

## Student Instructions for Adding Courses to your Academic Plan and Registration

- Access Academic Planning through My Eastern. Access the Student Menu and select "Student Planning."
- Check your Degree Audit on the "My Progress" tab
- Click on courses in your audit that are labeled as "Not Started" to view offering information and add them to your plan. You may also access course offerings by looking at the "Course Catalog" tab and searching for the courses you wish to take.
- To add a course to your plan, click on the "Add Course to Plan" button and select the term you would like to add.
- You are also able to add sections to your plan from this area by clicking on the "View Available Sections" tab under the course description.
- From here, go to the "Plan and Schedule" tab to request a review from your advisor, through which they will approve or reject your plan. Navigate to the term you wish to schedule. You will also be able to add and remove sections on to a grid calendar to see how they will fit in a schedule for you.
- When your time to register comes, click the "Register Now" tab at the top corner of the schedule grid. You will see your courses turn from yellow (planned) to green(registered). Once your courses turn green, you are registered.