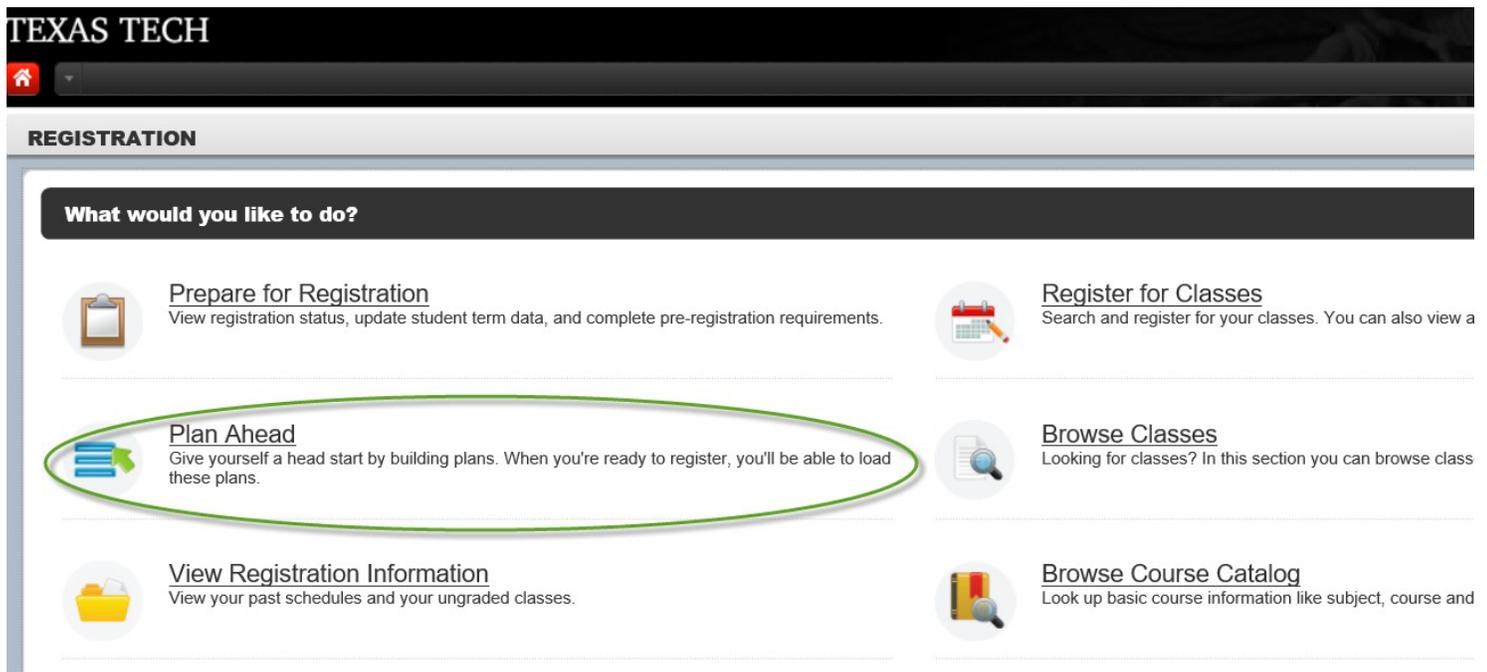


Utilizing the “Plan Ahead” feature for Web Registration

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.

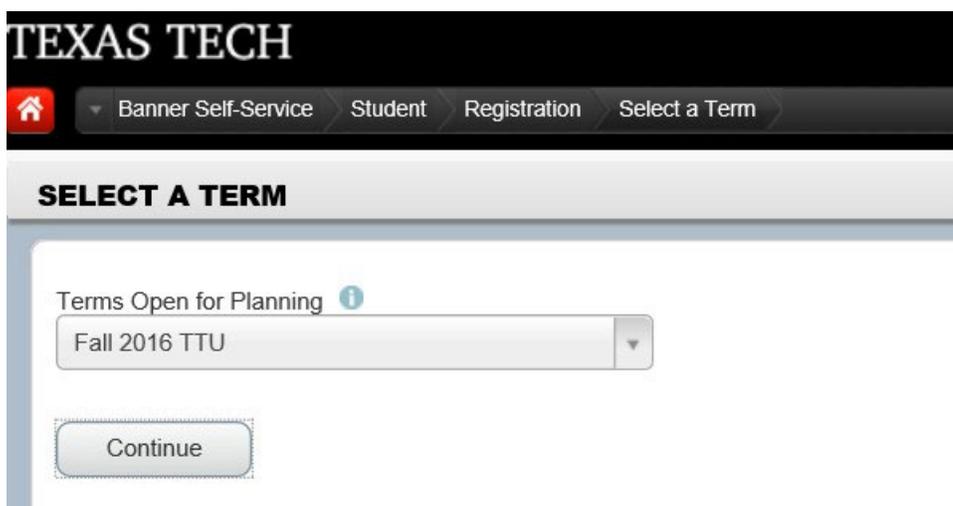
Step One: Click on “Plan Ahead”



The screenshot shows the Texas Tech Registration page. At the top, there is a black header with the Texas Tech logo and a home icon. Below the header is a grey bar with the word "REGISTRATION". The main content area is titled "What would you like to do?" and contains six options, each with an icon and a description:

- Prepare for Registration**: View registration status, update student term data, and complete pre-registration requirements. (Icon: clipboard)
- Register for Classes**: Search and register for your classes. You can also view a... (Icon: calendar)
- Plan Ahead**: Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans. (Icon: list with arrow) *This option is circled in green in the original image.*
- Browse Classes**: Looking for classes? In this section you can browse class... (Icon: magnifying glass over document)
- View Registration Information**: View your past schedules and your ungraded classes. (Icon: folder)
- Browse Course Catalog**: Look up basic course information like subject, course and... (Icon: book with magnifying glass)

Step Two: Select from an available term



The screenshot shows the Texas Tech Registration page. At the top, there is a black header with the Texas Tech logo and a home icon. Below the header is a grey bar with the word "SELECT A TERM". The main content area is titled "SELECT A TERM" and contains a dropdown menu for "Terms Open for Planning" with an information icon. The dropdown menu is currently set to "Fall 2016 TTU". Below the dropdown menu is a "Continue" button.

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. Select View Sections to view available section offerings for that course.

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 section 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. If in your plan for each semester you do not see a grid view of the schedule or CRNs listed in the summary view, then you did not set it up correctly.

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 Nbr	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...	Prnce, Nadeb (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	13038	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	13039	Fall...		S M T W T F S 12:00 PM - 12:50 PM Building: Ho	Lubb...	109 of 109 seats... Restriction!	Add

Schedule

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 Cl...	+	Planned	None
1am								General Animal Scie...	ANSC 1401...	4	27026	Lecture	+	Planned	None
2am								Introduction to Social...	SOC 1301,...	3	13030	Lecture	+	Planned	None
3am															
4am															

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 Delete Edit

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 Delete Edit

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.

 **Plan Ahead**
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.

 **View Registration Information**
View your past schedules and your ungraded classes.

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

 **Browse Classes**
Looking for classes? In this section you can browse class

 **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	
Introduction to Sociology	SOC 1301, 002	3	13030	Lecture	Flores, Nadia (Primary)	Standard Grading		<input type="button" value="View Sections"/> <input type="button" value="Add"/>
General Animal Science	ANSC 1401, 501	0	17361	No Credit Lab	Jackson, Samuel (Primary)	Standard Grading		<input type="button" value="View Sections"/> <input type="button" value="Add"/>
General Animal Science	ANSC 1401, 002	4	27026	Lecture	Jackson, Samuel (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		Introduction to Sociology	General Animal Science	Introduction to Sociology	General Animal Science	Introduction to Sociology	
11am							
12pm							
1pm		General Animal Science					

Summary

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

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