Objective: To enroll in courses prior to the semester start date using Student Planning in 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.)

Go to [http://student.ctcd.org](http://student.ctcd.org) to access Eagle Self-Service.

Next, you will enter your Login credentials.

**User ID:** Your user id is the letter 'c' (lowercase) + your CTC ID. Example: c0654321.

**Password:** If you have never logged into Eagle Self-Service, your first initial, last initial, birthday (2-digit month, day and year) followed by “ctcollege”, all lower-case. For example, John Smith, born June, 1, 1988, would be “js060188ctcollege”.

My Progress

Step 1: Click on the “Go To My Progress” to get to your degree plan.
- Degree plan will launch and show courses that have been completed as well as courses that have not been started as shown below.

Step 2: 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.
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**Step 5:** Find the section you want to add to your schedule and click on “Step 2. Add Course Section to Schedule”.

![Image showing anatomy and physiology course section details](image1.png)

**Step 6:** Click on “Add Section. Next step is to register.” in the dialog box.

![Image showing course section details and requisites](image2.png)

**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.

![Image showing course selection and availability](image3.png)
Step 8: Mouse over “Academics” and select “Register for Classes” 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."
Course Catalog:

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:

**Step 1:** Click on “Course Catalog” on the Eagle Self-Service menu.

*If you are in Student Planning, then click on “Academics”. In the drop-down menu click on “Course Catalog”.*
Step 2: Click on the course subject. Example: ACCT. All courses with the subject name “ACCT” will appear.

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 “Academics” and select “Register for Classes” 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.
Course Catalog – Advanced Search:

**Step 1:** Click on “Course Catalog” on the Eagle Self-Service menu.
- If you are in Student Planning, then click on “Academics”. In the drop-down menu click on “Course Catalog”.

**Step 2:** Click on “Advanced Search”
- The Advanced Search is an option to apply more filters and then follow through the same steps.
Step 3: Enter information such as term, location, class meeting days, and instructor for a more specific search. Click on “Search”.

- **Results View:** Catalog Listing will show ALL class sections meeting your search criteria. Section Listing will show a list of class sections meeting your criteria in which only have seats available.

Step 4: Click on “Add” for course selected.
Step 5: Click on “Add Section. Next step is to register.” in the dialog box. The section will then show as planned.
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**Step 6:** Mouse over “Academics” and select “Register for Classes” from the drop-down menu.

![Image of Academics dropdown menu with Register for Classes highlighted.]

**Step 7:** 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.

![Image of course registration process with Register and Register Now buttons highlighted.]

**Step 8:** 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.

![Image of course registration status showing registered, but not started.]

**NOTE:** The above steps can be repeated to enroll in other courses.