

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.

[Schedule](#) [Timeline](#) [Advising](#) [Petitions & Waivers](#)

< > Fall 2019 +

Accept Terms & Register Now

Filter Sections Save to iCal Print

Planned: 0 Credits Registered: Waitlisted: 0 Credits

Community & Environment Health

✓ Registered, but not started


Credits: 3 Credits
Grading: Graded
Instructor:
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							



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.



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 an 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*: _____

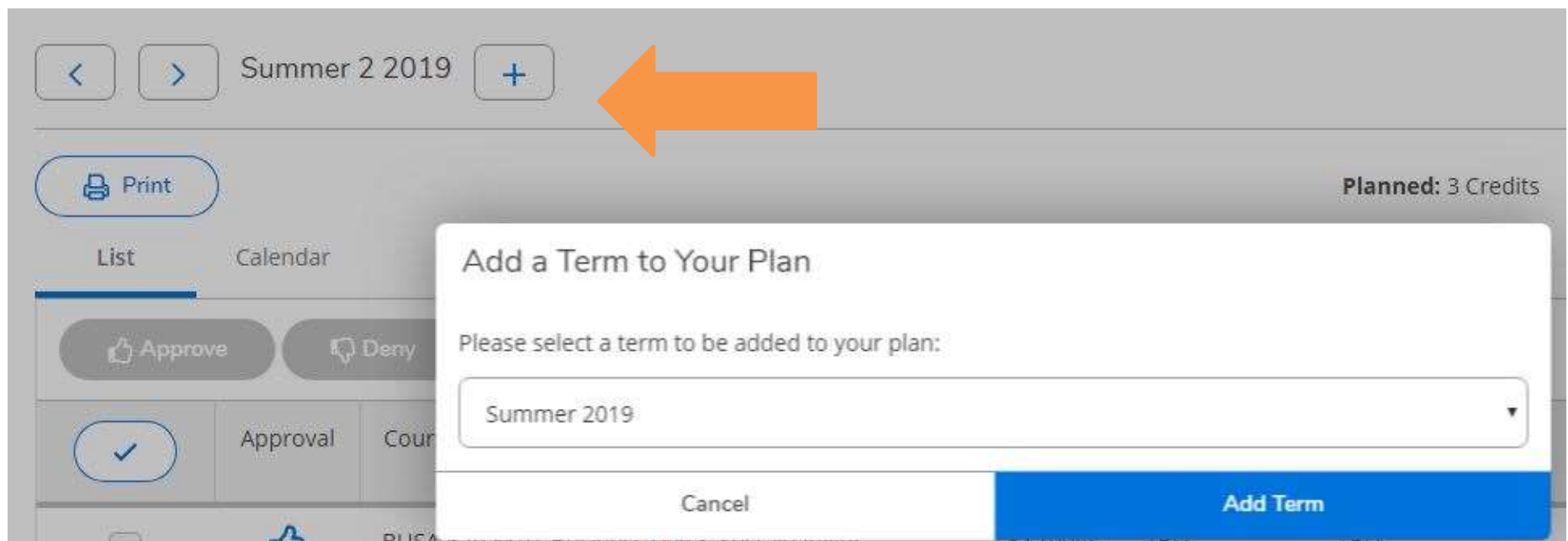
**I acknowledge that I will be financially and academically responsible for any added course(s), and must make any changes to my registration by the appropriate deadlines posted in the academic calendars on the University website.*

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.



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 university course registration interface. On the left, a sidebar contains navigation icons. The main content area is titled 'Schedule' and shows the 'Fall 2019' term. A 'Register Now' button is visible in the top right. Below the term selection, there 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 course details for 'Psychopathology' are listed on the left, including a warning about pre-requisites: 'PSYC-205, PSYC-206 or PSYC-207: Minimum grade C - Must be completed prior to taking this course.' Below this, the course is marked as 'Planned' with 3 credits, graded, and scheduled from 8/26/2019 to 12/14/2019. A 'Meeting Information' section shows a conflict with 'PSYC-220-1'.

The right side of the interface shows a weekly schedule grid. The grid has columns for days of the week (Sun to Sat) and rows for time slots (9am to 8pm). The course 'Psychopathology' is scheduled for Monday, Wednesday, and Friday from 11am to 12pm. The conflict with 'PSYC-220-1' is shown as a red box with a white 'X' and the text 'PSYC-'.

Two orange arrows point to the pre-requisite warning and the conflict message in the course details section.

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.

The image shows a screenshot of the Eastern University course schedule interface on the left and a 'Request to Add and/or Drop Courses' form on the right.

Course Schedule Interface:

- Header: Plan your Degree and Schedule your courses
- Search bar: Search for courses...
- Navigation tabs: Schedule, Timeline, Advising, Petitions & Waivers
- Current term: Fall 2019
- Buttons: Filter Sections, Save to iCal, Remove Planned Courses
- Course list: ENGL-102-10: College Writing (Planned)
- Course details: Credits: 3 Credits, Grading: Graded, Instructor: Repetto, W, 8/26/2019 to 12/14/2019, Seats Available: 0
- Meeting Information: This section is full (indicated by a red arrow pointing to the message)
- View other sections

Request to Add and/or Drop Courses Form:

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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.

