



BOSTON COLLEGE

**Eagle**Apps

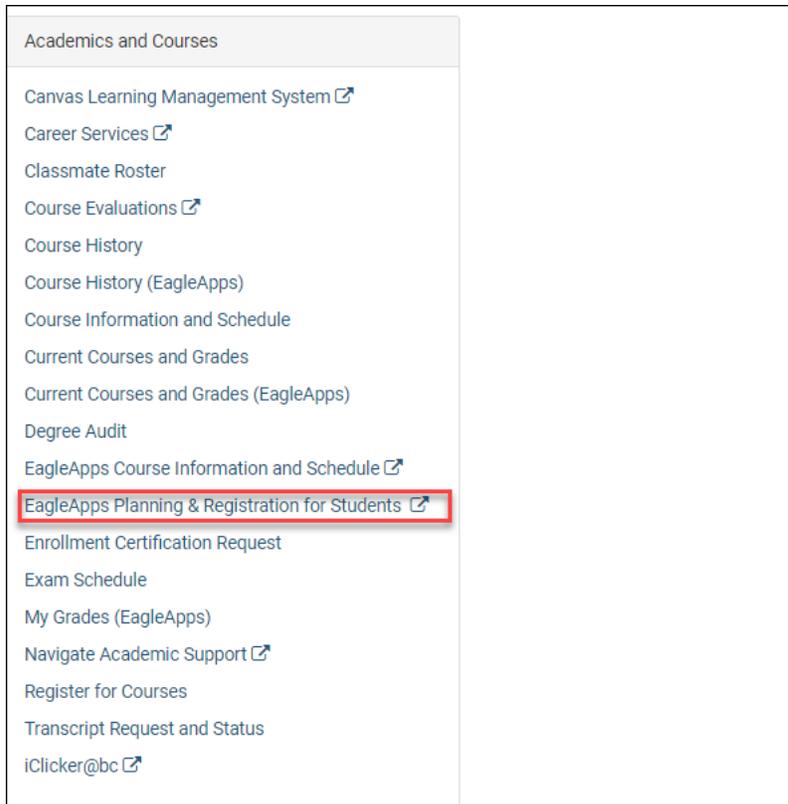
# Planning and Registration Guide

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## Accessing the Planning and Registration Module

1. Sign in to the Agora Portal using your BC credentials
2. Select the EagleApps Planning and Registration link in the Academics and Courses area.



## Help and Support

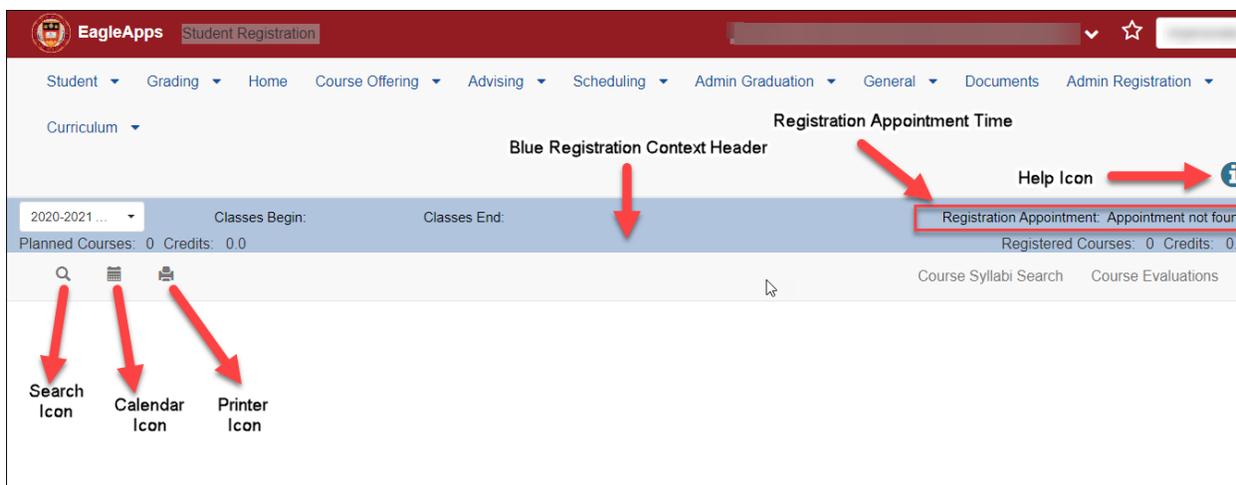
If you have an issue or require access to EagleApps, please open a help ticket using the EagleApps Help/Incident Request Form, and production support/subject matter experts will contact you directly and also set up time with you (if that helps). Below you will find the relevant links for help and support of EagleApps.

Form	Purpose	Who Should Use These Forms
<a href="#">EagleApps Help/Incident Request</a>	This form is to be used to submit application or data issues encountered when using any of the EagleApps Modules, including Enrollment (CMCO), Student Accounts, Institutional Awards, or Financial Aid.	Only those users who actively use EagleApps and have an EagleApps account.
<a href="#">Student Services Systems Access Request</a>	This form should be used to submit requests for access to any of the applications and data supported by Student Services.	Boston College Community/Public that are authorized to use these applications per their job requirements and duties. These users must also be approved by the respective business owners of each application to ensure they have the clearance to view and/or modify the corresponding data.

### Basic Navigation

When you open the Planning and Registration screen, it will look very similar to the sample screen below. It contains:

- A drop-down menu where you can select the semester for which you want to register, if multiple semesters are available for registration at this time.
- A blue registration context header that displays the dates when classes begin and end for that semester, the date and time of your registration appointment, if one exists, any holds on your record which may affect your ability to register for classes, the count of your planned and registered courses, and number of credits. If this is your first time accessing the Registration module, your planned and registration courses and credits will be zero.
- A letter i icon provides screen level help about student registration.
- A magnifying glass icon that you can use to search for courses.
- A calendar which you can use to return to the schedule display.
- A printer icon which you can use to create a .pdf to download that you may share with your advisor.



In the main Registration screen, select the term you want to register for from the drop-down menu on the left-hand side.

### Searching for Courses

Use the **Magnifying Glass** icon on the left side of the screen to search for your courses. You will be able to select values from a variety of criteria to narrow the courses which you may wish to consider.

### Viewing Options

There are two viewing options for the Student Schedule available from the **Calendar** icon:

- Calendar – Default view that allows you to see the days and times when the courses in your Schedule and Registration Plan are offered
- Tabular – Lists registration data in a columnar format

You can switch between any of the viewing options at any time by clicking the radio button next to the view you want to select.

### Printing Options

You can print a PDF version of your Registration Schedule by clicking the **Printer** icon. Please note that you **CANNOT** print a copy of your Registration Plan. You need to copy your Registration Plan into a file where you can save it and print it, or you can take a screen shot of your plan.

### Creating a Registration Plan and Adding Courses to Your Plan

In advance of your registration appointment you may begin building a registration plan, which is a detailed list of classes in which you are interested in registering. You may create up to two registration plans for a semester. The first registration plan is automatically created and is named “Registration Plan 1.” You may at any time create a second registration plan by clicking on the **Add Plan** button. The second plan will automatically be named “Registration Plan 2.” Likewise, you can eliminate an existing plan by selecting the plan using the radio button, which makes the plan active and then clicking on the Edit Plan Name button.

For an example of when multiple plans may make sense for you, consider the case in which you have applied for an external internship or job which would occur during the afternoons. You may want to

create one plan comprised of classes that only take place during the morning that you could perhaps name “Morning Classes Only,” leaving your afternoons free for the internship or job, and a second plan comprised of classes taking place throughout the day in the event you are unsuccessful securing the internship or job.

### Student Registration Plans Screen

You build your course schedule for the semester in the Student Registration Plan section of the screen. As you add courses to your plan, you will see the following information:

- Name of your Registration Plan (Registration Plan 1 is the default name)
- Up and down arrows next to a course that can be moved up or down in your plan by dragging the arrow up to move a course up or dragging the down arrow to move the course down
- Section for the course section
- Course Title
- Format for the course (for example, Lecture or Online Asynchronous)
- Days of the week when the course is offered
- Timeslot when the course is offered
- Building where the course is located
- Room where the course is held
- Instructor(s) teaching the course
- Credits for the course
- Grading option – Letter grade or Pass/Fail
- Status (this field is blank until you are registered in the course)

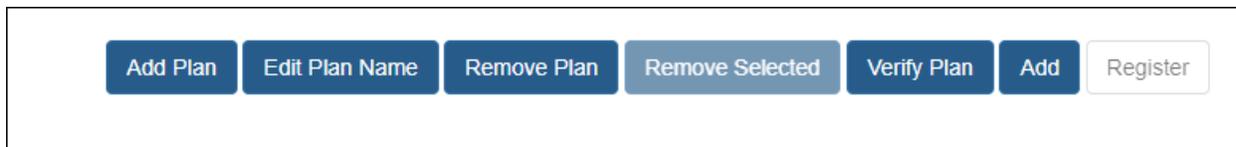
The screenshot shows the EagleApps Student Registration interface. At the top, there are navigation tabs for Student, Grading, Home, Course Offering, Advising, Scheduling, Admin Graduation, General, Documents, Admin Registration, and Curriculum. Below these, there are filters for Spring 2022, Classes Begin: 01-18-2022, Classes End: 05-05-2022, and Registration Appointment: 11-05-2021 9:00 AM EDT. The interface shows 4 Planned Courses with 10.0 Credits. Below this, there is a table titled 'Student Registration Plans' for 'Registration Plan 1'.

Priority	Section	Course Title	Format	Days	Time Slot	Building	Room	Instructors	Credits	Grading	Status
<input checked="" type="checkbox"/>	<input type="checkbox"/>	BIOL1320 01 Anatomy and Physiology 2	Lecture	T Th	12:00 PM - 01:15 PM	Higgins Hall	300	Mott, Devin	3.0	Letter	
		BIOL1320 04 Anatomy and Physiology 2	Discussion	W	04:00 PM - 04:50 PM	Higgins Hall	285	Mott, Devin			
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	BIOL1320 01 Anatomy and Physiology 2	Lecture	T Th	12:00 PM - 01:15 PM	Higgins Hall	300	Mott, Devin	3.0	Letter	
		BIOL1320 02 Anatomy and Physiology 2	Discussion	M	04:00 PM - 04:50 PM	245 Beacon Street	214	Mott, Devin			
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	BIOL1330 01 Anatomy and Physiology Lab 2	Lab	M	09:00 AM - 11:00 AM	Higgins Hall	370	Eberhard, Jeremy J	1.0	Letter	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	BIOL1320 01 Anatomy and Physiology 2	Lecture	T Th	12:00 PM - 01:15 PM	Higgins Hall	300	Mott, Devin	3.0	Letter	
		BIOL1320 05 Anatomy and Physiology 2	Discussion	W	05:00 PM - 05:50 PM	Higgins Hall	285	Mott, Devin			

At the bottom of the table, there are buttons: Add Plan, Edit Plan Name, Remove Plan, Remove Selected, Verify Plan, and Register.

At the bottom of the screen you will see a row of buttons that you will use during your registration process.

- **Add Plan** – Select this button when you want to create a new registration plan.
- **Edit Plan Name** – Select this button if you want to change the name of your registration plan.
- **Remove Selected** – Select this button if you want to remove a particular course from your registration plan.
- **Verify Plan** – Select this button if you want to check for conflicts or any other issues pertaining to your registration plan before you register your courses.
- **Register** – Select this button when you want to register the courses in your registration plan.



## Searching for Courses and Adding Courses to Your Plan

1. From the Student Registration screen, select the term you want to register for from the drop-down menu on the left-hand side. It is possible that only a single term may be available at a particular time.
2. Note that the system has already created Registration Plan 1 for you.
3. To search for courses you may wish to take, click on the **Magnifying Glass** icon in the upper left of the screen. This will take you to the integrated Course Offering Faceted Search page.
4. The Course Offering Faceted Search allows you to specify a variety of criteria which are used to narrow the results of your search. These criteria include:
  - **Keywords** – Used to specify a word which appears in either the course title or the course description. If you wish to search on a keyword string, enclose phrases and Course Codes in single quotes. ('MATH1100', 'social justice')
  - **Days of the Week** – Used to specify on which days of the week a section will meet. An 'M' will result in sections that have at least a Monday meeting, even if they meet on other days as well (M-only, MWF, MW, MTWThF, etc.). An 'M' and a 'W' will result in sections which have at least a Monday meeting or a Wednesday meeting (M-only, W-only, MW, MTWThF, WF, etc.).
  - **Time of Day** – Used to specify time ranges when the section starts. Late morning will result in sections that start at 10:00am, 10:15am, 10:30am, 10:45am, 11:00am, 11:15am, 11:30am, 11:45am, or anything in between.
  - **Subject Area** – Used to specify subject areas or departments which offer the courses. A type-ahead allows you to start typing the name or department code so that you do not have to scroll through the list which is sorted by subject code abbreviation.
  - **School** – Used to specify the school in which the course is offered. These are the broadly-defined schools and do not differentiate between ungraduated and graduate versions of schools that have both levels.
  - **Credits** – Used to specify the credit value of the course offering. The majority of courses at Boston College are 3-credit classes.
  - **Status** – Used to specify the registration status of the section.

- **Fulfills requirements** – Used to specify the requirements satisfied by the course offering. These options include Core requirements, Major requirements, Minor requirements, and Electives.
  - **Delivery Method** – Used to specify the manner in which the section is conducted, such as Clinical work, Lecture, Seminar, Lab, Field work, independent study, etc.
  - **Course Level** – Used to specify undergraduate, graduate, or both graduate and undergraduate.
5. When you are ready to perform your search, click the blue **Apply to Search** button on the left side of the screen and the results are displayed. You can further refine your course search by entering keywords and additional criteria, or removing individual filters and clicking **Apply to Search**.
  6. **Tips for searching for courses:**
    - Within a single category such as Subject Area, multiple selections result in an OR condition, meaning that ACCT, HIST, PHYS is interpreted by the system as Accounting, or History, or Physics courses.
    - Across categories, multiple selections result in an AND between the categories and an OR within the category, meaning that Subject Areas ACCT, HIST, PHYS with Fulfills Requirements Natural Sciences is interpreted by the system as Accounting or History or Physics courses, which also satisfy the Natural Sciences requirement.
    - The more selections you make within a particular category, the broader your search results.
    - The more selections you make across multiple categories, the narrower your search results. In fact, no results may be found.
    - Particularly helpful searches include the Subject Area and Fulfills Requirements combination, as well as combinations including the Days of the Week and/or Times of the Day.
    - Keywords are particularly helpful in searching for courses which may contain content of interest to you without your knowing their Subject Area.
    - The search will return a list of courses which have any section meeting your search criteria.
    - The results of your search are presented to you in order by the course code. They include the course code and title, the course description, the credit value, and various restrictions related to the course.
  7. Click the **Expander** arrow (>) in the upper right of the course information to view a list of sections for the course offering you selected.
  8. The table of section details displayed contains the following information:
    - **Section** – The Section number and type of instructional method.
    - **Days** – The days of the week which the section meets.
    - **Time Slot** – The beginning and ending times associates with those Days.
    - **Building** – The building in which the class will take place.
    - **Room** – The room number in which the class will take place.
    - **Instructors** – The names of the class instructors or teaching assistants.
    - **Registered** – The first number shows the number of students who have already registered for the section and the second number shows the total seats available in the section. Once registration begins, these numbers can alert you to when a particular section is becoming full.
  9. There are special symbols that are important to recognize in the table of section details:
    - A green **calendar** symbol indicates that the section has start and end dates which differ from that of the regular semester. If you place your mouse over the calendar symbol, text will

display the class begin and end dates. If you click on the calendar, other important deadlines associated with that section will appear.

- A red 'I' symbol indicates that the section has special restrictions on registering for it. These might be needing permission from the department or instructor, or restrictions based on majors, minors, class standings, or other characteristics. Again, placing your mouse over the symbol will provide text describing these restrictions.
  - A blue **book** symbol allows you to link to the bookstore system to get a list of instructional materials such as textbooks (if any) that are required for that section. Clicking on the **book** symbol will provide that list (if one is available).
10. Once you decide which section you would like to include in your Registration Plan, click on the slider under the **Select** column. Note that the other sections disappear from the table. If you wish to see the whole list again and perhaps choose another section, click on the slider again.
  11. Certain courses are taught in what is known as a multi-format offering, which means that there are sections of two or more delivery methods, one of each must be taken to be properly registered for the course. Examples are courses which are taught in a Lecture/Laboratory or Lecture/Discussion format. The system will assist you in choosing appropriate combinations of sections. For example, should you select a Lecture section from a list, all the other Lecture Sections will disappear from the display, leaving only Laboratory or Discussion sections remaining. As each type of section is chosen, only those sections of a type still needing to be chosen will remain unselected in the display.
  12. Once you have chosen the appropriate section or sections, the **Add to Plan** button is displayed.
  13. Click the **Add to Plan** button to add the section(s) to your Registration Plan. The system will return you to the Student Registration screen and you will see the section information shown in a tabular display of your plan, as well as the Calendar View above. Sections that are in a Registration Plan are shown in the Calendar View with a black background.
  14. You may return to the course search by clicking on the **Magnifying Glass** icon in order to continue adding sections to your Registration Plan.  
**Note:** The system will inform you if you reach the maximum number of courses or credits that you may put in an individual plan.

### Removing One or More Courses from Your Registration Plan

- Select the course or courses that you want to remove from your Registration Plan.
- Click **Remove Selected**.

### Creating a Second Registration Plan

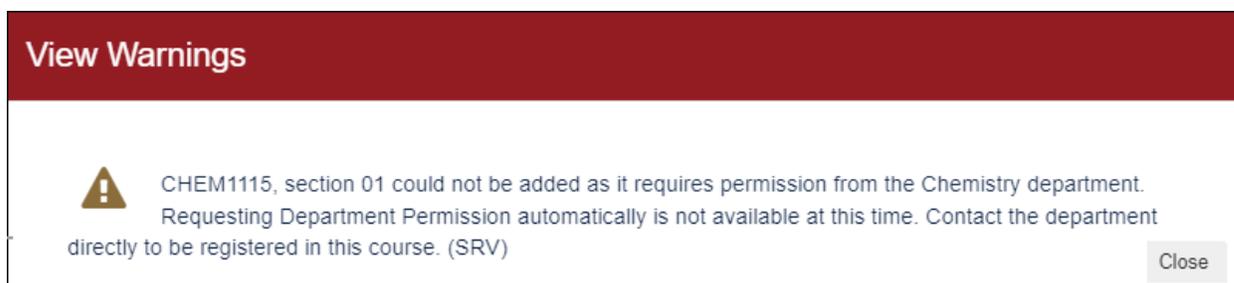
There are a number of reasons why you might want to create a second Registration Plan. Let's say that you want to add all courses with morning timeslots in one plan and add all courses with afternoon slots in a second plan to make sure that you can register for all your selected courses. Or you could be doing an internship during this semester and you want to ensure that your classes fit in with your work schedule. To create a second Registration Plan, click the **Add Plan** button.

### Removing a Registration Plan

- Click **Remove Plan** to remove your Registration Plan.

## Verifying Your Plan

1. Once you are satisfied with the courses in your plan, you should click **Verify Plan**. By doing so, the system will evaluate your ability to register for the courses in the plan and inform you of any difficulties you will have registering for any of your courses. These difficulties can include school, major, minor restrictions, closed sections, time conflicts, co-requisite requirements, and required department or instructor approvals. These warnings will appear on the line of the section in your plan with either a yellow or red caution sign.
2. Placing your mouse over the caution sign will provide information about what errors are applicable to that section. Clicking on the caution sign will bring up a normal dialog box with the information. Note that there may be more than one error for a given section.
3. Red caution signs identify warnings about courses requiring permission from either the department or instructor.
4. Click on the red triangle. The **View Warnings** dialog displays.



5. Contact the Department directly to request permission to register for the class.

## Status Indicators

Status Indicators alert you to issues with your plan and error messages provide descriptions about the issues that need to be corrected. You will see Status Indicators when you verify your plan and when you register your plan.

Status Indicator	Description
	Indicates there is an issue with the course. Issues can include a conflict with another course in the plan or the course is restricted to a certain school, year, major, minor, etc. You will not be able to register the student for the course without intervention, usually by the department of the course.
	Indicates that the course requires either instructor or department permission. Please note that you <b>CANNOT</b> register for the course until the exemption request is approved.
	Indicates that your exemption request is in process. Clicking on the symbol displays its current status.

## Registering for Your Courses

To register for courses from your plan, do the following:

1. (Optional) Click **Verify Plan**. This step is recommended to ensure that you are aware of any course conflicts or other issues before you attempt to register the courses in your plan. For example, students with earlier registration appointments may have caused one or more of your sections to fill.
2. Click on the checkbox next to each section for which you wish to register. You may use the checkbox on the header line to select all sections with a single click.
3. Click **Register** to register the courses that you selected from your plan. Error messages will display above the schedule if there are any course conflicts, or if a course requires permission from either the instructor or department head. Note that if permission is required, you will **NOT** be able to register for that course until your exemption request is approved.  
Once your courses are registered, the courses from your plan are added to your calendar and your courses are displayed in the Student Schedule section of the screen. Each course section is displayed in a different color in the Calendar View; anything still in your plan will continue to display in black.
4. Once the final exam schedule is set, you may click on the Final Exam tab to view your exam details. This may not be available until later in the semester.

The screenshot shows the EagleApps Student Registration interface. At the top, there is a navigation bar with 'EagleApps' and 'Student Registration'. Below this is a menu with various options like 'Student', 'Grading', 'Home', 'Course Offering', etc. The main content area shows 'Spring 2022' selected, with 'Classes Begin: 01-18-2022' and 'Classes End: 05-05-2022'. It also displays 'Planned Courses: 4 Credits: 10.0' and 'Registered Courses: 0 Credits: 0.0'. There are buttons for 'My Schedule', 'Search Courses', 'Print Schedule', 'Course Syllabi Search', and 'Course Evaluations'. The main section is titled 'Student Registration Plans' and shows a table of course sections for 'Registration Plan 1'. The table has columns for Priority, Section, Course Title, Format, Days, Time Slot, Building, Room, Instructors, Credits, Grading, and Status. The sections listed are for 'Anatomy and Physiology 2' with various section numbers, formats (Lecture, Discussion, Lab), and times. At the bottom of the table, there are buttons for 'Add Plan', 'Edit Plan Name', 'Remove Plan', 'Remove Selected', 'Verify Plan', and 'Register'.

Priority	Section	Course Title	Format	Days	Time Slot	Building	Room	Instructors	Credits	Grading	Status
<input checked="" type="checkbox"/>	<input type="checkbox"/>	BIOL1320 01 Anatomy and Physiology 2	Lecture	T Th	12:00 PM - 01:15 PM	Higgins Hall	300	Mott, Devin	3.0	Letter	
	<input type="checkbox"/>	BIOL1320 04 Anatomy and Physiology 2	Discussion	W	04:00 PM - 04:50 PM	Higgins Hall	265	Mott, Devin			
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	BIOL1320 01 Anatomy and Physiology 2	Lecture	T Th	12:00 PM - 01:15 PM	Higgins Hall	300	Mott, Devin	3.0	Letter	
	<input type="checkbox"/>	BIOL1320 02 Anatomy and Physiology 2	Discussion	M	04:00 PM - 04:50 PM	245 Beacon Street	214	Mott, Devin			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	BIOL1330 01 Anatomy and Physiology Lab 2	Lab	M	09:00 AM - 11:00 AM	Higgins Hall	370	Eberhard, Jeremy J	1.0	Letter	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	BIOL1320 01 Anatomy and Physiology 2	Lecture	T Th	12:00 PM - 01:15 PM	Higgins Hall	300	Mott, Devin	3.0	Letter	
	<input type="checkbox"/>	BIOL1320 05 Anatomy and Physiology 2	Discussion	W	05:00 PM - 05:50 PM	Higgins Hall	265	Mott, Devin			

The following example shows registered course sections displayed in mauve and sage green.

## After You Have Registered

Once you have successfully registered for classes, you can continue to make changes throughout the add/drop period, subject to Boston College's various policies. To make most changes to your existing schedule, you must be in the Tabular View of the Student Schedule.

### Dropping Courses

To drop a course simply select the checkbox next to section(s) and click **Drop Selected**. The system will validate that you are within the deadlines and will provide a success message if the drop is successful in adding the new section.

Note that if the course requires a course combination of a Lecture, Lab, or Discussion, both will be dropped in the same transaction. Also note that you may not drop the last remaining section in your schedule. You will need to contact your Associate Dean's Office to do this. The system will alert you to this and prevent that drop transaction.

### Swapping Course Sections

Sometimes you may register for a course that is not your preferred choice. Later, as you monitor the registration numbers for your preferred section, you discover that a seat has become available for it. However, you do not want to take the chance of another individual taking the seat after you dropped the registered section and then attempt to add the preferred section. This is where swapping sections will assist you.

To swap course sections:

1. Add the course section that you wish to register into your Registration Plan using the method detailed above.
2. Select the checkbox next to that section in your plan.
3. Select the checkbox next to the section in your Student Schedule that you wish to drop.
4. Click **Swap Sections**.

**Student Schedule**

Registration | Final Exams

Tabular View | Calendar View

<input type="checkbox"/>	Section	Course Title	Format	Days	Time Slot	Building	Room	Instructors	Credits	Grading
<input checked="" type="checkbox"/>	APSY2041 01	Adolescent Psychology	Lecture	M W	03:00 PM - 04:15 PM	Campion Hall	302	Lerner, Jacqueline V	3.0	Letter
<input type="checkbox"/>	APSY4151 01	Health Psychology	Lecture	T Th	03:00 PM - 04:15 PM	Campion Hall	328	Lai, Betty S	3.0	Letter

Swap Sections | Drop Selected | Change Grading Option

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**Student Registration Plans**

Registration Plan 1

<input type="checkbox"/>	Section	Course Title	Format	Days	Time Slot	Building	Room	Instructors	Credits	Grading	Status
<input checked="" type="checkbox"/>	APSY2240 01	Personality Theories: Behavior in Context	Lecture	M W	03:00 PM - 04:15 PM	Campion Hall	235	Kim, Oh Myo	3.0	Letter	
<input type="checkbox"/>	APSY2041 01	Adolescent Psychology	Lecture	M W	03:00 PM - 04:15 PM	Campion Hall	302	Lerner, Jacqueline V	3.0	Letter	

5. Click **Yes** to confirm swapping course sections.

**Confirm Swap**

Are you sure you want to drop APSY2041 01  
and replace it with APSY2240 01

The system will only drop you from the existing section if it is successful. If the swap is successful, you will see a confirmation message. The new section will display in your Student Schedule.

If for some reason the swap is unsuccessful, you will see an error message explaining why you are unable to swap course sections. Note that you still have a seat in your original course section.

## Quick Register

After the registration period has begun and you have reached your registration appointment time, you can take advantage of the **Quick Register** feature while using the **Course Search** function. You will notice that after you choose a section, both the **Add to Plan** and **Quick Register** buttons become available. The **Quick Register** button automatically registers you in the selected course, bypassing the need to add it to your plan first. This feature is generally used when there are only a few seats left in a class and you want to ensure that you get that last seat before the class fills.

To use quick register:

1. Select the slider button next to the course that you want to quick register. The example below shows that Health Psychology is selected as a quick register course.

**APSY4151 Health Psychology**

Health psychology is the study of how psychology and health interact and influence: health promotion and health risk behaviors, the treatment individuals receive for medical problems, how people cope with stress and pain, and how people behave when they are ill. This course will review these issues across the life course, with special attention to approaches which influence health promoting behaviors and the treatment of illnesses.

School	Credits	Course Level	Status
Lynch School of Education	3	Undergraduate	open

Fulfills Core Requirements:      Required Permissions:

Elective Requirements

APSY4151 Health Psychology cr ✓

Required Permissions:

Select	Section	Days	Time Slot	Building	Room	Instructors	Registered
<input checked="" type="checkbox"/>	01 Lecture	TTh	03:00 PM - 04:15 PM	Campion Hall	328	Lai, Betty S	0 of 35

- Click the Quick Register link. Your course is automatically added to your Registration Schedule and is also added to your calendar. Note that the course is not displayed in your plan.

The following example shows the Health Psychology course displayed in purple in the Student Schedule section of the Student Registration screen.

EagleApps Student Registration

Student ▾ Grading ▾ Home Course Offering ▾ Advising ▾ Scheduling ▾ Admin Graduation ▾ Documents General ▾ Admin Registration ▾ Curriculum ▾

Fall 2022 Classes Begin: 08-29-2022 Classes End: 12-01-2022 Registration Appointment: Appointment not found

Planned Courses: 5 Credits: 12.0 Registered Courses: 2 Credits: 6.0

Course Evaluations Course Syllabi Search

**Student Schedule**

Registration Final Exams

Registered  Final Exams

Tabular View  Calendar View

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am							
9am		8:00 - 10:15 ARTH2258 01 - Modernism and the Avant-Garde, 1900-1945 : Devin Hall 218		8:00 - 10:15 ARTH2258 01 - Modernism and the Avant-Garde, 1900-1945 : Devin Hall 218			
10am		10:00 - 12:00 CHEM1111 01 - General Chemistry Laboratory I : Market Chemistry Center 110					
11am							
12pm		12:00 - 12:59 HIST2481 01 - Africa History I : Stokes Hall		12:00 - 12:59 HIST2481 01 - African-American History I : Stokes Hall 206S		12:00 - 12:59 HIST2481 01 - African-American History I : Stokes Hall 206S	
1pm							
2pm							
3pm		1:00 - 4:15 APSY2240 01 - Personality Theories: Behavior in Context : Campion Hall 235	1:00 - 4:15 APSY4151 01 - Health Psychology : Campion Hall 328	1:00 - 4:15 APSY2240 01 - Personality Theories: Behavior in Context : Campion Hall 235	1:00 - 4:15 APSY4151 01 - Health Psychology : Campion Hall 328		

## Changing Grading Options

After your courses are registered, you can change the grading option from a Letter grade to Pass/Fail or Audit. These changes are subject to policies which the system will enforce.

To change your grading option:

- Select the course that you want to change from a Letter grade to Pass/Fail or Audit.
- Click **Change Grading Options**.
- A dialog box will display showing the options available to you. Choose the option you want.

4. Confirm your choice by clicking **Yes**.

You will see the new grading option displayed in your Student Schedule.

The screenshot shows the EagleApps Student Registration interface. At the top, the user is logged in as 'McMahon, Eileen impersonating Szendey, Olivia R'. The navigation menu includes 'Student', 'Grading', 'Home', 'Course Offering', 'Advising', 'Scheduling', 'Admin Graduation', 'Documents', 'General', and 'Admin Registration'. The current semester is 'Summer 2021', with classes beginning on 05-19-2021 and ending on 08-20-2021. The user has 0 planned courses and 0.0 credits, and is currently registered for 2 courses with 6.0 credits. The main content area displays a table of course offerings. The first row is for 'ACCT6618 01 Accounting Information Systems' (Online Asynchronous, M T Th, 08:30 AM - 11:00 AM, 3.0 credits, Letter grading). The second row is for 'APSY7468 01 Introductory Statistics' (Online Asynchronous, M W F, 01:00 PM - 03:30 PM, 3.0 credits, Letter grading), which is selected with a checked checkbox. Below the table are three buttons: 'Swap Sections', 'Drop Selected', and 'Change Grading Option', with the latter being highlighted by a red box.

Section	Course Title	Format	Days	Time Slot	Building	Room	Instructors	Credits	Grading
<input type="checkbox"/>	ACCT6618 01	Accounting Information Systems	Online Asynchronous	M T Th	08:30 AM - 11:00 AM		Allen, Jeffrey	3.0	Letter
		ONLINE COURSE;							
		SYNCHRONOUS							
<input checked="" type="checkbox"/>	APSY7468 01	Introductory Statistics	Online Asynchronous	M W F	01:00 PM - 03:30 PM		Brown, Nathaniel	3.0	Letter
		ONLINE COURSE;							
		SYNCHRONOUS							