Building Registration Plans
(Plan Ahead)

The “Plan Ahead” function allows you to build multiple registration plans several quarters into the future. For quarters with active schedules, you can choose specific sections/CRNs. Farther into the future, your plan can simply include classes from the catalog. You can discuss these with your advisor; get them approved; and create alternate plans. You can even register for all classes in your plan with one click! Here’s how you build your plans.

Once you get to the Registration Screen, click on Plan Ahead.

Next, you need to select the term for which you wish to create the plan.

You then get a message indicating how many plans have been created. You can only have 3 plans per term.
Now enter your course search requirements. Then click the Search button when you are done.

Your search results will look like this:

You can search by Subject, Course Number, Keyword, Title, Level, Course Attributes or go to the Advanced Search.

Click View Sections for a plan with classes offered in the term you are building.

You can create two different types of plans. If you click on View Sections, the plan will be built with courses that are currently being offered for the term you are building. (You will see times and dates that the course will meet.) If you click on Add Course, the plan will be created based on courses in the Course Catalog which may or may not be offered in the term you are creating.
If you click on View Sections, it will display sections of the course.

Click “Add” for the section that you wish to add to your plan. It will show as pending in your Plan.
When you are finished adding courses to your plan click on the “Save Plan” Button. It will prompt you to Name your Plan. You are able to name it anything you want.

Once you have saved the plan it will show green in your Summary with the notation “planned.”

You are ready to use this plan when it is time to register!