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

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

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