**WebAdvisor-Planning & Registration**

**Objective:** To enroll in courses prior to the semester start date using Student Planning in WebAdvisor's Eagle Self-Service.

TD=Distance Learning (Online)  
TM=Central Campus (Classroom & Blended)  
TH=Ft. Hood (Classroom & Blended)  
TS=Texas Service Areas (i.e. Lampasas, Gatesville, etc.)

The following steps should be followed to enroll in a course after logging into WebAdvisor:

**Step 1:** Click on “Eagle Self-Service”, then click on "Student Planning" from the Eagle Self-Service menu.
Step 2:

1. Click on the “Go To My Progress” to get to your degree plan.
2. Degree plan will launch and show courses that have been completed as well as courses that have not been started as shown below.
3. Scroll down to click on any "Not Started" course.

Step 3: Once course has been selected, you must use the filter options for “Locations” and “Terms”.

Step 4: Click on “View Available Sections for...” for course selected.

Step 5: Find the section you want to add to your schedule and click on “Step 2. Add Course Section to Schedule”.
Step 6: Click on “Add Section. Next step is to register.” in the dialog box.

Step 7: A message will appear in the top right hand corner stating the course has been planned. You must now register for this course.
Step 8: Mouse over “Student Planning” and select “Plan & Schedule” from the drop down menu.

Step 9: Ensure you have the correct term appearing on the top left hand side. If not, change the term by clicking on the arrow pointing to the right. Click on “Register” or "Register Now" to register for the courses you placed in the “planned” section.

Step 10: Once you click on "Register" or "Register Now", the course status will appear in green and state that you are “registered, but not started”. The “not started” statement indicates the course has not yet started.

**NOTE: The above steps can be repeated to enroll in other courses.**
Another method to enroll in courses is to search the “Course Catalog” section of Student Planning. The following steps are how to register using the Course Catalog:

1. Click on “Student Planning” and select “Course Catalog” from the drop down menu. Click on the course subject. **Example: ACCT.** All courses with the subject name “ACCT” will appear.

2. Click on the “Filter Options” (located on the far left hand side) for both “Locations” and “Terms” (*Current term and future terms will be listed*). Select the location:

   - Central Campus (Classroom & Blended courses)
   - Distance Learning (On-Line)
   - Fort Hood (Classroom courses)

3. Locate the course you want to enroll into and click on “View Available Sections for...”.

![Course Catalog](image)
4. Once you locate the course you wish to enroll into, click on the “Step 2. Add Course Section to Schedule” located on the right hand side across from the course name, number and section number.

5. Click on “Add Section. Next step is to register” in the “Section Details” box. Message will appear in top right hand corner advising that course has been “planned”.
6. Go back to the top of the menu and click on “Student Planning” and select “Plan & Schedule”.

7. Planned courses will appear on the left hand side. Click on the “Register” button.

8. The course status will go from "Planned" to “Registered, but not started”. This confirms your enrollment in the course.

9. To enroll in additional classes, repeat steps listed above.