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.

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.

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.

You are not eligible to register, contact Student Accounts 610-341-5831

You are not eligible for Registration. Contact the Student Health Center.

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 wesbite.

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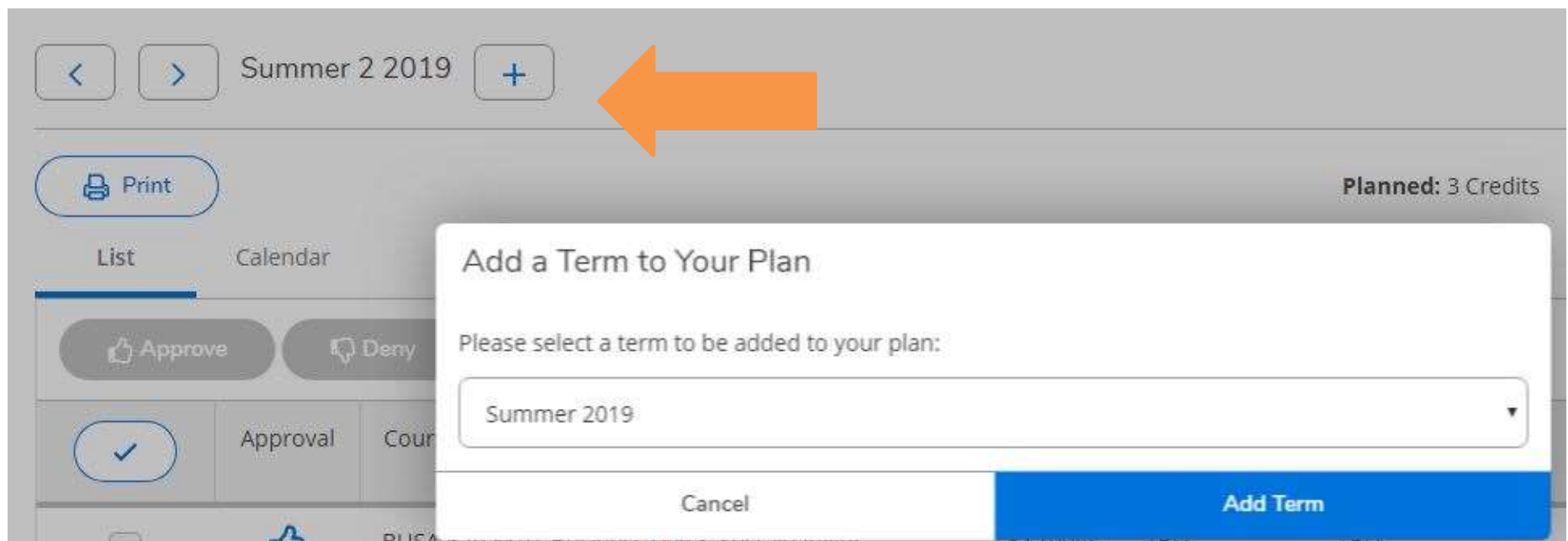
Occasionally, you may see a message about pre-requisite courses. This appears for everyone viewing the course, regardless of whether they have met the requirements.

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

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.

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.