

The Reinhardt College 2010 EagleWeb Registration Instructions

To access the Course Schedules:

- Open a browser and go to <https://eagleweb.reinhardt.edu/ics>
- In the field labeled User Name (shown below) enter your Student ID number
- In the field labeled Password enter your password.
- Click the Login button
- If you don't remember your password, enter your ID number and then click "I forgot my password". It will automatically generate a new password and email it to your Reinhardt email account. Check your Junk Mail, as it sometimes gets caught there.



The image shows the top portion of the EagleWeb interface. It features the Reinhardt College logo on the left, which includes the year 1852 and the college name. To the right of the logo is a login form with two input fields: "User Name:" and "Password:". Below these fields is a "Login" button and a link that says "I forgot my password".

- Select the Current Student tab and then My Academic Information.
- On the Registration portlet, select Course Search



The image is a screenshot of the EagleWeb "My Academic Information" page. At the top, there are navigation tabs: "Home", "Current Students", "Groups", "Help", and "My Pages". Below the tabs, the breadcrumb path reads "You are here: Current Students > My Academic Information > Record's Office". The main content area is titled "My Academic Information" and is divided into several portlets:

- Record's Office:** Contains links for "Instructions", "Registration", "Announcements", "Major and Advisor", and "Advisor Meetings".
- My Course Information:** Contains a link for "My Grades".
- Quick Links:** Contains links for "My Courses" and "My Pages".
- Instructions:** A portlet titled "Personal Information Updates" with text: "Name changes must be submitted in writing to the Office of Records, Registration, and Advisement with the appropriate legal documentation. Please contact the Records Office at 770-720-5534 if you need additional information."
- Announcements:** A portlet stating "You have no incoming announcements." with a link for "Show All Announcements".
- Major and Advisor:** A portlet with sections for "Faculty Advisors:" and "Intended Majors:".
- Advisor Meetings:** A portlet titled "Advisor Meetings For: Kirsten Gervaise Rodning" with instructions: "You may enter a start and/or end date for meetings to display. To display all meetings, do not enter any dates. Click the 'Display Meetings' button." It includes input fields for "Start Date:" (10/20/2009) and "End Date:" (10/27/2009), and a "Display Meetings" button.

At the bottom of the page, there are two icons: "Add/Drop Courses" and "Course Search".

*****Remember to select the appropriate term when searching or registering for courses.***

To Register/Add Classes:

- Select the Current Student tab and then My Academic Information
- Select Either the Add/Drop Courses or Course Search Option



[Add/Drop Courses](#)



[Course Search](#)



[Add/Drop Courses](#) OPTION – use this option if you know the course code **AND** **section number**

The screenshot shows a web browser window displaying the 'My Academic Information' page. The page title is 'My Academic Information - Record's Office | EagleWeb - Microsoft Internet Explorer'. The address bar shows the URL: https://eagleweb.reinhardt.edu/cs/Students/My_Academic_Information/Record's_Office.jsz?portlet=Registration&screen=Add+Drop+Courses&screenType=next. The page content includes a navigation menu on the left with options like 'Registration', 'Instructions', 'Announcements', 'My Schedule', and 'My Grades'. The main content area is titled 'My Academic Information' and 'Registration - Add/Drop Courses'. It features a form for adding courses with fields for 'Term' (Spring 2009-2010) and 'Division' (All). Below the form, there is a section for 'Add by Course Code' with a table of input fields for course and section codes. The table has 6 rows and 4 columns: 'Course Code', 'Section', 'Course Code', and 'Section'. The first row contains 'BUS 101' and '010'. Below the table is an 'Add Course(s)' button. At the bottom, there is a 'Your Schedule (Registered)' table with columns for 'Drop', 'Code', 'Title', 'Schedule', 'Location', and 'Credits'. The table is currently empty, and a 'Drop Selected Courses' button is visible below it.

Once a course is identified – Click **Add Courses** to add the course to your schedule



Course Search OPTION – Use this to search courses

The screenshot shows the 'Registration - Course Search' page. The form includes the following fields and options:

- Term: Spring 2009-2010
- Department: All
- Course Number Range: [] to []
- Title: Begins With []
- Course Code: Begins With []
- Division: All
- Time: [] To: []
- Meets on any day(s)
- Meets only on the selected days
 - Monday
 - Tuesday
 - Wednesday
 - Thursday
 - Friday
 - Saturday
 - Sunday
- Faculty: All
- Campus: All
- Building: All
- Section Status: Open and Full
- Min/Max Hours: [] to []
- Buttons: Search, Reset

- Once a course is located, you will click on the box in the Add column next to the course then click **Add Courses** to add it to your schedule.

The screenshot shows the search results page with a table of courses. The 'Add' column for the selected course 'BIO 107 01E MC' is checked.

Course ID	Course Name	Instructor	Seats	Waitlist	Days	Time	Credits
<input type="checkbox"/> ART 105 020 MC	ART APPREC	Chapman, Curtis A	25/25	0	TR	11:00 AM-12:15 PM	3.00
<input type="checkbox"/> ART 121 010 MC	3-DIM DESIGN	Mullinix, Brett	15/15	0	MW	1:00 PM-2:50 PM	3.00
<input type="checkbox"/> ART 216 010 MC	ART HISTORY II	Houston, Sarah L	25/25	0	MW	1:00 PM-2:15 PM	3.00
<input type="checkbox"/> ART 261 010 MC	INTRO DIG PHOTO	Davis, James B	15/15	0	MW	9:00 AM-10:50 AM	3.00
<input type="checkbox"/> ART 309 010 MC	DIGITAL ART II	Davis, James B	8/8	0	MW	11:00 AM-12:50 PM	3.00
<input type="checkbox"/> ART 318 010 MC	SURVEY MOD ART	Houston, Sarah L	25/25	0	MW	2:30 PM-3:45 PM	3.00
<input type="checkbox"/> ART 320 010 MC	PAINT OIL MEDIA	Davis, James B	15/15	0	MW	1:00 PM-2:50 PM	3.00
<input type="checkbox"/> ART 330 010 MC	PRNTMKG TECHNQU	Davis, James B	15/15	0	TR	11:00 AM-12:50 PM	3.00
<input type="checkbox"/> ART 340 010 MC	SCULPTURE II	Mullinix, Brett	15/15	0	TR	11:00 AM-12:50 PM	3.00
<input type="checkbox"/> ART 350 010 MC	CERAMICS WHL TH	Mullinix, Brett	15/15	0	MW	11:00 AM-12:50 PM	3.00
<input type="checkbox"/> ART 490 010 MC	CONCEN SEMINAR	Mullinix, Brett	15/15	0	-	-	3.00
<input type="checkbox"/> ART 490 020 MC	CONCEN SEMINAR	Davis, James B	15/15	0	-	-	3.00
<input type="checkbox"/> ART 491 010 MC	CONCEN SEMINAR	Mullinix, Brett	15/15	0	-	-	3.00
<input type="checkbox"/> ART 491 020 MC	CONCEN SEMINAR	Davis, James B	15/15	0	-	-	3.00
<input type="checkbox"/> ART 492 010 MC	THESIS EX PORTF	Mullinix, Brett	20/20	0	-	-	3.00
<input type="checkbox"/> ART 492 020 MC	THESIS EX PORTF	Davis, James B	20/20	0	-	-	3.00
<input checked="" type="checkbox"/> BIO 107 01E MC	GEN BIOLOGY I	Sibley, Paige M	0/0	0	R	6:00 PM-10:50 PM	4.00
<input type="checkbox"/> BIO 108 010 MC	GEN BIOLOGY II	Santoro, Irma M	24/24	0	MWF	9:00 AM-10:50 AM MWF 9:00 AM-10:50 AM	4.00

[AR - BI](#) | [BI - BU](#) | [BU - BU](#) | [BU - CO](#) | [CO - CO](#) | [CO - ED](#) | [ED - ED](#) | [ED - ED](#) | [EN - EN](#) | [EN - HI](#) | [HI - HI](#) | [HI - MA](#) | [MA - MU](#) | [MU - MU](#) | [MU - MU](#) | [MU - MU](#) | [MU - PC](#) | [PC - PE](#) | [PE - PO](#) | [PO - RE](#) | [RE - SP](#) | [SP - TH](#) [Next Page -->](#)

To Drop Courses:

- Select the Current Student tab and then My Academic Information



- Select the [Add/Drop Courses](#)

- Your schedule will appear at the bottom on the page with a box to check to drop the course

EXAMPLE:

Your Schedule (Registered)

Drop	Code	Title	Schedule	Location
<input type="checkbox"/>	BUS 407 01E MC	INTERNATL BUS	M 6:00 PM - 10:50	Main Campus George M. Lawson 201
<input type="checkbox"/>	ENG 099 010 MC	BASIC ENGLISH	TR 11:00 - 12:15	Main Campus Blanche Hagan Chapel

- Once the appropriate box is checked click **Drop Selected Courses**

The screenshot shows the 'Add/Drop Courses' interface. At the top, there are navigation links: Instructions, Announcements, My Schedule, My Grades, My Course Information, My Advising Information, My Courses, and My Pages. The main content area includes a form for adding courses by code, a 'Your Schedule (Registered)' table, and a 'Drop Selected Courses' button. The 'Your Schedule (Registered)' table is as follows:

Drop	Code	Title	Schedule	Location	Credits
<input type="checkbox"/>	BUS 407 01E MC	INTERNATL BUS	M 6:00 PM - 10:50	Main Campus George M. Lawson Academic Center 201	3.00
<input checked="" type="checkbox"/>	ENG 099 010 MC	BASIC ENGLISH	TR 11:00 - 12:15	Main Campus Blanche Hagan Chapel 103	3.00

****Please remember to LOG OUT when you are finished****

If you have any problems with Web Registration, please contact the Office of Records, Registration and Advisement at 770-720-5534.