

## How to Plan & Register Classes using Eagle Self-Service

Updated 07/17/23

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

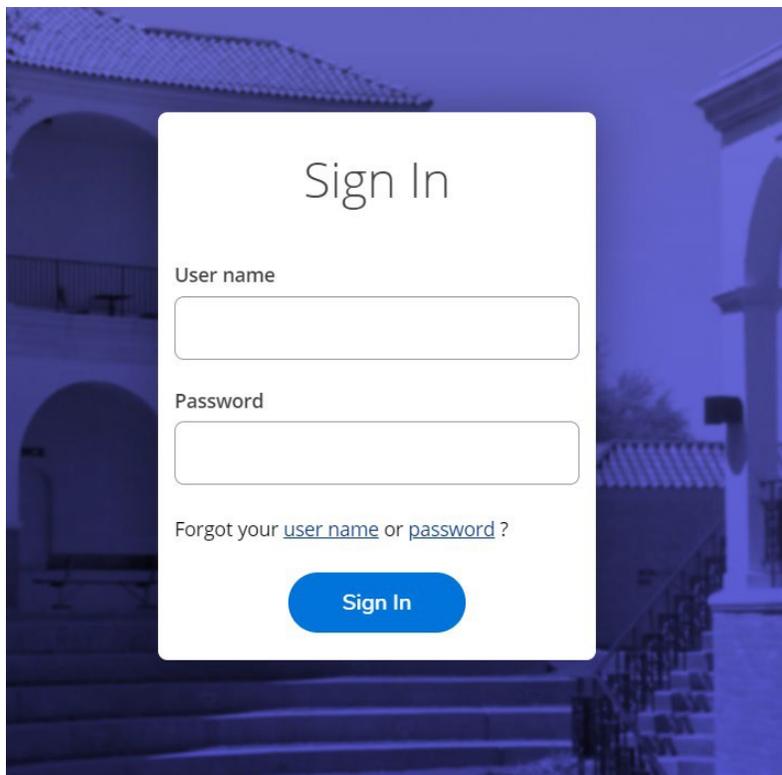
**TD** = Distance Learning (Online)

**TM** = Central Campus (Classroom & Blended)

**TH** = Ft. Cavazos (Classroom & Blended)

**TS** = Texas Service Areas (i.e. Lampasas, Gatesville, etc.)

Go to <http://student.ctcd.org> to access Eagle Self-Service.



Sign In

User name

Password

Forgot your [user name](#) or [password](#) ?

Sign In

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”.

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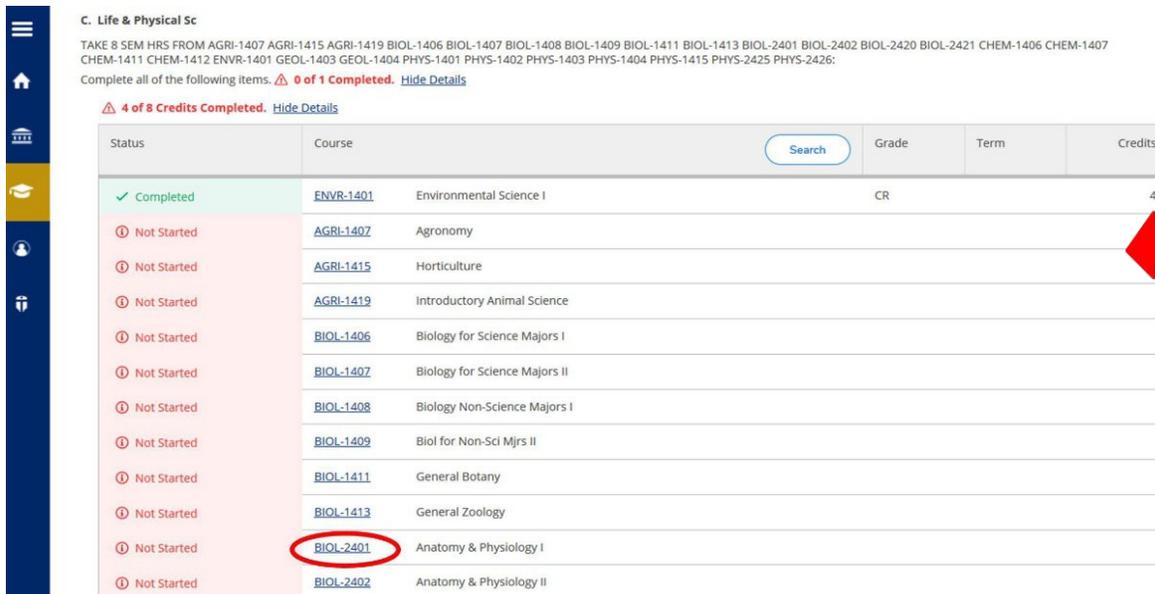
Updated 08/02/2022

## 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.



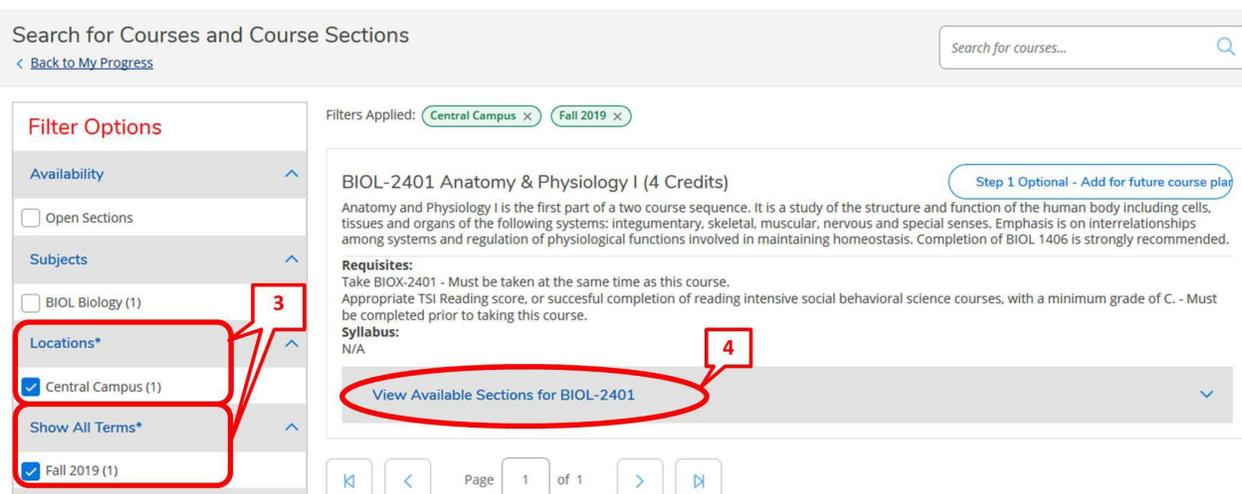
C. Life & Physical Sc  
TAKE 8 SEM HRS FROM AGRI-1407 AGRI-1415 AGRI-1419 BIOL-1406 BIOL-1407 BIOL-1408 BIOL-1409 BIOL-1411 BIOL-1413 BIOL-2401 BIOL-2402 BIOL-2420 BIOL-2421 CHEM-1406 CHEM-1407 CHEM-1411 CHEM-1412 ENVR-1401 GEOL-1403 GEOL-1404 PHYS-1401 PHYS-1402 PHYS-1403 PHYS-1404 PHYS-1415 PHYS-2425 PHYS-2426:  
Complete all of the following items. **0 of 1 Completed.** [Hide Details](#)

**4 of 8 Credits Completed.** [Hide Details](#)

Status	Course	Grade	Term	Credits
✓ Completed	<a href="#">ENVR-1401</a> Environmental Science I	CR		4
ⓘ Not Started	<a href="#">AGRI-1407</a> Agronomy			
ⓘ Not Started	<a href="#">AGRI-1415</a> Horticulture			
ⓘ Not Started	<a href="#">AGRI-1419</a> Introductory Animal Science			
ⓘ Not Started	<a href="#">BIOL-1406</a> Biology for Science Majors I			
ⓘ Not Started	<a href="#">BIOL-1407</a> Biology for Science Majors II			
ⓘ Not Started	<a href="#">BIOL-1408</a> Biology Non-Science Majors I			
ⓘ Not Started	<a href="#">BIOL-1409</a> Biol for Non-Sci Mjrs II			
ⓘ Not Started	<a href="#">BIOL-1411</a> General Botany			
ⓘ Not Started	<a href="#">BIOL-1413</a> General Zoology			
ⓘ Not Started	<a href="#">BIOL-2401</a> Anatomy & Physiology I			
ⓘ Not Started	<a href="#">BIOL-2402</a> 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 Course Sections Search for courses...

[Back to My Progress](#)

Filters Applied: [Central Campus](#) [Fall 2019](#)

**Filter Options**

- Availability
  - Open Sections
- Subjects
  - BIOL Biology (1)
- Locations\*
  - Central Campus (1)
- Show All Terms\*
  - Fall 2019 (1)

**BIOL-2401 Anatomy & Physiology I (4 Credits)** Step 1 Optional - Add for future course plan

Anatomy and Physiology I is the first part of a two course sequence. It is a study of the structure and function of the human body including cells, tissues and organs of the following systems: integumentary, skeletal, muscular, nervous and special senses. Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. Completion of BIOL 1406 is strongly recommended.

**Requisites:**  
Take BIOX-2401 - Must be taken at the same time as this course.  
Appropriate TSI Reading score, or successful completion of reading intensive social behavioral science courses, with a minimum grade of C. - Must be completed prior to taking this course.

**Syllabus:**  
N/A

[View Available Sections for BIOL-2401](#)

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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**”.

<b>Anatomy &amp; Physiology I TM600</b> Runs from 8/26/2019 - 12/13/2019			
Seats	Times	Locations	Instructors
11	M/W 5:00 PM - 6:20 PM 8/26/2019 - 12/13/2019	Central Campus, Science Center 1080 Lecture	Lotay, S
	M/W 6:30 PM - 7:50 PM 8/26/2019 - 12/13/2019	Central Campus, Science Center 1087 Laboratory	

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

Section Details

**BIOL-2401-TM600 Anatomy & Physiology I**  
Fall 2019

**Instructors** Lotay, S ([sandeep.lotay@ctcd.edu](mailto: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 behavioral science courses, with a minimum grade of C. - Must be completed prior to taking

Close 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.

Academics > Student Planning > Course Catalog

**7** ✔ BIOL-2401-TM600 has been planned on the schedule.  
i BIOL-2401-TM600 has been planned on the schedule.

**IMPORTANT!** Use the Filter Options to narrow down to specific course sections [Course Search Instructions](#)  
**Attention Financial Aid Students:** Students receiving Title IV Funding (PELL, Loans, SEOG and Work Study) must take classes from 2018 Aug 13 - Dec 31, Spring 2019 Jan 1 - May 12, Summer 2019 May 13 - Aug 11.

Search for Courses and Course Sections

Filters Applied: Central Campus Fall 2019

**Filter Options**

Availability  Open Sections

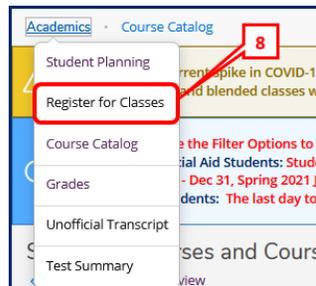
**BIOL-2401 Anatomy & Physiology I (4 Credits)** Step 1 Optional - Add for future course plan

Anatomy and Physiology I is the first part of a two course sequence. It is a study of the structure and function of the human body including cells, tissues and organs of the following systems: integumentary, skeletal, muscular, nervous and special senses. Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. Completion of BIOL 1406 is strongly recommended.

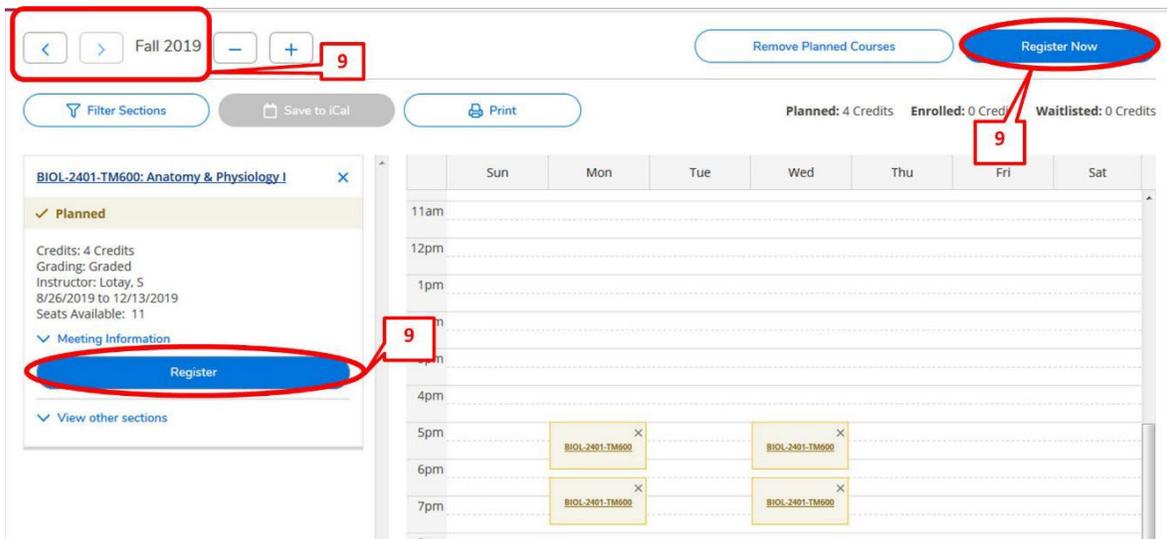
# How to Plan & Register Classes using Eagle Self-Service

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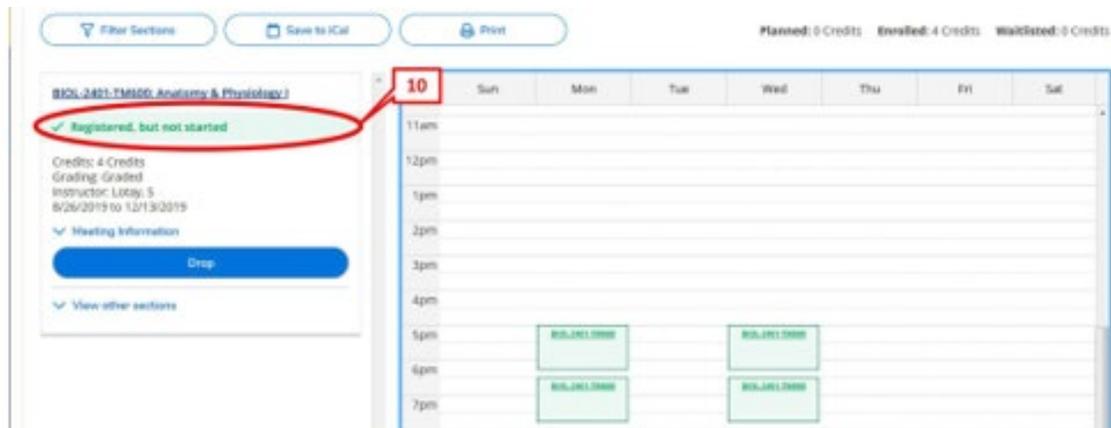
**Step 8:** Mouse over “Academics” and select “Register for Classes” from the drop-down menu.



**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.

# How to Plan & Register Classes using Eagle Self-Service

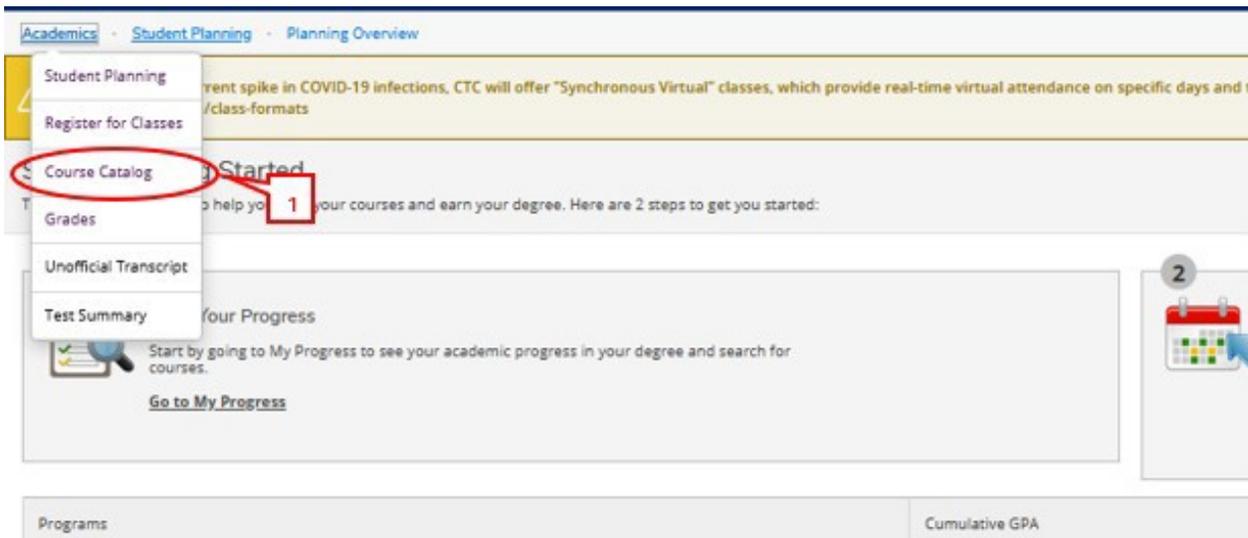
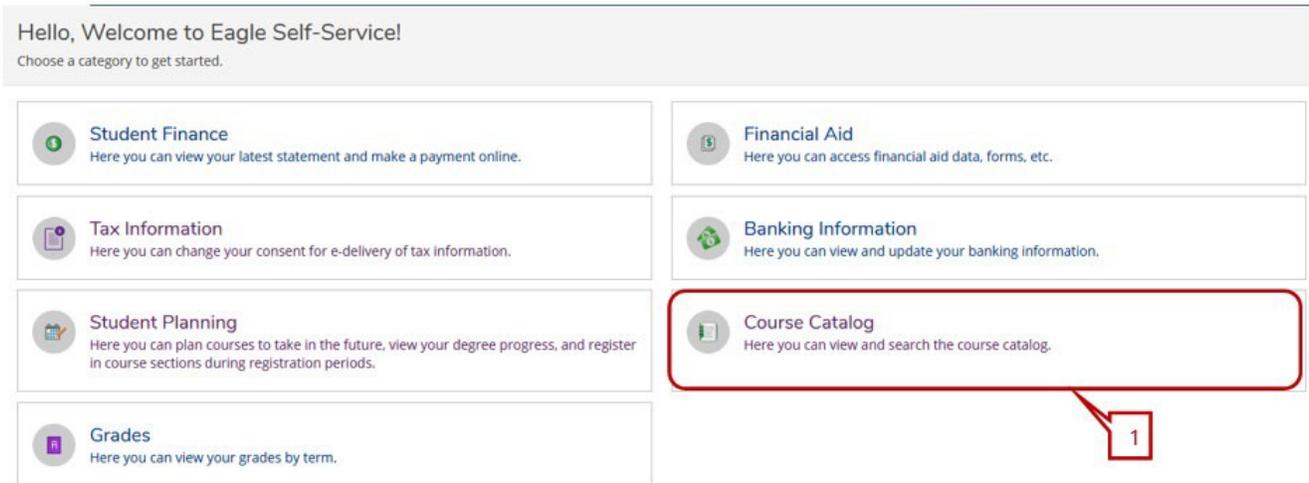
Updated 08/02/2022

## 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.

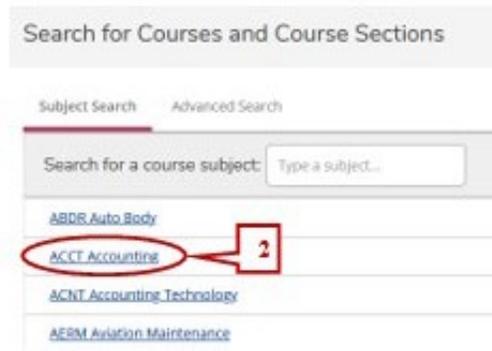
\*If you are in Student Planning, then click on “Academics”. In the drop-down menu click on “**Course Catalog**”.



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**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.

A screenshot of the course details page for 'BIOL-2401 Anatomy & Physiology I (4 Credits)'. The page shows filter options on the left and course details on the right. The 'Locations\*' filter is set to 'Central Campus (1)' and 'Show All Terms\*' is set to 'Fall 2019 (1)'. A red callout box with the number '3' points to these filter options. The 'View Available Sections for BIOL-2401' link is circled in red, with a red callout box containing the number '4' pointing to it.

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

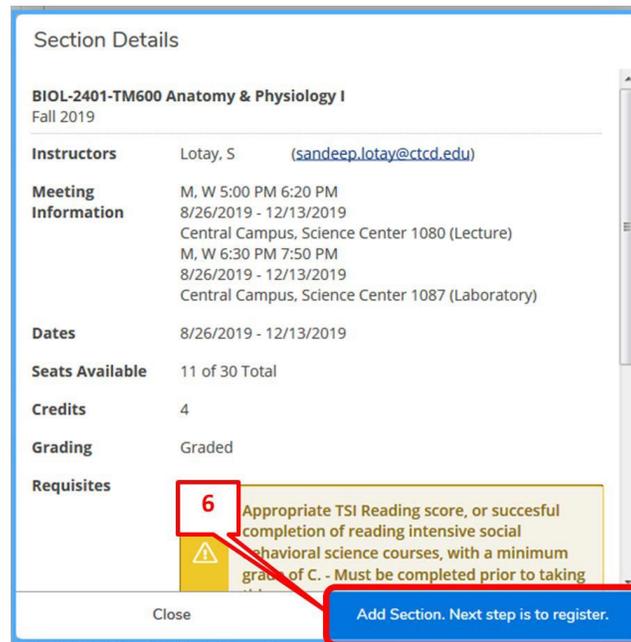
A screenshot of the course section table for 'Anatomy & Physiology I TM600'. The table has columns for Seats, Times, Locations, and Instructors. A red callout box with the number '5' points to a blue button labeled 'Step 2. Add Course Section to Schedule.' in the top right corner of the table.

Seats	Times	Locations	Instructors
11	M/W 5:00 PM - 6:20 PM 8/26/2019 - 12/13/2019	Central Campus, Science Center 1080 Lecture	Lotay, S
	M/W 6:30 PM - 7:50 PM 8/26/2019 - 12/13/2019	Central Campus, Science Center 1087 Laboratory	

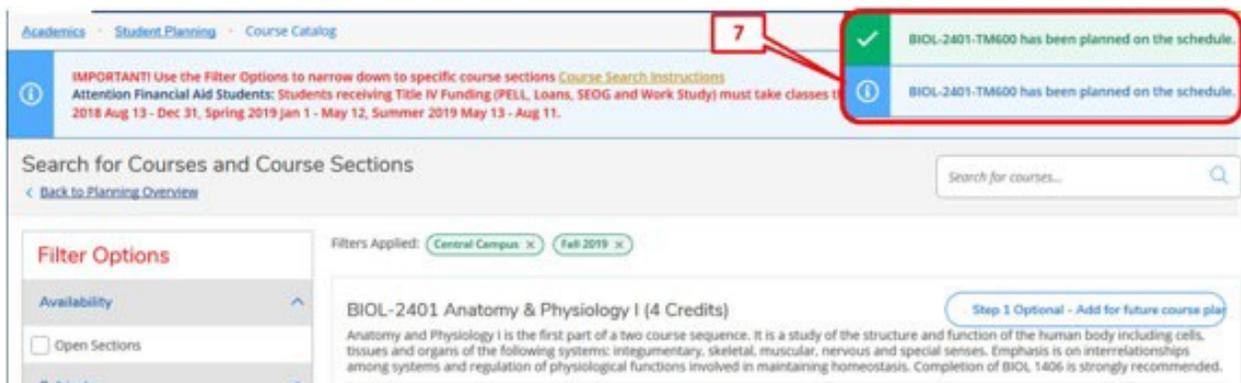
## How to Plan & Register Classes using Eagle Self-Service

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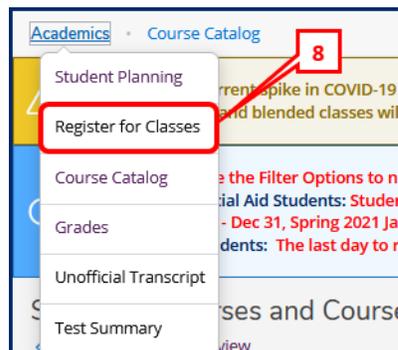
**Step 6:** Click on “Add Section. Next step is to register.” in the dialog box.



**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.



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**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.

The screenshot shows the Eagle Self-Service interface for course registration. At the top left, the term "Fall 2019" is displayed with navigation arrows. A red box highlights the right arrow and a "9" next to it. On the right side, a "Register Now" button is circled in red, with a red box and "9" pointing to it. Below the navigation, there are buttons for "Filter Sections", "Save to iCal", and "Print". The course status is shown as "Planned: 4 Credits", "Enrolled: 0 Credits", and "Waitlisted: 0 Credits". The course details for "BIOL-2401-TM600: Anatomy & Physiology I" are listed on the left, with a "Register" button circled in red and a red box and "9" pointing to it. The main area shows a calendar grid with course sections for BIOL-2401-TM600 on Monday and Wednesday at 5pm and 7pm.

**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.

The screenshot shows the Eagle Self-Service interface after registration. The course status is now "Enrolled: 4 Credits". The course details for "BIOL-2401-TM600: Anatomy & Physiology I" are listed on the left, with the status "Registered, but not started" circled in red and a red box and "10" pointing to it. The main area shows a calendar grid with course sections for BIOL-2401-TM600 on Monday and Wednesday at 5pm and 7pm.

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

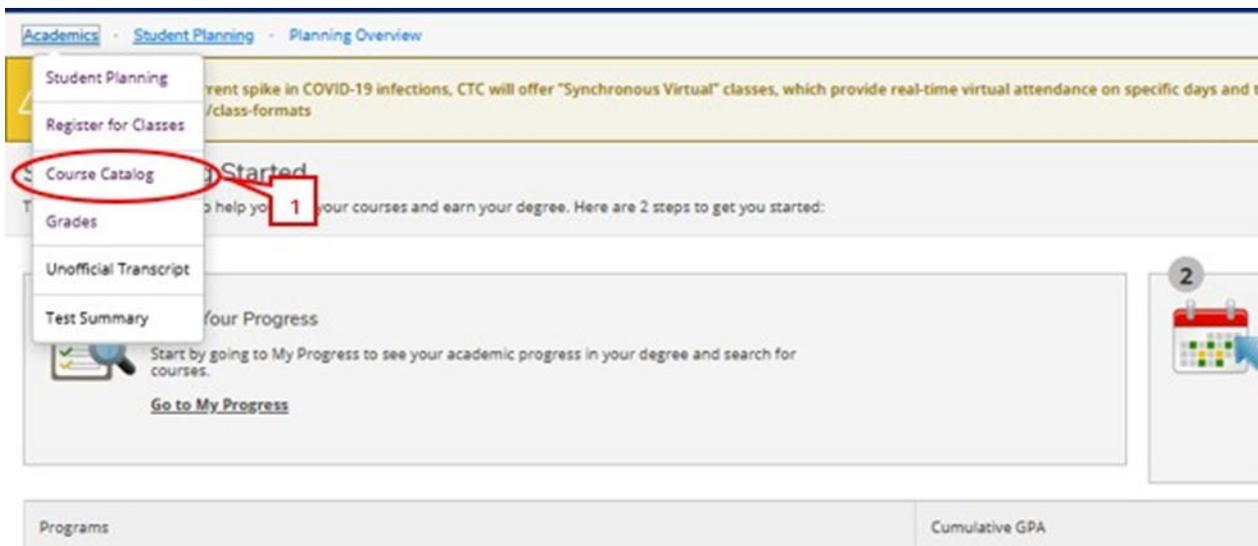
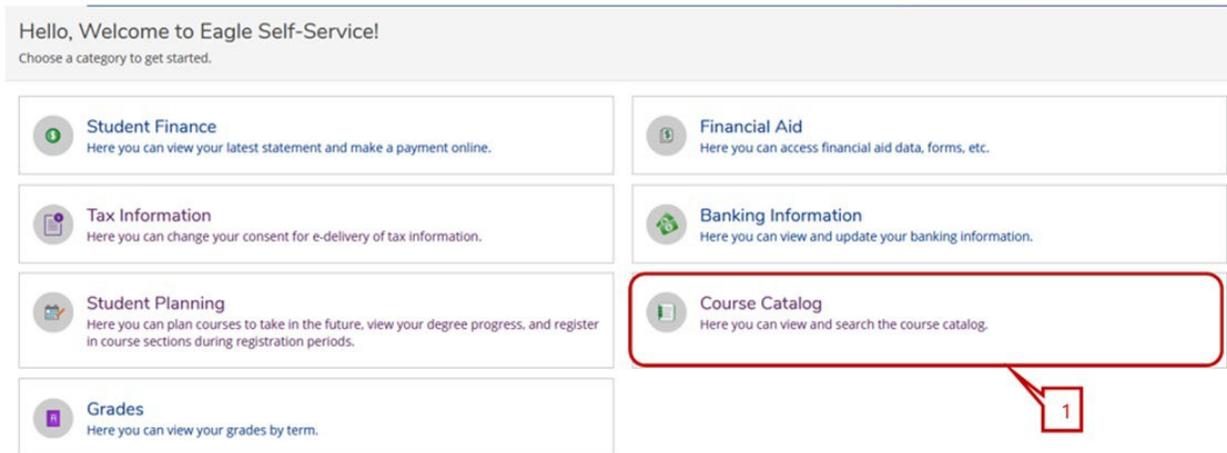
# How to Plan & Register Classes using Eagle Self-Service

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## Course Catalog – Advanced Search:

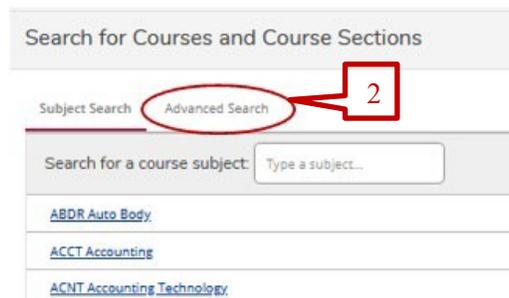
**Step 1:** Click on “Course Catalog” on the Eagle Self-Service menu.

- 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.



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**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 Advanced Search

Results View

Catalog Listing

Section Listing 

Term:

Meeting Start Date:

Meeting End Date:

Courses And Sections:

Section:

Subject:

Course number:

Section:

Days Of Week

Sunday  Monday  Tuesday  Wednesday

Thursday  Friday  Saturday

Location:

Time Of Day:

Time Starts by:

Time Ends by:



**Step 4:** Click on **“Add”** for course selected.

Advanced Search Selection: ACCT-2301

Filters Applied:

Add To Schedule	Term	Section Name	Title	Planned Status	Dates	Location	Meeting Information	Faculty	Available / Capacity / Waitlist	Credits	Academic Level
<input checked="" type="button" value="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	
<input checked="" type="button" value="Add"/>	Spring 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	
<input checked="" type="button" value="Add"/>	Spring 2021	ACCT-2301-TD008	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	
<input checked="" type="button" value="Add"/>	Spring 2021	ACCT-2301-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	

# How to Plan & Register Classes using Eagle Self-Service

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

Section Details

ACCT-2301-TD007 Principles of Financial Acct.  
Spring 2021

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**Instructors** White, C ([cynthia.white@ctcd.edu](mailto:cynthia.white@ctcd.edu), 254-526-1144)

**Meeting Information** 2/16/2021 - 4/30/2021  
Distance Learning, 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** This course is an introduction to the fundamental concepts of financial accounting as prescribed by U.S. generally accepted accounting principles (GAAP) as applied to transactions and events that affect business organizations. Students will examine the procedures and systems to accumulate, analyze, measure, and record financial transactions. Students will use recorded financial information to prepare a balance sheet, income statement, statement of cash flows, and statement of shareholders' equity to communicate the business entity's results of operations and financial position to users of financial information who are external to the company. Students will study the nature of assets, liabilities, and owners' equity while learning to use reported financial information for purposes of making decisions about the company. Students will be exposed to International Financial Reporting Standards (IFRS).

**Books** [Bookstore Information](#)

Close 5

**Add Section. Next step is to register.**

Advanced Search Selection: ACCT-2301

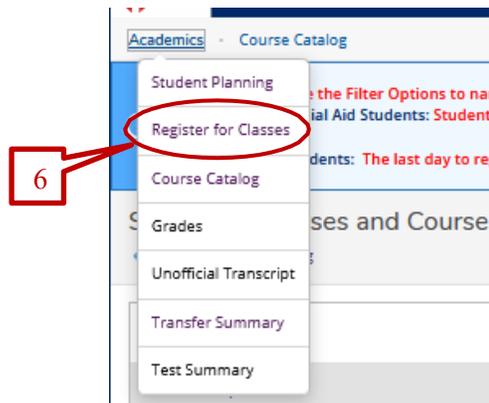
Filters Applied: Distance Learning x Spring 2021 x

Add To Schedule	Term	Section Name	Title	Planned Status	Dates
<span style="background-color: #007bff; color: white; border-radius: 10px; padding: 5px 10px;">Add</span>	Spring 2021	<a href="#">ACCT-2301-TD005</a>	Principles of Financial Acct.		1/19/2021-4/16/2021
<span style="background-color: #d3d3d3; color: #666; border-radius: 10px; padding: 5px 10px;">Add</span>	Spring 2021	<a href="#">ACCT-2301-TD007</a>	Principles of Financial Acct.	<span style="background-color: #ffc107; border: 1px solid #ffc107; border-radius: 50%; padding: 2px 5px;">✓</span> Planned	2/16/2021-4/30/2021
<span style="background-color: #007bff; color: white; border-radius: 10px; padding: 5px 10px;">Add</span>	Spring 2021	<a href="#">ACCT-2301-TD008</a>	Principles of Financial Acct.		3/1/2021-4/20/2021
<span style="background-color: #007bff; color: white; border-radius: 10px; padding: 5px 10px;">Add</span>	Spring 2021	<a href="#">ACCT-2301-TD010</a>	Principles of Financial Acct.		1/19/2021-5/14/2021

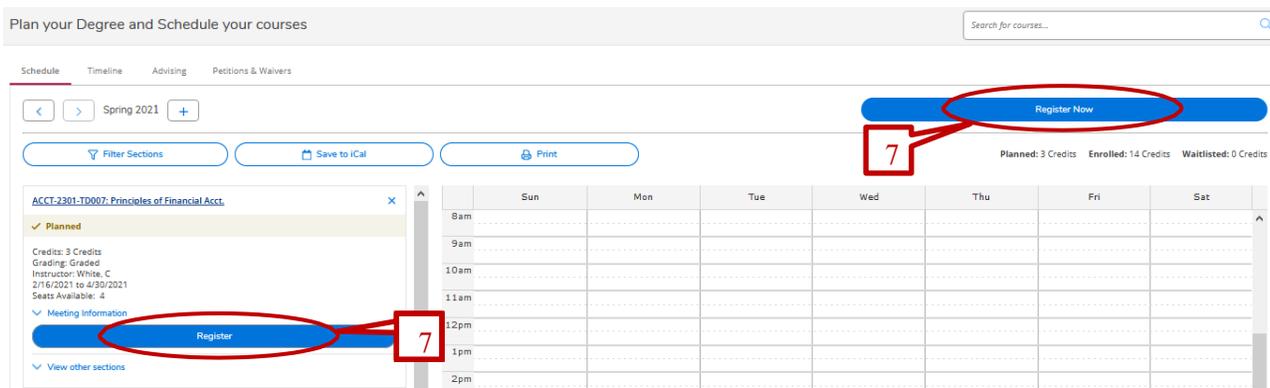
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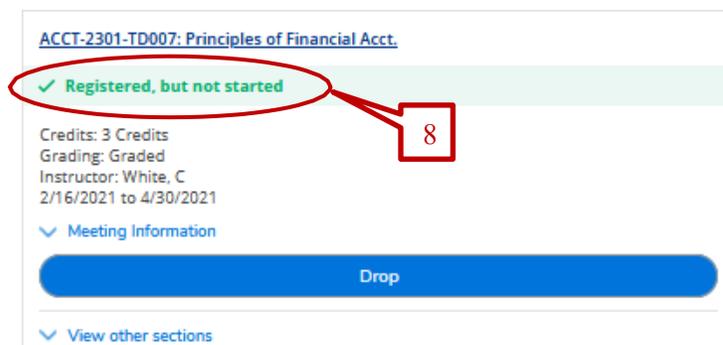
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