Eagle Service 101: Building Your Course Planner

Accessing Your Student Planner in Eagle Service

- Login at https://eagleservice.american.edu

- Once you've logged in, click the Plan & Schedule Tab

- This document isn't an exhaustive user guide but does provide some common tips while you plan your courses.

Table of Contents

Searching for Classes

Search for classes using the "Search for classes..." bar in the top right-hand corner on your Student Planner

- **TIP**: when Searching for a specific course, for example Writing 100, Search WRT100 with no dash in between WRT and 100.

- **TIP**: Once you search, use the "Filter Results" column to aid in your searching by filtering for the semester you are registering in (i.e. Fall 2023) under "Terms" and, when applicable, "Open Sections Only" under "Availability"

Click "view available sections..." to find a specific section of the course you are searching on your planner

Some courses have lots of sections, so you may be scrolling before you find a section you want to place on you planner. Be patient!

WRT100 🔍

Back to Course Catalog

Filter Results   Hide

Filters Applied: Fall 2023 Semester ✕   Open Sections Only ✕

Availability ⌃

☑ Open Sections Only (77) ⬅

Subjects ⌃

☐ Writing (1)

Locations ⌃

☐ Spain: Madrid (1)

Terms ⌃

☑ Fall 2023 Semester (1) ⬅

Days of Week ⌃

☐ Monday (1)
☐ Tuesday (1)
☐ Thursday (1)
☐ Friday (1)

WRT-100 College Writing (3 Credits)

College Writing (3) This course develops students' academic writi[ng], [evaluati]ng, and incorporating source material; and focus[es] Information Literacy I. Usually Offered: fall, spring, and summer. [...] or better fulfills the Written Communication and Information Lite[racy] WRT-100 and WRT-102.

Requisites:
None

View Available Sections for WRT-100 ⬅

Fall 2023 Semester

WRT-100-001
College Writing

Seats ⓘ	Times
19 / 19 / 0	M/Th 9:45 AM - 11:00 AM 8/28/2023 - 12/16/2023

Available/Capacity/Waitlisted

Viewing Section Specific Information

TIP: to see if a course has restrictions or pre-requisites that may stop you from registering for that course or a specific section of that course, click the course number to bring up the "Section Details Screen". You also get this screen, when you click "Add Section to Schedule".

The Section Details screen has information on professor, date, time, location, and bookstore information (this is usually updated closer to the semester starting). It also includes restrictions and pre-requisites - see the 2 examples on the next slide.

Section Details

WRT-101-001 College Writing Seminar
Spring 2022 Semester

Instructors	Cuffy, N (cuffy@american.edu)
Meeting Information	M, Th 8:10 AM - 9:25 AM 1/10/2022 - 5/4/2022 East Quad Building 11 (Lecture)
Dates	1/10/2022 - 5/4/2022

⊘ **This section is full.**

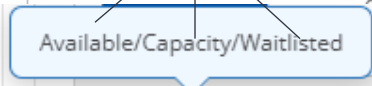|	
Seats Available ⓘ	0 / 19 / 0
Waitlisted	0
Credits	3
Grading	Graded, Audit
Requisites	⚠ Prerequisite: WRT-100.
Course Description	College Writing Seminar (3) This course continues the work on academic writing, reading, and research skills developed in WRT-100. The course builds students' abilities to make rhetorical choices in constructing extended

The "Requisites" row shows pre-requisites or classes you need to complete before taking this course. The image above shows you need to complete WRT-100 before taking WRT-101.

A co-requisite is a course you need to register for while taking a specific course. A common example of this is CHEM-110 (lecture) and CHEM-111 (lab). Each class is a co-requisite of the other, so you need to register for both at the same time.

The "additional information" row shows that this section of GOVT-110 is restricted to SPA students. Only students who are part of the restricted group of students can register for this class.

Section Details

GOVT-110-004 Politics in the U.S.
Fall 2023 Semester

Instructors	Suhay, E (suhay@american.edu , 202-885-6258)
Meeting Information	M, Th 4:05 PM - 5:20 PM 8/28/2023 - 12/16/2023 TBD (Lecture) W 9:45 AM - 2:10 PM 8/28/2023 - 12/16/2023 TBD (Lecture)
Dates	8/28/2023 - 12/16/2023
Seats Available ⓘ	39 / 39 / 0
Credits	4
Grading	Graded, Pass/Fail, Audit
Requisites	None
Course Description	Politics in the United States FA4 (3-4) Study of major philosophical concepts that shaped government in the United States combined with an analysis of contemporary political institutions and behavior, focusing on the American governmental system. Four-credit sections include Washington laboratory experiences. Usually Offered: fall, spring, and summer.
Additional Information	Restriction: SPA Students.
Books	Bookstore Information

Searching for Habits of Mind Classes

TIP: search "habits of mind" in quotations using the search bar. This will search for all courses with the phrase "habits of mind" in the description. Use the same filter results as discussed on slide 2.

The specific Habits of Mind category a course fulfills is listed at the end of the course description.

You can also filter by specific Habits of Mind category at the bottom of the Filter Results column under "Course Types". Here you can choose one of the 5 Habits of Mind categories to filter:
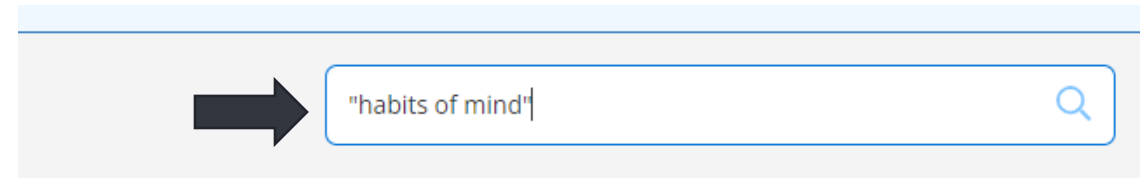
Core: Cultural Inquiry   Core: Socio-Historical

Core: Creative-Aesthetic   Core: Natural-Scientific

Core: Ethical Reasoning

"habits of mind"

Review Complete

HIST-110 Renaissance and Revolutions (3 Credits)

Renaissance and Revolutions FA2 (3) This course introduces students to how Europeans living between 1400 and 1795 understoo peasant and enslaved African to the merchant and the Parisian salonniere, among others. This provides the material through whi historians employ to arrive at credible accounts of past events. Students practice these skills through close reading of contempor ideas and interpretations through discussion and writing assignments. They gain a new perspective on their own values and histo imaginatively engaging AU Core Habits of Mind: Socio-Historical Inquiry ed: fall, spring, and summer.

Requisites:
None

Course Types

- [ ] Core: Cultural Inquiry (29)
- [ ] Core: Socio-Historical (28)
- [ ] Core: Creative-Aesthetic (25)

Adding Courses to Your Planner

When you've found the section of a course you want to add to your planner:

- Click "add section to planner" (see slide 3)

- After reviewing the section details, if the course is available for you, click "Add Section"

When courses are added to your planner, they show up as:

- Yellow = planned

- Red = full or conflict with another course

- Green = registered and enrolled in the course. This requires you to click the register button under each course or the "register now" button

Reminder - Your registration day is listed in your Suggested Course Letter sent to you as early as June 6th, 2023 by your first year advisor.

Section Details

WRT-100-002 College Writing
Fall 2022 Semester

Instructors	Newhouse, A (anewhouse@american.edu)
Meeting Information	M, Th 8:10 AM - 9:25 AM 8/29/2022 - 12/17/2022 TBD (Lecture)
Dates	8/29/2022 - 12/17/2022
Seats Available ⓘ	18 / 19 / 0
Credits	3
Grading	Graded ▾
Requisites	None
Course Description	College Writing (3) This course develops students' academic writing, reading, and research skills; emphasizes information literacy, including locating, evaluating, and incorporating source material; and focuses on rhetorical awareness. AU Core Foundation: Written Communication and Information Literacy I. Usually Offered: fall, spring, and summer. Grading: A-F only. Note: Completion of WRT-100 and WRT-101 with grades of C or better fulfills the Written Communication and Information Literacy I requirement. Students may not receive credit toward a degree for both WRT-100 and WRT-102.
Books	Bookstore Information

Close   ➡   **Add Section**

Registering for Courses

Not Eligible to Register

If the "Register" link under each individual course on the left side of your planner and the "Register Now" button on the right-hand side above your planner is GREY, you currently aren't eligible to register. You'll need to wait until your registration date and time and/or resolve any holds before registering.

WRT-100-001: College Writing ✕

✓ **Planned**

Credits: 3 Credits
Grading: Graded
Instructor: White, E
8/29/2022 to 12/17/2022
Seats Available: 15
⌄ Meeting Information

Register

Register Now

Planned: 0 Credits   **Enrolled:** 1 Credits   **Waitlisted:** 0 Credits

Eligible to Register

If the "Register" link under each individual course on the left side of your planner and the "Register Now" button on the right-hand side above your planner is BLUE, you currently are eligible to register. If you want to register for all the courses on your planner at once, use the "Register Now" button. Also use this button if you need to register for co-requisite courses (see slide 4 for more info). The "Register" button under each individual course on the left hand side of your planner is register for individual courses one at a time.

Your Registration day and time is in your Suggested Course Letter was sent to you as early as June 6th, 2023.

WRT-100-001: College Writing ✕

✓ **Planned**

Credits: 3 Credits
Grading: Graded
Instructor: White, E
8/29/2022 to 12/17/2022
Seats Available: 15
⌄ Meeting Information

Register

⌄ View other sections

Register Now

Planned: 3 Credits   **Enrolled:** 15 Credits   **Waitlisted:** 0 Credits

Waitlisting for Courses

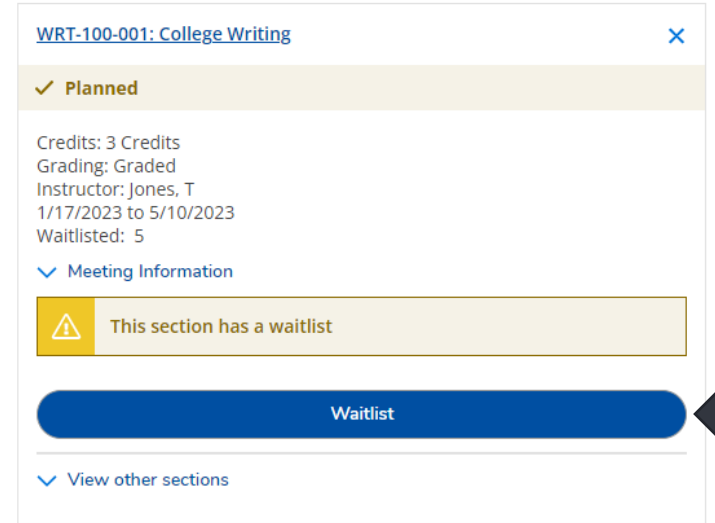If a section for a course you want to register is full:

- **FIRST** – register for an open section
- **SECOND** – waitlist for your preferred section

This will guarantee you a seat if there is an open section as waitlists aren't guaranteed.

To officially get on the waitlist, click the waitlist button under the course.

Once on a waitlist:

- Your "Rank" of where you are on the waitlist will appear.
- Check your AU email daily. Once notified you will have one day from when the notification email is sent to you to register.
- A "Register" button will appear in Eagle Service to note you can now register for the course.
- PLEASE NOTE: you may need to drop a course to register for the course in which you are waitlisted to stay between 12 -17 credits.

WRT-100-001: College Writing ✕

✓ Planned

Credits: 3 Credits
Grading: Graded
Instructor: Jones, T
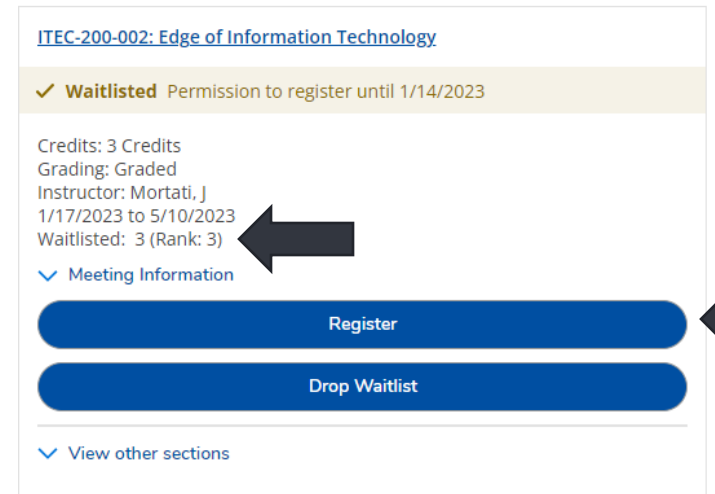1/17/2023 to 5/10/2023
Waitlisted: 5

⌄ Meeting Information

⚠ This section has a waitlist

[Waitlist]

⌄ View other sections

ITEC-200-002: Edge of Information Technology

✓ Waitlisted   Permission to register until 1/14/2023

Credits: 3 Credits
Grading: Graded
Instructor: Mortati, J
1/17/2023 to 5/10/2023
Waitlisted: 3 (Rank: 3)

⌄ Meeting Information

[Register]

[Drop Waitlist]

⌄ View other sections

Look Out For...

Red Caution Box in top right-hand corner – this tells you that you currently have a hold on your account. You need to resolve this hold before you can register. Common ones include:

- Account Balance – you have a balance on your account which needs to be addressed. Contact AU Central

- Immunization Hold – Your immunization records are received or updated. Please contact the Student Health Center.

- Advising Hold – **for the summer, there is an advising hold on your account. On your registration day, this hold will be lifted.** Starting in the Fall, if you have an advising hold on your account, connect with your academic advisor.

- The red box will direct you to the office you need to communicate with to resolve your hold.

Yellow Caution Box in top right-hand corner – this tells you that you are trying to register for a restricted course or a course you don't meet the pre-req for. See slide 4 for more information.

Student Planner – Eagle Service will sign you out after a few minutes of inactivity. If you are trying to search or do an action in Eagle Service and nothing is happening, log back into Eagle Service. This is a feature to protect your privacy and your academic record.

Advisor meeting/approval required prior to registration or add/drop.

You have a stop on your account. Please contact the Dean of Students Office

COMM-100-002 - Registration restricted to SOC majors or minors.

COMM-100-002 - COMM-100-002: Failed Section registration restriction rules.

BIO-210-002 - The following required prerequisite for course BIO-210 is not started. Prerequisite: BIO-110.