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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.

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

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.

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

Credits for the course

Grading option – Letter grade or Pass/Fail

Status (this field is blank until you are registered in the course)

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

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.

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 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.

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

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 ens

3. Click Continue with Warnings to proceed with the registration process.
Click Close to display the Warning message on the screen without completing the registration process.

NOTE: If multiple warning messages are displayed, the Continue with Warnings button applies to all warnings and allows you to continue with the registration process.

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.

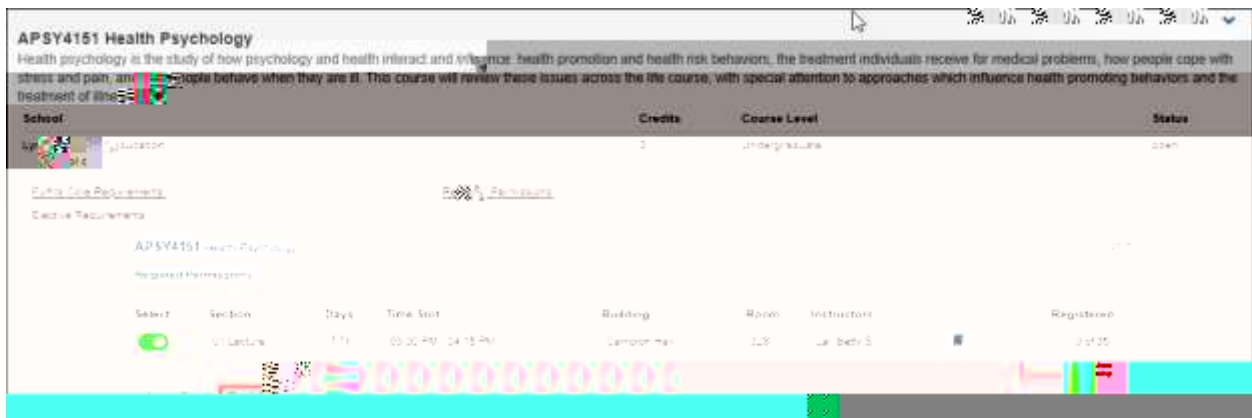
Status Indicator	Description	Warning	Exemption
	Indicates an issue with the course that warns the user, but still allows the user to proceed. Examples include Department/Instructor Permission.		

3. 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.
4. 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.
5. Once the final exam schedule is set, you may click on the Final Exam tab to view your exam

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.



2. 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.

