

HOW TO REGISTER & DROP CLASSES

1. After your advisor approves your registration, use the Daily Planner in your Schedule Booklet to work out the times. Write the class number, subject, section number and title of the course on the course reservation card in the schedule booklet.
2. You are now ready to register **On-line**. Go to Coppin State University Website <http://eagleLINKS@coppin.edu> and follow the instructions for On-line registration.

Step 1

Log onto the University's website www.coppin.edu and click on **EagleLinks**. Type your User ID and Password.

Quick Check

- If there is a hold please click on the statement under **Holds** to obtain the name of the office that has placed the hold and contact this office. If there is no **Hold** that prevents registration, then proceed by following the instructions below.

Navigation:

Self Service > Student Center or

Self Service > Class Search

Page	Action(s) to be taken
	<ol style="list-style-type: none"> 1. Click Search link if you search for classes via the Student Center.

Page

Enter Search Criteria

Institution:
Term:

Select at least 2 search criteria. Click Search to view your search results.

Class Search Criteria

Course Subject:
Course Number:
Course Career:
 Show Open Classes Only

Use Additional Search Criteria to narrow your search results.

[Additional Search Criteria](#)

Action(s) to be taken

2. **Enter Search Criteria** page includes:
 - **Institution** - Coppin State University defaults
 - **Term** - Current Term defaults. You can alter the term by choosing from the available terms in the drop down list.
3. Select a subject from the drop down list.
4. Click

Search Results

When available, click View All Sections to see all sections of the course.

Coppin State University | Fall 2008

My Class Schedule <input type="button" value="show all"/>	Shopping Cart <input type="button" value="show all"/>
BIOL 201 MoWeFr 9:00AM - 9:50AM PERCY JULIAN SCIENCE RM 008	DANC 220 TuTh 2:00PM - 3:20PM COPPIN CENTER RM 243

The following classes match your search criteria Course Subject: **Sociology**, Course Career: **Undergraduate**, Show Open Classes Only: **Yes**

Open Closed

▼ SDCI 201 - Introduction to Sociology

[View All Sections](#) First 1-3 of 6 Last

Section [001-LEC\(9446\)](#) Status

Session Regular

Days & Times	Room	Instructor	Meeting Dates
MoWeFr 10:00AM - 10:50AM	GRACE HILL JACOBS RM 218	Elias Taylor	09/02/2008 - 12/15/2008

5. Only courses that satisfy the search criteria display in the **Search Results** page.
6. If Class Schedule exists click
7. If Shopping Cart exists click

Page

Action(s) to be taken

[My Class Schedule](#) [Shopping Cart](#)

BIOL 201 MoWeFr 9:00AM - 9:50AM
PERCY JULIAN SCIENCE RM 008
Tu 8:00AM - 10:50AM
PERCY JULIAN SCIENCE RM 116

MATH 211 MoWeFr 10:00AM - 10:50AM
GRACE HILL JACOBS RM 123

WLIT 203 MoWeFr 8:00AM - 8:50AM
HEALTH & HUMAN SERVICES RM 208

- 8. Compare classes in schedule & shopping cart to available sections from class search and select a section that has no time conflicts.
- 9. Click

▼ SOCI 201 - Introduction to Sociology

View All Sections First 1-3 of 6 Last

Section [001-LEC\(9446\)](#) Status

Session Regular

Days & Times	Room	Instructor	Meeting Dates
MoWeFr 10:00AM - 10:50AM	GRACE HILL JACOBS RM 218	Elias Taylor	09/02/2008 - 12/15/2008

Section [002-LEC\(9447\)](#) Status

Session Regular

Days & Times	Room	Instructor	Meeting Dates
TuTh 9:30AM - 10:50AM	GRACE HILL JACOBS RM 218	John Hudgins	09/02/2008 - 12/15/2008

Add to Shopping Cart - Enrollment Preferences

Fall 2008 | Undergraduate | Coppin State University

SOCI 201 - INTRO TO SOCI

Class Preferences

SOCI 201-002 Lecture Open

Permission Nbr

Grading Graded

Session Regular Academic Session

Career Undergraduate

Units 3.00

Requirement Designation
Social & Behavior Sciences Gen Ed Req

Section	Component	Days & Times	Room	Instructor	Start/End Dates
002	Lecture	TuTh 9:30AM - 10:50AM	GRACE HILL JACOBS RM 218	John Hudgins	09/02/2008 - 12/15/2008

- 10. **Add to Shopping Cart** page displays your selection.
- 11. Click to complete addition to shopping cart.

Page

Action(s) to be taken

Search Results

When available, click View All Sections to see all sections of the course.

Coppin State University | Fall 2008

My Class Schedule show all	Shopping Cart show all
BIOL 201 MoWeFr 9:00AM - 9:50AM PERCY JULIAN SCIENCE RM 008	DANC 220 TuTh 2:00PM - 3:20PM COPPIN CENTER RM 243

The following classes match your search criteria Course Subject: **Sociology**, Course Career: **Undergraduate**, Show Open Classes Only: **Yes**

✓ SOCI 201 has been added to your Shopping Cart. ←

START A NEW SEARCH

● Open □ Closed

- 12. Message displays confirming class has been added to Shopping Cart.
- 13. Click **START A NEW SEARCH** to continue adding classes to the Shopping Cart (if you wish to add other classes).

Add Classes

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

✓ BIOL 204 has been added to your Shopping Cart. ←

Spring 2009 | Undergraduate | Coppin State University

● Open □ Closed

Add to Cart:		Spring 2009 Shopping Cart						
Enter Class Nbr		Delete	Class	Days/Times	Room	Instructor	Units	Status
<input type="text"/>	enter		BIOL 101-001 (4936)	MoWeFr 9:00AM - 9:50AM	TBA	J. Adeyeye	4.00	●
Find Classes			BIOL 101-L01 (4937)	Th 11:00AM - 1:50PM	TBA	J. Adeyeye		●
<input checked="" type="radio"/> Class Search			BIOL 204-001 (4912)	MoWeFr 11:00AM - 11:50AM	TBA	N. Jordan	4.00	●
<input type="radio"/> My Requirements			BIOL 204-L01 (4931)	Th 11:00AM - 1:50PM	TBA	N. Jordan		●
search			CHEM 102-001 (4981)	MoWeFr 8:00AM - 8:50AM	TBA	F. Nesbitt	4.00	●
			CHEM 102-L01 (4985)	Tu 11:00AM - 1:50PM	TBA	F. Nesbitt		●

PROCEED TO STEP 2 OF 3

- 14. Click **PROCEED TO STEP 2 OF 3**

Page

Action(s) to be taken

Add Classes

2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

Spring 2009 | Undergraduate | Coppin State University

Open Closed

Class	Description	Days/Times	Room	Instructor	Units	Status
BIOL 101-001 (4936)	BIOLOGICAL SCIENCE (Lecture)	MoWeFr 9:00AM - 9:50AM	TBA	J. Adeyeye	4.00	<input checked="" type="radio"/>
BIOL 101-L01 (4937)	BIOLOGICAL SCIENCE (Laboratory)	Th 11:00AM - 1:50PM	TBA	J. Adeyeye		<input checked="" type="radio"/>
BIOL 204-001 (4912)	VERTEBRATE STRUCTURE & DEV (Lecture)	MoWeFr 11:00AM - 11:50AM	TBA	N. Jordan	4.00	<input checked="" type="radio"/>
BIOL 204-L01 (4931)	VERTEBRATE STRUCTURE & DEV (Laboratory)	Th 11:00AM - 1:50PM	TBA	N. Jordan		<input checked="" type="radio"/>
CHEM 102-001 (4981)	GENERAL CHEMISTRY II (Lecture)	MoWeFr 8:00AM - 8:50AM	TBA	F. Nesbitt	4.00	<input checked="" type="radio"/>
CHEM 102-L01 (4985)	GENERAL CHEMISTRY II (Laboratory)	Tu 11:00AM - 1:50PM	TBA	F. Nesbitt		<input checked="" type="radio"/>

15. **Confirm classes** page displays the list of classes in your Shopping Cart for validation.
16. Click to add the classes.

Add Classes

3. View results

View the following status report for enrollment confirmations and errors:

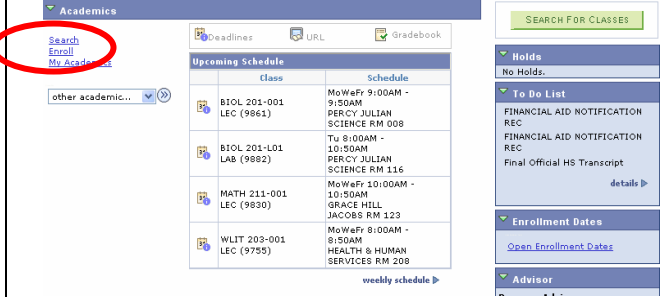
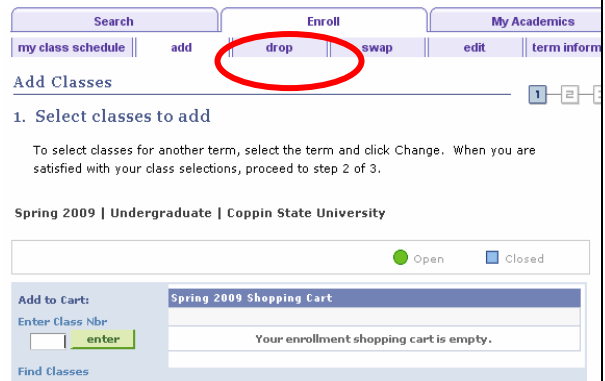
Spring 2009 | Undergraduate | Coppin State University

Success: enrolled Error: unable to add class

Class	Message	Status
BIOL 101	Error: Unable to add this class - requisites have not been met. Check the class description for a list of enrollment requirements.	<input checked="" type="checkbox"/>
BIOL 204	Error: Unable to add this class - requisites have not been met. Check the class description for a list of enrollment requirements.	<input checked="" type="checkbox"/>
CHEM 102	Error: Unable to add this class - requisites have not been met. Check the class description for a list of enrollment requirements.	<input checked="" type="checkbox"/>

17. **View Results** page displays the status of your enrollment requests. In the example provided, none of the courses will schedule because enrollment requisites are not satisfied. Choose other classes or obtain Permission Nbrs from the Instructor.
18. Click to display your current class schedule.
19. Click to add another class.

HOW TO DROP/UPDATE CLASSES

Page	Action(s) to be taken
 <p>The screenshot shows the 'Academics' page with a navigation menu on the left. The 'Enroll' link is circled in red. The main content area displays an 'Upcoming Schedule' table with columns for 'Class' and 'Schedule'. The table lists several classes including BIOL 201-001 LEC (9861), BIOL 201-L01 LAB (9882), MATH 211-001 LEC (9830), and WLIT 203-001 LEC (9755). A search box is visible at the top right.</p>	<p>1. Click Enroll link.</p>
 <p>The screenshot shows the 'Enroll' page with a navigation bar at the top. The 'drop' tab is circled in red. Below the navigation bar, there is a section titled 'Add Classes' with instructions: '1. Select classes to add. To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.' The page also shows a 'Spring 2009 Undergraduate Coppin State University' header and a 'Spring 2009 Shopping Cart' section with an 'Add to Cart' form and a message: 'Your enrollment shopping cart is empty.'</p>	<p>2. Click drop tab.</p>

Search Enroll My Academics

my class schedule add drop swap edit term information

Drop Classes

1. Select classes to drop

Select the classes to drop and click Drop Selected Classes.

Spring 2009 | Undergraduate | Coppin State University

✓ Enrolled ✗ Dropped

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	BIOL 204-001 (4912)	VERTEBRATE STRUCTURE & DEV (Lecture)	MoWeFr 11:00AM - 11:50AM	TBA	N. Jordan	4.00	✓
	BIOL 204-L01 (4931)	VERTEBRATE STRUCTURE & DEV (Laboratory)	Th 11:00AM - 1:50PM	TBA	N. Jordan		✓
<input type="checkbox"/>	CHEM 308-001 (4969)	ORGANIC CHEMISTRY II (Lecture)	MoWe 12:00PM - 12:50PM Fr 1:00PM - 1:50PM Tu 8:00AM - 8:50AM	TBA TBA TBA	A. Amah	5.00	✓
	CHEM 308-L01 (4989)	ORGANIC CHEMISTRY II (Laboratory)	Tu 9:00AM - 11:50AM	TBA	A. Amah		✓
<input checked="" type="checkbox"/>	MUSA 471-001 (4644)	PRIVATE INSTR:BRASS/PERCUSSION (ESM)		TBA	H. Barnes	2.00	✓

DROP SELECTED CLASSES

3. Click on checkbox next to class to be dropped.

4. Click **DROP SELECTED CLASSES**.

Search Enroll My Academics

my class schedule add drop swap edit term information

Drop Classes

2. Confirm your selection

Click Finish Dropping to process your drop request. To exit without dropping these classes, click Cancel.

Spring 2009 | Undergraduate | Coppin State University

✓ Enrolled ✗ Dropped

Class	Description	Days/Times	Room	Instructor	Units	Status
MUSA 471-001 (4644)	PRIVATE INSTR:BRASS/PERCUSSION (ESM)		TBA	H. Barnes	2.00	✓

CANCEL PREVIOUS **FINISH DROPPING**

5. Click **FINISH DROPPING**

Page

Action(s) to be taken

Drop Classes



3. View results

View the results of your enrollment request. Click Fix Errors to make changes to your request.

Spring 2009 | Undergraduate | Coppin State University

✔ Success: dropped ✘ Error: unable to drop class

Class	Message	Status
MUSA 471	Success: This class has been removed from your schedule.	✔

[MY CLASS SCHEDULE](#)

- 6.** Message displays confirming class has been successfully removed from your schedule.