

Reinhardt University 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 header of the EagleWeb portal. It features the Reinhardt University logo on the left, which includes the year 1885 and a stylized 'R' with a cross. To the right of the logo is the text 'Reinhardt University'. Below the logo and name is a yellow login bar. It contains two input fields: 'User Name:' and 'Password:'. To the right of 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 'My Academic Information' page in the EagleWeb system. At the top, there are navigation tabs: 'Home', 'Current Students', 'Groups', 'Help', and 'My Pages'. Below these is a breadcrumb trail: 'You are here: Current Students > My Academic Information > Record's Office'. The main content area is divided into several portlets. On the left is a sidebar with 'My Academic Information' and 'Quick Links' (My Courses, My Pages). The main area has a 'My Academic Information' header. Below it are several portlets: 'Instructions' (with a yellow bar), 'Personal Information Updates' (with a yellow bar), 'Registration' (with a yellow bar), 'Add/Drop' (with a yellow bar), 'Announcements' (with a blue bar), 'Major and Advisor' (with a blue bar), and 'Advisor Meetings' (with a blue bar). The 'Registration' portlet contains an alert: 'Alert: You must receive Registration Clearance from your Advisor before you can register. See your advisor.' Below the alert, it says 'Current Term: Fall 2009-2010' and 'Add Period Closed / Drop Period Closed'. At the bottom of the page, there are two icons: 'Add/Drop Courses' and 'Course Search'. The 'Advisor Meetings' portlet has a yellow bar and contains a form with 'Start Date' and 'End Date' fields, both set to 10/20/2009 and 10/27/2009 respectively, and a 'Display Meetings' button. A red message at the bottom of this portlet says 'There are no scheduled meetings matching the entered criteria.'

****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 with the URL https://eagleweb.reinhardt.edu/cs/Students/My_Academic_Information/Record's_Office.jnz?portlet=Registration&screen=Add+Drop+Courses&screenType=next. The page title is "My Academic Information - Record's Office | EagleWeb - Microsoft Internet Explorer". The main content area is titled "My Academic Information" and includes a navigation menu on the left with options like "Registration", "Instructions", "Announcements", "My Schedule", and "My Grades". The main content area shows the "Add/Drop" section with a "Term" dropdown set to "Spring 2009-2010" and a "Division" dropdown set to "All". Below this, there is a section for "Add by Course Code" with a "Course Search" tab. The "Add by Course Code" section contains a table with columns for "Course Code" and "Section" for up to six courses. The first row is filled with "BUS 101" and "010". Below the table is an "Add Course(s)" button. At the bottom, there is a "Your Schedule (Registered)" section with a 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

Registration - Course Search

Add/Drop > > Course Search

Course Search

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 Friday

Tuesday Saturday

Wednesday Sunday

Thursday

Faculty: All

Campus: All

Building: All

Section Status: Open and Full

Min/Max Hours: to

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.

<input type="checkbox"/>	ART 106 020 MC	ART APPREC	Chapman, Curtis A	25/25	O	TR	11:00 AM-12:15 PM	3.00
<input type="checkbox"/>	ART 121 010 MC	3-DIM DESIGN	Mullinix, Brett	15/15	O	MW	1:00 PM-2:50 PM	3.00
<input type="checkbox"/>	ART 216 010 MC	ART HISTORY II	Houston, Sarah L	25/25	O	MW	1:00 PM-2:15 PM	3.00
<input type="checkbox"/>	ART 261 010 MC	INTRO DIG PHOTO	Davis, James B	15/15	O	MW	9:00 AM-10:50 AM	3.00
<input type="checkbox"/>	ART 309 010 MC	DIGITAL ART II	Davis, James B	0/0	O	MW	11:00 AM-12:50 PM	3.00
<input type="checkbox"/>	ART 318 010 MC	SURVEY MOD ART	Houston, Sarah L	25/25	O	MW	2:30 PM-3:45 PM	3.00
<input type="checkbox"/>	ART 320 010 MC	PAINT OIL MEDIA	Davis, James B	15/15	O	MW	1:00 PM-2:50 PM	3.00
<input type="checkbox"/>	ART 330 010 MC	PRNTMKG TECHNQU	Davis, James B	15/15	O	TR	11:00 AM-12:50 PM	3.00
<input type="checkbox"/>	ART 340 010 MC	SCULPTURE II	Mullinix, Brett	15/15	O	TR	11:00 AM-12:50 PM	3.00
<input type="checkbox"/>	ART 350 010 MC	CERAMICS WHL TH	Mullinix, Brett	15/15	O	MW	11:00 AM-12:50 PM	3.00
<input type="checkbox"/>	ART 490 010 MC	CONCEN SEMINAR	Mullinix, Brett	15/15	O	-	-	3.00
<input type="checkbox"/>	ART 490 020 MC	CONCEN SEMINAR	Davis, James B	15/15	O	-	-	3.00
<input type="checkbox"/>	ART 491 010 MC	CONCEN SEMINAR	Mullinix, Brett	15/15	O	-	-	3.00
<input type="checkbox"/>	ART 491 020 MC	CONCEN SEMINAR	Davis, James B	15/15	O	-	-	3.00
<input type="checkbox"/>	ART 492 010 MC	THESIS EX PORTF	Mullinix, Brett	20/20	O	-	-	3.00
<input type="checkbox"/>	ART 492 020 MC	THESIS EX PORTF	Davis, James B	20/20	O	-	-	3.00
<input checked="" type="checkbox"/>	BIO 107 01F MC	GEN BIOLOGY I	Sibley, Paige M	0/0	O	R	6:00 PM-10:50 PM	4.00
<input type="checkbox"/>	BIO 108 010 MC	GEN BIOLOGY II	Santoro, Irma M	24/24	O	MWF	9:00 AM-10:50 AM	4.00
						MWF	9:00 AM-10:50 AM	

Add Courses

AR - BI | BI - BU | BU - BU | BU - CO | CO - CO | CO - ED | ED - ED | ED - EN | EN - EN | EN - HI | HI - HI | HI - MA | MA - MA | MU - MU | MU - MU | MU - MU | MU - MU | MU - PC | PC - PE | PE - PO | PO - RE | RE - SE | SE - 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 103

- 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, and My Grades. Below that is a 'My Course Information' section with links for My Grades and My Advising Information. A 'Quick Links' section includes My Courses and My Pages. The main content area is titled 'Add/Drop > Add/Drop Courses'. It features a form with 'Term' set to 'Spring 2009-2010' and 'Division' set to 'All'. A message states: 'The Add Period is open from 9:00 AM on 10/12/2009 until 1/9/2010 and the Drop Period is open from 9:00 AM on 10/12/2009 until 1/9/2010. You are currently registered for 6 credits.' Below this is an 'Add by Course Code' section with a 'Course Search' button and instructions: 'To add courses, enter the course code (e.g. ART101) and section code (e.g. A), for up to six courses. if you do not know the course or section codes you need, use the course search tab above.' There are six input fields for Course Code and Section, with an 'Add Course(s)' button. At the bottom, the 'Your Schedule (Registered)' table is visible, showing the same two courses as in the example above. The 'Drop' column for 'ENG 099 010 MC' has a checked box. A 'Drop Selected Courses' button is located below the table. At the very bottom, there is a 'My Account Info' link.

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

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