BOSTON COLLEGE

EagleApps

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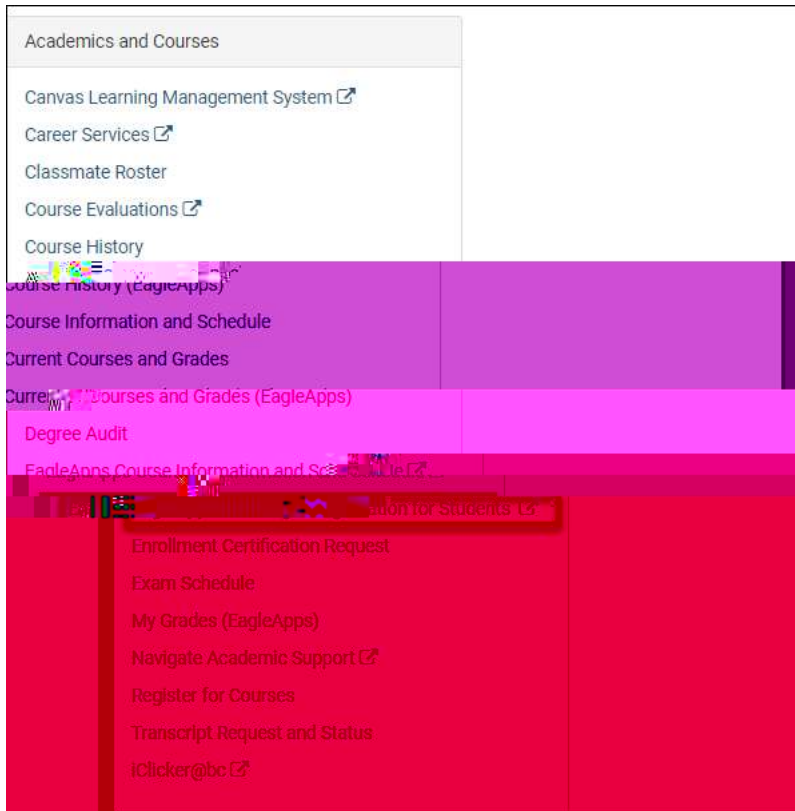
If you have an issue or require access to EagleApps, please open a help ticket using the EagleApps Help/Incident Request Form, and production support/subject matter experts will contact you directly and also set up time with you (if that helps). Below you will find the relevant links for help and support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

Form	Purpose	Who Should Use These Forms
EagleApps Help/Incident Request	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.

Student Services C4.82 155.42 0.4

In the main Registration screen, selec

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.

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

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 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 **CANNOT** 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.
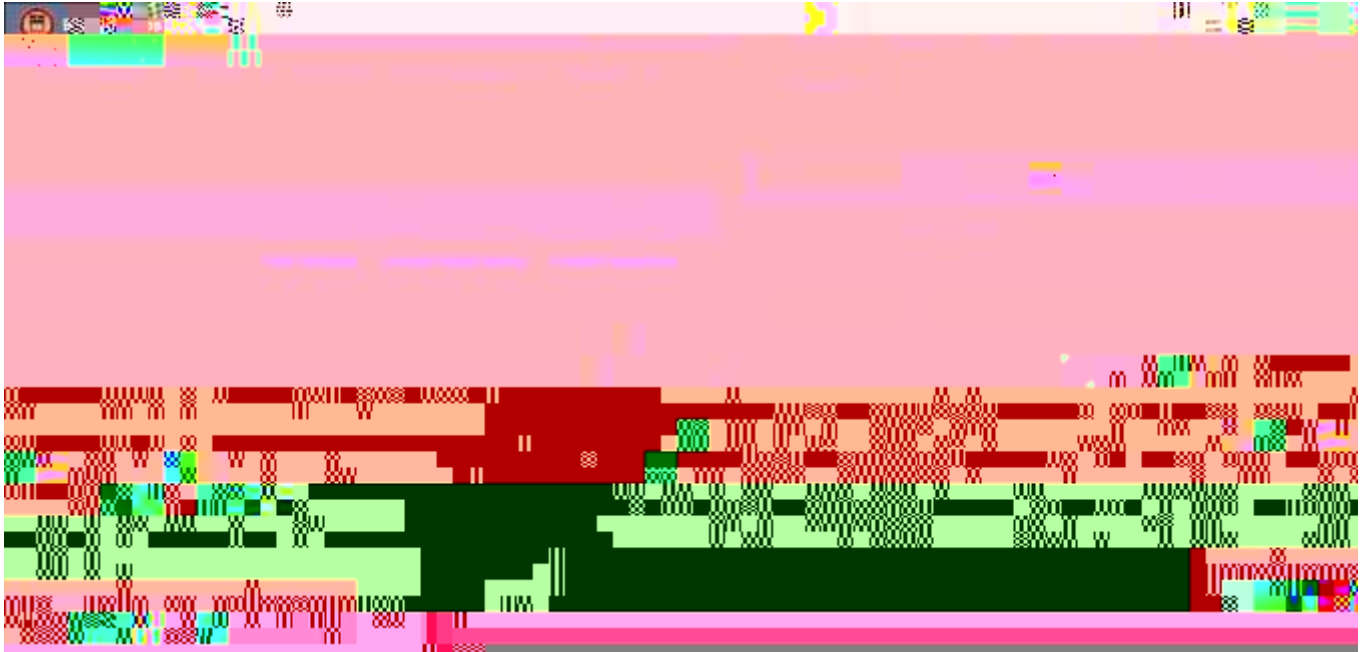
The following example shows registered course sections displayed in mauve and sage green.
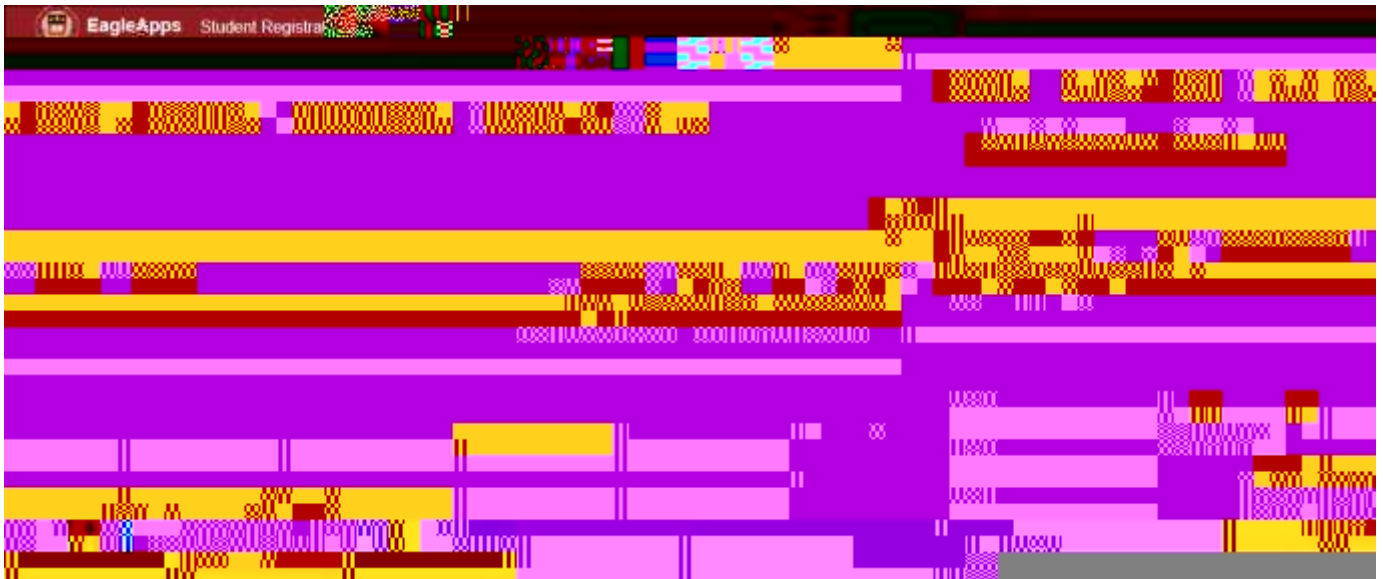
Once you have successfully registered for classes, you can continue to make changes throughout the add/drop period, subject to Boston College's various policies. To make most changes to your existing schedule, you must be in the Tabular View of the Student Schedule.

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.

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.

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.

After the registration period has begun and you have reached your registration appointment time, you can take advantage of the **Quick Register**
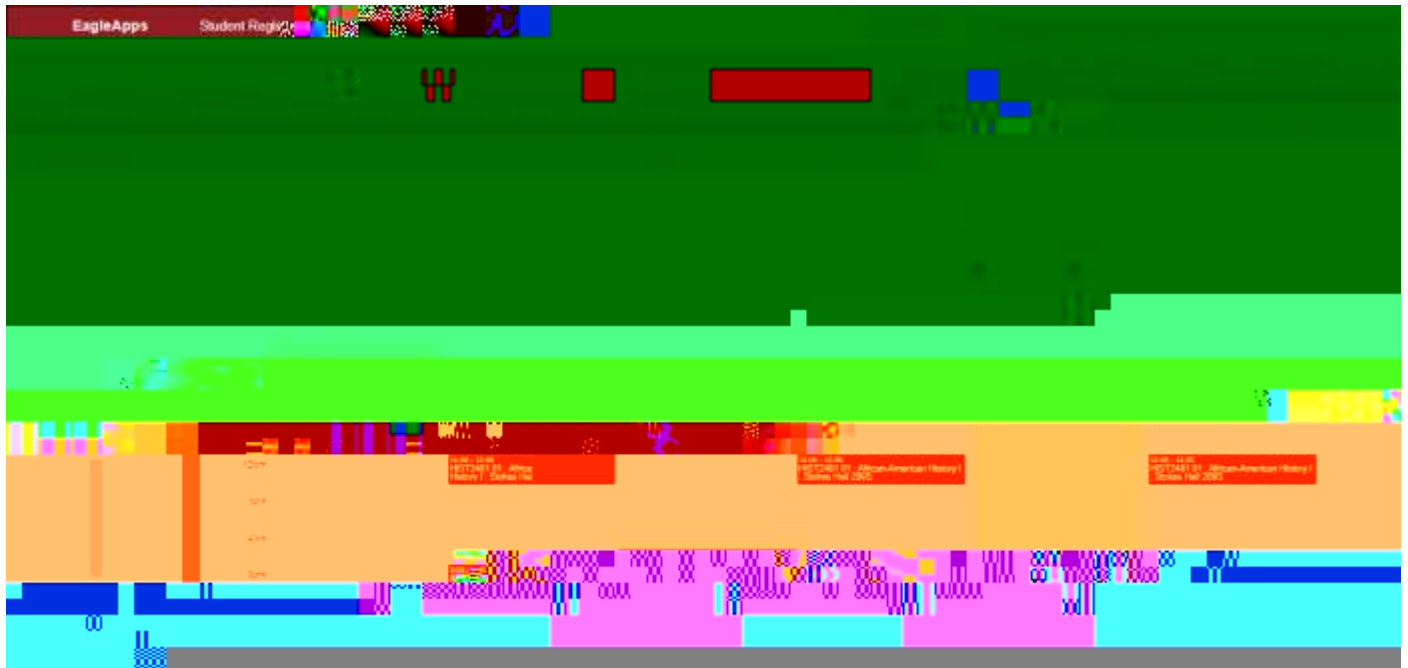
After your courses are registered, you can change the grading option from a Letter grade to Pass/Fail or Audit. These changes are subject to policies which the system will enforce.

To change your grading option:

1. Select the course that you want to change from a Letter grade to Pass/Fail or Audit.
2. Click **Change Grading Options**.
3. 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.