with PSYC-220-1". A blue "Register" button is visible, with a large orange arrow pointing to it from the bottom left. The "View other sections" link is also visible at the bottom of the panel. The main area shows 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, some with conflict markers (red 'X' in a box) indicating conflicts with other sections.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
9am							
10am							
11am		[Section]	[Section]	[Section]	[Section]	[Section]	
12pm		[Section] ×	[Section]	[Section] ×	[Section]	[Section] ×	
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 user interface for managing course registrations. At the top, there are navigation controls for the semester (Fall 2019) and a button labeled "Remove Planned Courses". Below this, there are options to "Filter Sections", "Save to iCal", and "Print". A summary bar indicates "Planned: 3 Credits", "Registered: 0 Credits", and "Waitlisted: 0 Credits".

The main content area features a course card for "Engaging Grief and Loss" with an "X" icon in the top right corner. An orange arrow points to this "X" icon. The course card includes the following details:

- Approved
- Planned
- Credits: 3 Credits
- Grading: Graded
- Instructor: [Redacted]
- 8/26/2019 to 12/14/2019
- Seats Available: 11
- Meeting Information
- View other sections

To the right of the course card is a calendar grid with columns for days of the week (Mon-Sat) and rows for time slots from 11am to 8pm. A small yellow box with a red "X" icon 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**.

The screenshot displays a registration interface with the following elements:

- Navigation tabs: Schedule (selected), Timeline, Advising, Petitions & Waivers.
- Term selection: < > Fall 2019 +
- Action buttons: Filter Sections, Save to iCal, Print.
- Summary: Planned: 0 Credits, Registered: [redacted], Waitlisted: 0 Credits.
- Course Card (Community & Environment Health):
 - Status: ✓ Registered, but not started
 - Credits: 3 Credits
 - Grading: Graded
 - Instructor: [redacted]
 - Term: 8/26/2019 to 12/14/2019
 - Meeting Information: [redacted]
 - Drop button
 - View other sections
- Class Schedule Grid:

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

A large orange arrow points from the bottom towards the "Accept Terms & Register Now" button.

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 / About / Offices & Centers / Office of the Registrar / Eastern University Academic Calendars

Eastern University Academic Calendars



Semester Calendars (14-Week Terms)

- [2023-2028 Current & Future Semester Calendars](#)

Accelerated Program Calendars (7-Week Terms)

- [2023-2028 Current & Future Accelerated 7-Week Calendars](#)

Palmer Theological Seminary

[View Palmer Seminary Academic Calendars on the Palmer Seminary Website](#)

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.

