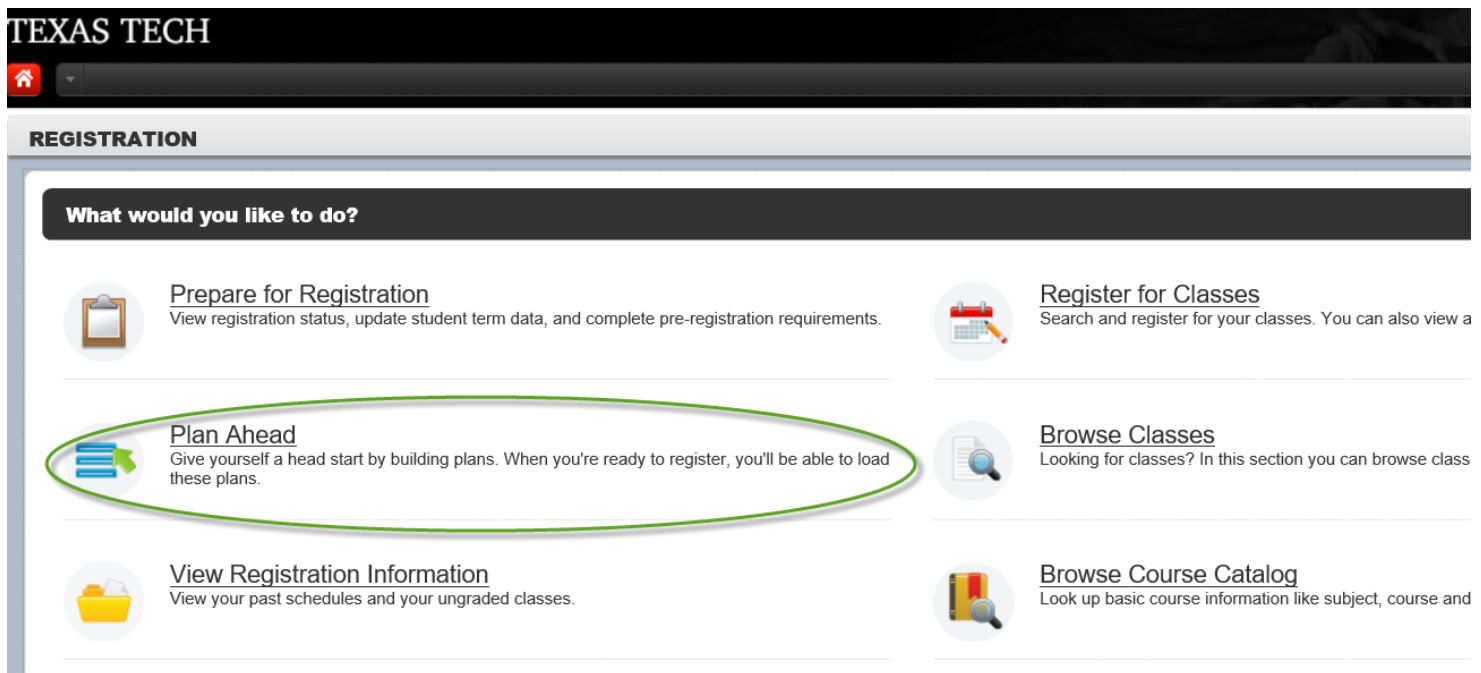


## Utilizing the “Plan Ahead” feature for Web Registration

The “Plan Ahead” feature allows a student to prepare for registration by creating a registration plan based on either courses or sections. They may create the plan, and then once eligible to register, utilize the plan to register for the courses/sections selected. Up to 5 plans may be built.

*Note: Color/Appearance variations in these instructions are due to our development/testing system environment. Please disregard these.*







### Step One: Click on “Plan Ahead”



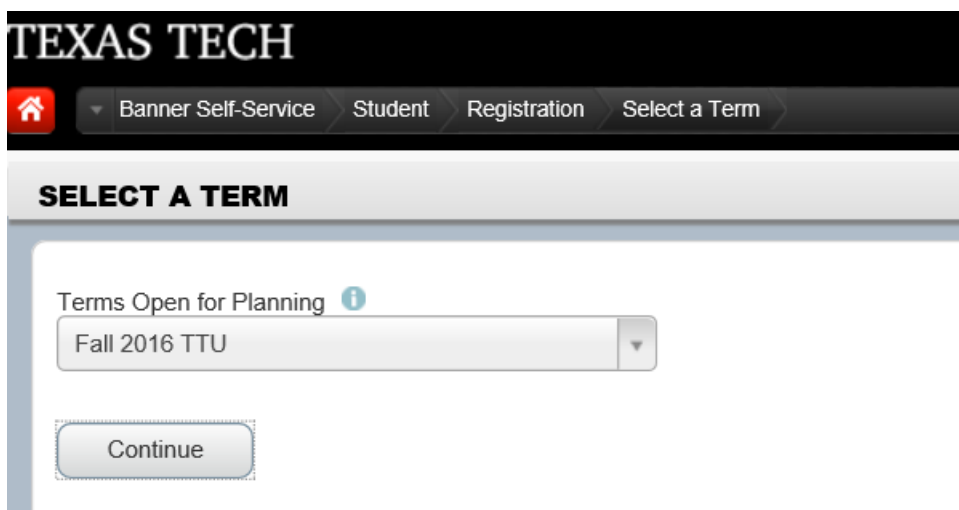
TEXAS TECH

REGISTRATION

What would you like to do?

-  **Prepare for Registration**  
View registration status, update student term data, and complete pre-registration requirements.
-  **Register for Classes**  
Search and register for your classes. You can also view a
-  **Plan Ahead**  
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
-  **Browse Classes**  
Looking for classes? In this section you can browse class
-  **View Registration Information**  
View your past schedules and your ungraded classes.
-  **Browse Course Catalog**  
Look up basic course information like subject, course and


### Step Two: Select from an available term



TEXAS TECH

Banner Self-Service > Student > Registration > Select a Term

SELECT A TERM

Terms Open for Planning 

Fall 2016 TTU

Continue

### Step Three: Click on “Create a New Plan”

**TEXAS TECH**

Banner Self-Service Student Registration Select a Term Select A Plan

## SELECT A PLAN

Plans you have created for this term: 0  
Term: Fall 2016 TTU

You are allowed a maximum of 5 plans for this term.

Create a New Plan

You can see the number of plans you have created, and create up to 5 total for a single term.

### Step Four: Search for courses/sections as you would during registration.

**PLAN AHEAD**

Find Classes

Search Results — 1 Courses  
Term: Fall 2016 TTU Subject: Animal Science Course Number: 1401

Title	Subject Description	Course Number	Hours	Description
General Animal Science	Animal Science	1401	0 OR 4	[AGRI 1419] (4) The applicatio...

View Sections Add Course

Page 1 of 1 10 Per Page Records: 1

### Step Five: Add the courses as you would during registration. Normal features such as the calendar planning tool will assist you with resolving time conflicts, etc. A notes feature is also available for you to make notes for the course itself, or for you plan.

**PLAN AHEAD**

Find Classes

Catalog Search Results Search Results — 12 Classes  
Term: Fall 2016 TTU Subject and Course Number: SOC1301 Sociology

Title	Subject Description	Course No	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Action
Introduction to Sociology Lecture	Sociology	1301	001	3	13023	Fall...		S M T W T F S 09:00 AM - 09:50 AM Building: Ho	Lubb...	60 of 60 seats re... Restriction!	Add
Introduction to Sociology Lecture	Sociology	1301	002	3	13030	Fall...	Elena Nade (Primary)	S M T W T F S 10:00 AM - 10:50 AM Building: Ho	Lubb...	109 of 109 seats... Restriction!	Add
Introduction to Sociology Lecture	Sociology	1301	003	3	13028	Fall...		S M T W T F S 11:00 AM - 11:50 AM Building: Ho	Lubb...	109 of 109 seats... Restriction!	Add
Introduction to Sociology	Sociology	1301	004	3	13029	Fall...		S M T W T F S 12:00 PM - 12:50 PM Building: Ho	Lubb...	109 of 109 seats... Restriction!	Add

Schedule Schedule Details

Class Schedule for Fall 2016 TTU

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Title	Details	Hours	CRN	Schedule T	Note	Status	Action
12am								General Animal Scie...	ANSC 1401...	0	17361	No Cre		Planned	None
1am								General Animal Scie...	ANSC 1401...	4	27026	Lecture		Planned	None
2am								Introduction to Social...	SOC 1301,...	3	13030	Lecture		Planned	None

Total Planned Hours: 7

Add notes about your plan or the individual courses by clicking on the note icons.

**Step Six: Save the plan(s). Edit and Delete plans as needed (Remember, you can only have a maximum of 5 plans.)**

**SELECT A PLAN**

Plans you have created for this term: 2  
 Term: Fall 2016 TTU  
 You are allowed a maximum of 5 plans for this term.

Create a New Plan

Plan: Fall 2016 No. 1 | Created by: You | Preferred

You will save the plan under your name, and mark your favorite as "preferred". You may edit or delete if you choose to revise your plan.

Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	Note
General Animal Science	ANSC 1401, 501	0	17361	No Credit Lab	Jackson, Samuel (Primary)	Standard Grading	
General Animal Science	ANSC 1401, 002	4	27026	Lecture	Jackson, Samuel (Primary)	Standard Grading	
Introduction to Sociology	SOC 1301, 002	3	13030	Lecture	Flores, Nadia (Primary)	Standard Grading	

Total Planned Hours: 7 | Records: 3

Plan: Fall 2016 No. 2 | Created by: You | Make Preferred

Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	Note
Introduction to Drama	ENGL 2306	3					
Principles of Horticulture	PSS 1411, 001	4	15958	Lecture	Elle, Ashley (Primary)	Standard Grading	

**Step Seven: When you are ready to register, click on "Register for Classes" from the main Registration page.**

**TEXAS TECH**

**REGISTRATION**

**What would you like to do?**

- Prepare for Registration**  
View registration status, update student term data, and complete pre-registration requirements.
- Register for Classes**  
Search and register for your classes. You can also view a
- Plan Ahead**  
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
- Browse Classes**  
Looking for classes? In this section you can browse class
- View Registration Information**  
View your past schedules and your ungraded classes.
- Browse Course Catalog**  
Look up basic course information like subject, course and

**Step Eight: Select the “Plans” tab at the top. You may then add the courses individually or “Add All”**

**REGISTER FOR CLASSES**

Find Classes | Enter CRNs | **Plans** | Schedule and Options

Register from a plan.  
Term: Fall 2016 TTU

▼ Fall 2016 No. 1 Created by: You (Preferred)

Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	Note	
<a href="#">Introduction to Sociology</a>	SOC 1301, 002	3	13030	Lecture	<a href="#">Flores, Nadia</a> (Primary)	Standard Grading		<input type="button" value="View Sections"/> <input type="button" value="Add"/>
<a href="#">General Animal Science</a>	ANSC 1401, 501	0	17361	No Credit Lab	<a href="#">Jackson, Samuel</a> (Primary)	Standard Grading		<input type="button" value="View Sections"/> <input type="button" value="Add"/>
<a href="#">General Animal Science</a>	ANSC 1401, 002	4	27026	Lecture	<a href="#">Jackson, Samuel</a> (Primary)	Standard Grading		<input type="button" value="View Sections"/> <input type="button" value="Add"/>

Records: 3

▶ Fall 2016 No. 2 Created by: You

**Step Nine: The courses will be populated in the Summary section, and you will Click on “Submit”. The normal registration error checking will take place. Courses for which you are successfully registered will appear as “Registered”. Any errors should show in the upper right corner of the registration screen.**

**REGISTER FOR CLASSES**

Find Classes | Enter CRNs | Plans | Schedule and Options

Enter Your Search Criteria ⓘ  
Term: Fall 2016 TTU

Subject   
Course Number   
Keyword

[Advanced Search](#)

If there are no errors, the status will change to "Registered"

**Schedule** | Schedule Details

Class Schedule for Fall 2016 TTU

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
10am		<input checked="" type="checkbox"/> Introduction to Sociology	<input checked="" type="checkbox"/> General Animal Science	<input checked="" type="checkbox"/> Introduction to Sociology	<input checked="" type="checkbox"/> General Animal Science	<input checked="" type="checkbox"/> Introduction to Sociology	
11am							
12pm							
1pm		<input checked="" type="checkbox"/> General Animal Science					

**Summary**

Title	Details	Hours	CRN	Schedule Ty	Status	Action
<a href="#">General Animal Science</a>	ANSC 1401,...	0	17361	No Cred...	Registered	None
<a href="#">General Animal Science</a>	ANSC 1401,...	4	27026	Lecture	Registered	None
<a href="#">Introduction to Sociology</a>	SOC 1301, 002	3	13030	Lecture	Registered	None

Total Hours | Registered: 7 | Billing: 7 | CEU: 0 | Min: 0 | Max: 999,999,999