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”

Step Two: Select from an available term

Step Three: Click on “Create a New Plan”
Step Four: Search for courses/sections as you would during registration.

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

![Image of plan selection]

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.

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

![Image of registration options]

**Register for Classes**
Search and register for your classes. You can also view current classes.

**Prepare for Registration**
View registration status, update student data, and complete pre-registration requirements.

**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 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”

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.