Planning & Registering Classes

Updated 01/22/2021

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 Eagle Self-Service.

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.

	ms. \land 0 of 1 Completed.	Hide Details				
A of 8 Credits Complete	Course		Search	Grade	Term	Credits
✓ Completed	ENVR-1401	Environmental Science I		CR		4
③ Not Started	AGRI-1407	Agronomy				
③ Not Started	AGRI-1415	Horticulture				
③ Not Started	AGRI-1419	Introductory Animal Science				
① Not Started	BIOL-1406	Biology for Science Majors I				
③ Not Started	BIOL-1407	Biology for Science Majors II				
③ Not Started	BIOL-1408	Biology Non-Science Majors I				
① Not Started	BIOL-1409	Biol for Non-Sci Mjrs II				
③ Not Started	BIOL-1411	General Botany				
① Not Started	BIOL-1413	General Zoology				
③ Not Started	BIOL-2401	Anatomy & Physiology I				
③ Not Started	BIOL-2402	Anatomy & Physiology II				

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.

Search for Courses and Cour < Back to My Progress	se Sections	Search for courses	٩
Filter Options	Filters Applied: Central Campus X		
Availability	BIOL-2401 Anatomy & Physiology I (4 Credits)	Step 1 Optional - Add for future course	a plar
Open Sections	Anatomy and Physiology I is the first part of a two course sequence. It is a study of the structure an tissues and organs of the following systems: integumentary, skeletal, muscular, nervous and specia among systems and regulation of physiological functions involved in maintaining homeostasis. Con	al senses. Emphasis is on interrelationships	
Subjects ^	Requisites: Take BIOX-2401 - Must be taken at the same time as this course.		
BIOL Biology (1) 3	Appropriate TSI Reading score, or succesful completion of reading intensive social behavioral science be completed prior to taking this course.	ce courses, with a minimum grade of C Mu	st
Locations*	Syllabus: N/A 4		
Central Campus (1)	View Available Sections for BIOL-2401	×	~
Show All Terms*			
Fall 2019 (1)	K C Page 1 of 1 D		

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

	ysiology I TM600 5/2019 - 12/13/2019		Step 2. Add Course Section to Schedule.
Seats	Times	Locations	Instructors
11	M/W 5:00 PM - 6:20 PM 8/26/2019 - 12/13/2019	Central Campus, Science 1080 Lecture	e Center Lotay, S
	M/W 6:30 PM - 7:50 PM 8/26/2019 - 12/13/2019	Central Campus, Science 1087 Laboratory	e Center

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

Section Detai	ils					
BIOL-2401-TM600 Fall 2019	Anatomy & Physiology I	^				
Instructors	Lotay, S (sandeep.lotay@ctcd.edu)					
Meeting Information	M, W 5:00 PM 6:20 PM 8/26/2019 - 12/13/2019 Central Campus, Science Center 1080 (Lecture) M, W 6:30 PM 7:50 PM 8/26/2019 - 12/13/2019 Central Campus, Science Center 1087 (Laboratory)	ш				
Dates	8/26/2019 - 12/13/2019					
Seats Available	11 of 30 Total	-				
Credits	4					
Grading	Graded					
Requisites	6 Appropriate TSI Reading score, or succesful completion of reading intensive social havioral science courses, with a minimum grave of C Must be completed prior to taking					
C	Add Section. Next step is to register.					

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.

band	emics Student Planning	g 🕐 Course Catals	8 7	BIOL-2401-TM600 has been planned on the schedule.
•	Attention Financial Aid	Students: Student	rrow down to specific course sections <u>Course Search Instructions</u> is receiving Title IV Funding (PELL, Loans, SEOG and Work Study) must take classes t May 12, Summer 2019 May 13 - Aug 11.	BIOL-2401-TM600 has been planned on the schedule.
100	arch for Courses to Planning Overview	and Course	Sections	Search for courses
F	ilter Options		Filters Applied: (Central Comput X) (Fall 2019 X)	
A	vailability	^	BIOL-2401 Anatomy & Physiology I (4 Credits)	Step 1 Optional - Add for future course play
	Open Sections		Anatomy and Physiology I is the first part of a two course sequence. It is a study of the stru- tissues and organs of the following systems: integumentary, skeletal, muscular, nervous a among systems and regulation of physiological functions involved in maintaining homeos	ind special senses. Emphasis is on interrelationships
0	therts	0	among systems and regulation or physiological functions involved in maintaining nomeos	uses, completion or proc since is strongly recommended.

Step 8: Mouse over "Academics" and select "Register for Classes" from the drop-down menu.

	A	cademics · Course C	atalog 8
		Student Planning	rrent spike in COVID-19
		Register for Classes	and blended classes wil
	¢	Course Catalog	e the Filter Options to n
		Grades	- Dec 31, Spring 2021 Ja dents: The last day to r
		Unofficial Transcript	
	() <	Test Summary	ses and Course

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.

< > Fall 2019 - + 9				\square	Remove Planned C	ourses	Register	Now
Filter Sections Save to iCal		🔒 Print	\supset		Planned: 4 C	redits Enrolled:	0 Credi Waitli	sted: 0 Credit
BIOL-2401-TM600: Anatomy & Physiology I ×	*	Sun	Mon	Tue	Wed	Thu	Fri	Sat
✓ Planned	11am							
Credits: 4 Credits Grading: Graded Instructor: Lotay, 5 8/26/2019 to 12/13/2019	12pm 1pm							
Seats Available: 11 V Meeting Information	9							
Register	4pm							
View other sections	5pm		X BIOL-2401-TM600		BIOL-2401-TM600			
	6pm		×		×			
	7pm		BIOL-2401-TM600		BIOL-2401-TM600			

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.

lan your Degree and Schedule y	our courses			Search for courses	(
Schedule Timeline Advising Petil	tions & Waivers				
< > Fall 2019 +				Register Nov	w
Tilter Sections	to iCal	nt	Planned:	0 Credits Enrolled: 4 Cred	lits Waitlisted: 0 Credi
BIOL-2401-TM600: Anatomy & Physiology I	10 Sur	ו Mon	Tue Wed	Thu F	ri Sat
✓ Registered, but not started	11am				
Credits: 4 Credits	12pm				
Grading: Graded Instructor: Lotay, S 8/26/2019 to 12/13/2019	1pm				
✓ Meeting Information	2pm				
	-				
Drop	3pm				
Drop View other sections	4pm				
		BIOL-2401-TM600	BIOL-2401-TM600		
	4pm	BIOL-2401-TM600 BIOL-2401-TM600	BIOL2401-TM600 BIOL2401-TM600]	

**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.

1. If you are in Student Planning, then click on "Academics". In the drop-down menu click on "Course Catalog".

Hello, Welcome to Eagle Self-Service! Choose a category to get started.	
Student Finance Here you can view your latest statement and make a payment online.	Financial Aid Here you can access financial aid data, forms, etc.
Tax Information Here you can change your consent for e-delivery of tax information.	Banking Information Here you can view and update your banking information.
Student Planning Here you can plan courses to take in the future, view your degree progress, and register in course sections during registration periods.	Course Catalog Here you can view and search the course catalog.
Grades Here you can view your grades by term.	1

Student Planning	vent spike in COVID-19 infections. CTC will offer "Synchronous Virtual" classes, which pr	ovide real-time virtual attendance on specific days and
Register for Classes	/class-formats	
Course Catalog	Started	
Grades	p help your courses and earn your degree. Here are 2 steps to get you started:	
Unofficial Transcript		2
Test Summary	four Progress	alamia (
Start b course	y going to My Progress to see your academic progress in your degree and search for is.	11111
Go to	My Progress	

Step 2: Click on the course subject. **Example: ACCT**. All courses with the subject name "**ACCT**" will appear.

Search for C	ourses and	Course Sections
Subject Search	Advanced Sean	ch
Search for a c	ourse subject:	Type a subject
ABDR Auto Body		1
ACCT Accounting	~ ~	
ACNT Accountin	g Technology	

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.

Search for Courses a	nd Course	e Sections	earch for courses	Q
Filter Options		Filters Applied: Central Campus X Fall 2019 X		
Availability	^	BIOL-2401 Anatomy & Physiology I (4 Credits)	Step 1 Optional - Add for future	e course plar
Open Sections		Anatomy and Physiology I is the first part of a two course sequence. It is a study of the structure and f tissues and organs of the following systems: integumentary, skeletal, muscular, nervous and special is among systems and regulation of physiological functions involved in maintaining homeostasis. Compl	enses. Emphasis is on interrelation	nships
Subjects	^	Requisites:		
BIOL Biology (1)	3	Take BIOX-2401 - Must be taken at the same time as this course. Appropriate TSI Reading score, or succesful completion of reading intensive social behavioral science of be completed prior to taking this course.	ourses, with a minimum grade of	C Must
Locations*		Syllabus: N/A 4		
Central Campus (1)	J//	View Available Sections for BIOL-2401		~
Show All Terms*	γ ~			
🗸 Fall 2019 (1)	J	K Page 1 of 1 > >		

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

	ysiology I TM600 5/2019 - 12/13/2019		Step 2. Add Course Section to Schedule.
Seats	Times	Locations	Instructors
11	M/W 5:00 PM - 6:20 PM 8/26/2019 - 12/13/2019	Central Campus, Science C 1080 Lecture	ienter Lotay, S
	M/W 6:30 PM - 7:50 PM 8/26/2019 - 12/13/2019	Central Campus, Science C 1087 Laboratory	lenter

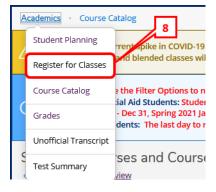
Step 6: Click on "Add Section. Next step is to register." in the dialog box.

Instructors	Lotay, S (sandeep.lotay@ctcd.edu)
Meeting Information	M, W 5:00 PM 6:20 PM 8/26/2019 - 12/13/2019 Central Campus, Science Center 1080 (Lecture) M, W 6:30 PM 7:50 PM 8/26/2019 - 12/13/2019 Central Campus, Science Center 1087 (Laboratory)
Dates	8/26/2019 - 12/13/2019
Seats Available	11 of 30 Total
Credits	4
Grading	Graded
Requisites	6 Appropriate TSI Reading score, or succesful completion of reading intensive social chavioral science courses, with a minimum grat of C Must be completed prior to taking

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.

Academics Student Plannin	g 🕐 Course Catalo	7	BIOL-2401-TM600 has been planned on the schedule.
 Attention Financial Ak 	d Students: Student	rrow down to specific course sections <u>Course Search Instructions</u> is receiving Title IV Funding (PELL, Loans, SEOG and Work Study) must take classes the Way 12, Summer 2019 May 13 - Aug 11.	BIOL-2401-TM600 has been planned on the schedule.
Search for Courses	and Course	Sections	Search for courses
Filter Options		Filter's Applied: (Central Compus: X) (Fall 2019: X)	
Availability	^	BIOL-2401 Anatomy & Physiology I (4 Credits)	Step 1 Optional - Add for future course play
Open Sections		 Anatomy and Physiology I is the first part of a two course sequence. It is a study of the st tissues and organs of the following systems: integumentary, skeletal, muscular, nervous among systems and regulation of physiological functions involved in maintaining homeory. 	and special senses. Emphasis is on interrelationships
Subjects		For Man Sec. 2010 Sec. 2010 Sec.	

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.

< > Fall 2019 - + 9				\square	Remove Planned C	Courses	Regi	ster Now
♥ Filter Sections th Save to iCal		Print)		Planned: 4 0	Credits Enrolled:	0 Credi W	aitlisted: 0 Cred
BIOL-2401-TM600: Anatomy & Physiology I X	*	Sun	Mon	Tue	Wed	Thu	Fri	Sat
✓ Planned	11am							
Credits: 4 Credits	12pm							
Grading: Graded Instructor: Lotay, S 8/26/2019 to 12/13/2019	1pm							
Seats Available: 11	9							
	hin							
V Meeting Information Register	4pm							
	 n		×					
Register	4pm		X HOL-2401-TM600		BIOL-2401-TM600			

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.

an your Degree and Schedule you	Ir courses				Search for co	ourses	
Schedule Timeline Advising Petitions	s & Waivers						
< > Fall 2019 +					Regi	ister Now	
Filter Sections	Cal Prin	t		Planned: 0 0	Credits Enrolled	1: 4 Credits W	aitlisted: 0 Cr
BIOL-2401-TM600: Anatomy & Physiology I	10 Sun	Mon	Tue	Wed	Thu	Fri	Sat
✓ Registered, but not started	11am						
Credits: 4 Credits Grading: Graded	12pm						
Instructor: Lotay, S 8/26/2019 to 12/13/2019	1pm						
✓ Meeting Information	2pm						
Drop	3pm						
✓ View other sections	4pm						
✓ View other sections	4pm 5pm	BIOL-2401-TM600		BIOL-2401-TM600			
View other sections		BIOL-2401-TM600 BIOL-2401-TM600		BIOL-2401-TM600			

**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".

Student Finance Here you can view your latest statement and make a payment online.	Financial Aid Here you can access financial aid data, forms, etc.
Tax Information Here you can change your consent for e-delivery of tax information.	Banking Information Here you can view and update your banking information.
Student Planning Here you can plan courses to take in the future, view your degree progress, and register in course sections during registration periods.	Course Catalog Here you can view and search the course catalog.
Grades Here you can view your grades by term.	1
Academics · Student Planning · Planning Overview	
Student Planning	us Virtual" classes, which provide real-time virtual attendance on specific days and t
Student Planning vent spike in COVID-19 infections, CTC will offer "Synchronou /class-formats	
Student Planning Register for Classes Course Catalog T b help yo 1 your courses and earn your degree. Here are 2	
Student Planning Register for Classes rent spike in COVID-19 infections, CTC will offer "Synchronou (class-formats Course Catalog Starter Starter Grades	

Step 2: Click on "Advanced Search"

• The Advanced Search is an option to apply more filters and then follow through the same steps.

earch for Courses and	Course Sections
Subject Search Advanced Sear	ch 2
Search for a course subject	Type a subject
ABDR Auto Body	
ACCT Accounting	
ACNT Accounting Technology	

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.

Catalog Advance Results View	d Search			
Catalog Listing				
Section Listing				
Term			Meeting Start Date	Meeting End Date
Spring 2021		~	M/d/yyyy	M/d/yyyy
Courses And Sections				
ACCT Accounting		~	2301	Section
Subject		~	Course number	Section
Subject		~	Course number	Section
+ Add More				
Days Of Week				
Sunday	Monday		Tuesday	Wednesday
Thursday	Friday		Saturday	
Location				
Distance Learning		\sim		
Time Of Day			Time Starts by	Time Ends by
Select Time Of Day		~	hh:mm AM/PM	hh:mm AM/PM
Clear	earch 3			

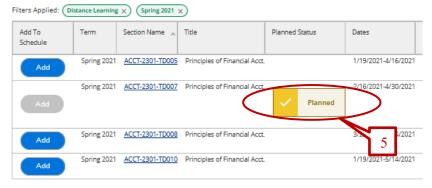
Step 4: Click on "Add" for course selected.

	Advanced Search Sel	ection: ACCT-	2301									
	Filters Applied: Dist	tance Learning	× Spring 2021 ×	0								
	Add To Schedule	Term	Section Name 🔥	Title	Planned Status	Dates	Location	Meeting Information	Faculty	Available / Capacity /	Credits	Academic Level
	Add	Spring 2021	ACCT-2301-TD005	Principles of Financial Acct.		1/19/2021-4/16/2021	Distance Learning	1/19/2021 - 4/16/2021 OLDL INTERNET (OLL)	White, C	1/55/0	3 Credits	
<	Add	Epring 2021	ACCT-2301-TD007	Principles of Financial Acct.		2/16/2021-4/30/2021	Distance Learning	2/16/2021 - 4/30/2021 OLDL INTERNET (OLL)	White, C	11/55/0	3 Credits	
	Add	Spring 202	4	Principles of Financial Acct.		3/22/2021-5/14/2021	Distance Learning	3/22/2021 - 5/14/2021 OLDL INTERNET (OLL)	White, C	10/45/0	3 Credits	
	Add	Spring 2021	ACCT-2501-TD010	Principles of Financial Acct.		1/19/2021-5/14/2021	Distance Learning	1/19/2021 - 5/14/2021 OLDL INTERNET (OLL)	White, C	8/55/0	3 Credits	

Step 5: Click on **"Add Section. Next step is to register."** in the dialog box. The section will then show as planned.

ACCT-2301-TD007 Principl Spring 2021	es of Financial Acct.	
Instructors	White, C	(cynthia.white@ctcd.edu, 254-526-1144)
Meeting Information	2/16/2021 - 4/30/ Distance Learning	2021 ;. 100% Online-No Face-to-Face INTERNET (Online Lecture)
Dates	2/16/2021 - 4/30/	2021
Seats Available	11 of 55 Total	
Credits	3	
Grading	Graded	
Requisites	None	
Course Description	prescribed by U.S and events that al systems to accum recorded financia cash flows, and st results of operati. to the company.S learning to use re	Introduction to the fundamental concepts of financial accounting as generally accepted accounting principles (GAAP) as applied to transactions ffect business organizations. Students will examine the procedures and ulate, analyze, measure, and record financial transactions. Students will use l information to prepare a balance sheet, income statement, statement of atement of shareholders' equity to communicate the business entity's ons and financial position to users of financial information who are external students will study the nature of assets, liabilities, and owners' equity while ported financial information for purposes of making decisions about the ts will be exposed to International Financial Reporting Standards (IFRS).
Books	Bookstore Inform	ation 5

Advanced Search Selection: ACCT-2301



Step 6: Mouse over "Academics" and select "Register for Classes" from the drop-down menu.

	A	cademics - Course C	atalog
	C	Student Planning Register for Classes	the Filter Options to narr ial Aid Students: Students
6		Course Catalog	dents: The last day to regi
	0	Grades	ses and Course S
	_	Unofficial Transcript	-
		Transfer Summary	
		Test Summary	

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.

Plan your Degree and Schedule your courses					Search for course	5	
Schedule Timeline Advising Petitions & Waivers							
< > Spring 2021 +						Register Now	
Filter Sections ☐	Save to iCal			7	Planned:	3 Credits Enrolled: 14 Cred	its Waitlisted: 0 Cre
ACCT-2301-TD007: Principles of Financial Acct.	× ^ Sun	Mon	Tue	Wed	Thu	Fri	Sat
✓ Planned	Sam						
Credits: 3 Credits	9am						
Grading: Graded Instructor: White, C	10am						
2/16/2021 to 4/30/2021 Seats Available: 4	11am						
V Meeting Information	12pm						
Register							
View other sections	1pm						
	2pm						

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.

/ Registered, but not started		
Credits: 3 Credits	8	
Grading: Graded nstructor: White, C		
2/16/2021 to 4/30/2021		
 Meeting Information 		
	Drop	

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