



How to Navigate the Plan Ahead Tab

Plan Ahead Navigation

In this guide, the following topics will be covered:

- A. Plans: General Information
- B. Approving a Plan
- C. Editing/Deleting a Plan
- D. Creating a Plan

A. Plans: General Information

All personas except the Registrar persona can create plans. Plans allow the user to pre-build plans that include multiple courses and class sections. The user can register directly from a plan with only one click. Plans do not guarantee that the student will be successfully enrolled into the selected courses and sections.

When a user selects a course from the search results, they can add it to the plan at the course level, or view individual sections associated with the course and add the CRN. A plan can have a mix of courses and sections. No restriction checking occurs at this point. Restriction checking occurs when the user enrolls in classes and they add classes to the registration summary from a plan.

Faculty and advisors cannot mark any plan created by a student as preferred.

All plans created for students or by students are displayed in the **Select a Plan** page. When plans are displayed that were not created by the login ID user, the name of the plan creator and the associated persona are displayed:

Select A Plan

Plans you have created for this term: 2
Term: 2020 Fall (AY 2021)
You are allowed a maximum of 3 plans for this term.

[+ Create a New Plan](#)

Plan: All Tuesday/Thursday Classes | Created by: You | Preferred

Title	Details	Hours	CRN
Colonial Latin America	HIST 0474, 01	3	8374
The Chart Practicum	COMM 0220, 01	1	8182
Video Production	COMM 0201	3	
Total Planned Hours: 7			

Plan: Art & Theatre | Created by: You | [Make Preferred](#)

Title	Details	Hours	CRN
Beginning Fibers	ART 0200	3	
Senior Project II	TH 0490	1	
Total Planned Hours: 4			

Plan: Advisor Created Plan | [Created by: Wood, Elisabeth \(Advisor\)](#)

Title	Details	Hours	CRN
Art Appreciation	ART 0110	3	
United States History 1492-1877	HIST 0110	3	
Total Planned Hours: 6			

B. Approving a Plan

Faculty members and advisors can approve any plans created by the student or plans created for the student that they themselves created. Note: students are not required to register from an approved plan. When an approved plan or plans exist, the student can still register from any other plan.

Click the **Approve This Plan** link:

Select A Plan

Plans you have created for this term: 1
Term: 2021 Spring (AY 2021)
You are allowed a maximum of 3 plans for this term.

[+ Create a New Plan](#)

Plan: My Plan | Created by: Student | Testing (Student) | Preferred | [Approve This Plan](#)

Note	Title	Details	Hours	CRN
	Internship in Marketing	MRKT 0491, 01	1	2015
	The University Experience	UE 0100, 06	1	2373
	Fundamentals of Physical Science	PHYS 0120, 50	3	1552
Total Planned Hours: 5				

The name of the user approving the plan and the persona will be displayed:

Select A Plan

Plans you have created for this term: 1
Term: 2021 Spring (AY 2021)
You are allowed a maximum of 3 plans for this term.

[+ Create a New Plan](#)

Plan: My Plan | **Created by: Student | Testing (Student)** | Preferred (Approved - [April M Martin - Advisor](#)) | [Remove Approval](#)

Note	Title	Details	Hours	CRN
	Internship in Marketing	MRKT 0491, 01	1	2015
	The University Experience	UE 0100, 06	1	2373
	Fundamentals of Physical Science	PHYS 0120, 50	3	1552

Total Planned Hours: 5

Approval may be removed by clicking the **Remove Approval** link:

Select A Plan

Plans you have created for this term: 1
Term: 2021 Spring (AY 2021)
You are allowed a maximum of 3 plans for this term.

[+ Create a New Plan](#)

Plan: My Plan | Created by: Student | Testing (Student) | Preferred (Approved - [April M Martin - Advisor](#)) | [Remove Approval](#)

Note	Title	Details	Hours
	Internship in Marketing	MRKT 0491, 01	1
	The University Experience	UE 0100, 06	1
	Fundamentals of Physical Science	PHYS 0120, 50	3

Total Planned Hours: 5

C. Editing/Deleting a Plan

Faculty members or advisors can edit or delete plans they had previously created for students:

Select A Plan [New Search](#) Student: Testing, Student **CONFIDENTIAL** ID: 80000

Plans you have created for this term: 1
Term: 2020 Fall (AY 2021)
You are allowed a maximum of 3 plans for this term.

[+ Create a New Plan](#)

Plan: All Business Courses | Created by: You | [Approve This Plan](#) [Delete](#) [Edit](#)

Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	Note	⚙️
Marketing	MRKT 0405	3						
Financial Management	FIN 0350	3						
Principles of Financial Accounting	ACCT 0201	3						

Total Planned Hours: 9 Records: 3

No plans can be deleted or edited that were not created by the login ID user.

Students may edit or delete plans that they created, including plans that an advisor has approved.

D. Creating a Plan

To create plans, click on **Plan Ahead**:

The screenshot shows the 'Registration' page with a header 'What would you like to do?'. Below the header are six options arranged in two columns:

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

Select a term from the drop-down menu and click **Continue**:

The screenshot shows the 'Select a Term' form. It has a title 'Select a Term' and a section 'Terms Open for Planning' with an information icon. Below this is a dropdown menu showing '2020 Fall (AY 2021)'. At the bottom of the form is a 'Continue' button.

To create a new plan, click the **Create a New Plan** button:

The screenshot shows the 'Select A Plan' form. It has a title 'Select A Plan' and a section 'Plans you have created for this term: 0'. Below this, it says 'Term: 2020 Fall (AY 2021)' and 'You are allowed a maximum of 3 plans for this term.' At the bottom of the form is a 'Create a New Plan' button.

The following screen will be displayed. Any courses the student has already enrolled in will be shown at the bottom of the screen:

Plan Ahead

Find Classes

Enter Your Search Criteria
Term: 2020 Fall (AY 2021)

Subject

Course Number

Keyword

[Advanced Search](#)

Class Schedule for 2020 Fall (AY 2021)							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							
10am							
11am		<input checked="" type="checkbox"/> INR0103 / Registered	<input checked="" type="checkbox"/> ENG0080 / Registered	<input checked="" type="checkbox"/> INR0103 / Registered	<input checked="" type="checkbox"/> ENG0080 / Registered		

2020 Fall (AY 2021)Untitled Plan							
Title	Details	Hours	CRN	Schedule Ty	Note	Status	Action
Senior Thesis	PSY 0481, 03	3	8445	Structure...	---	Registered	---
Basic Composition	ENG 0080, 07	3	8458	Structure...	---	Registered	---
Lifetime Wellness	KINE 0103, 04	2	8716	Structure...	---	Registered	---

Total Planned Hours: 0 | Registered and CEU Hours: 8

Enter class information in the **Search Criteria** section to look for classes and click the **Search** button:

Plan Ahead

Find Classes

Enter Your Search Criteria
Term: 2020 Fall (AY 2021)

Subject

Course Number

Keyword

[Advanced Search](#)

Search results are displayed:

Plan Ahead

Find Classes

Search Results — 54 Courses
Term: 2020 Fall (AY 2021) Subject: Anthropology, Finance, French Search Again

Title	Subject Description	Course Number	Hours	Description	
General Anthropology	Anthropology	0101	3	This course will introduce students to t...	View Sections Add Course
Physical Anthropology and Archaeology	Anthropology	0155	3	An introduction to physical (biological)...	NOT OFFERED FOR TERM
Topics in Anthropology	Anthropology	0298	3	Special Anthropology topics of current...	NOT OFFERED FOR TERM
North American Indians	Anthropology	0302	3	Ethnographic survey of the indigenou...	NOT OFFERED FOR TERM
Magic, Ritual, and Religion	Anthropology	0304	3	This course will examine early anthro...	NOT OFFERED FOR TERM
Comparative Cultures	Anthropology	0342	3	A comparative study of human society...	NOT OFFERED FOR TERM
Globalization & Native Peoples	Anthropology	0370	3	Globalization and Native Peoples focu...	NOT OFFERED FOR TERM
Language & Culture	Anthropology	0385	3	Exploration of the relationship betwee...	View Sections Add Course

Users have the option to add a course to the plan at the course level or to view the sections available for the course. If there are no sections available for the term, a **Not Offered for Term** message will be displayed.

Search Results — 111 Courses
Term: 2021 Spring (AY 2021) Subject: Art Search Again

Subject	Course Number	Title	Subject Description	Hours	Description	
ART	0101	Two Dimensional Design	Art	3	Foundation studio course that inco...	View Sections Add Course
ART	0103	Three Dimensional Design	Art	3	Foundation studio course introduci...	View Sections Add Course
ART	0110	Art Appreciation	Art	3	Intended for the non-art major, this ...	View Sections Add Course
ART	0130	Basic Drawing	Art	3	Development of perceptual and str...	View Sections Add Course
ART	0140	Basic Digital Photography and Image Editing	Art	3	Introduction to digital photography, ...	View Sections Add Course
ART	0200	Beginning Fibers	Art	3	Beginning studio course exploring t...	NOT OFFERED FOR TERM
ART	0205	Beginning Jewelry Design/Metalsmithing	Art	3	Creative exploration of design, bas...	View Sections Add Course

Click the **Add Course** button to add the course to the plan:

Language & Culture	Anthropology	0385	3	Exploration of the relationship betwee...	View Sections Add Course
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The course will show at the bottom of the screen with a pending status:

Schedule

Class Schedule for 2020 Fall (AY 2021)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9am							
10am							
11am		KINE103 (Registered)	ENG0080 (Registered)	KINE103 (Registered)	ENG0080 (Registered)		

2020 Fall (AY 2021) Untitled Plan

Title	Details	Hours	CRN	Schedule Ty	Note	Status	Action
Language & Culture	ANTh 0385	3				Pending	Add
Senior Thesis	PSY 0481, 03	3	8445	Structure...		Registered	
Basic Composition	ENG 0080, 07	3	8458	Structure...		Registered	
Lifetime Wellness	KINE 0103, 04	2	8716	Structure...		Registered	

Return to search results to add more classes:

Plan Ahead

Find Classes

Catalog Search Results Search Results -- 2 Classes
Term: 2020 Fall (AY 2021) Subject and Course Number: FIN0101 Finance

Title	Subject Descrip	Course#	Section#	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	
Introduction to Personal Financi... Combined Methods (Hybrid)	Finance	0101	01	3	9269	2020 ...		S M T W T F S 11:00 AM - 12:15 PM Type: Class Bu	Main ...	19 of 28 seats re...	Lower Division Hours	Add
Introduction to Personal Financi... Structured Class	Finance	0101	JOP	3	9551	2020 ...	Hafer, Jeffrey (Primary)	S M T W T F S - Type: To Be Arranged Building: N	Main ...	40 of 40 seats re...	Dual Credit Lower Division Hours	Add

Page 1 of 1 | 10 Per Page | Records: 2

Once all desired classes have been selected, finish creating the plan. Note: notes can be created for the plan and/or for individual courses in the plan. Clicking on the note icon will open a pop up box for notes to be entered:

2020 Fall (AY 2021)Untitled Plan

Title	Details	Hours	CRN	Schedule Ty	Note	Status	Action
<u>Independent Study in Fina...</u>	FIN 0499, 01	1	8821	Research...	+	Pending	Ada ▾
<u>Introduction to Personal Fi...</u>	FIN 0101, JOP	3	9551	Structure...	+	Pending	Ada ▾
<u>Language & Culture</u>	ANTH 0385	3			+	Pending	Ada ▾
<u>Senior Thesis</u>	PSY 0481, 03	3	8445	Structure...	---	Registered	---
<u>Basic Composition</u>	ENG 0080, 07	3	8458	Structure...	---	Registered	---
<u>Lifetime Wellness</u>	KINE 0103, 04	2	8716	Structure...	---	Registered	---

Total Planned Hours: 0 | Registered and CEU Hours: 8

Save Plan

Type the note and click the “save” button:

Plan Ahead

Final Classes

Search Results — 6 Classes
Term: 2020 Fall (AY 2021) Subject and Course Number: FIN0499 Finance

Note for 2020 Fall (AY 2021)Untitled Plan

This plan would allow me to sleep in later!

Cancel Save

Title	Details	Hours	CRN	Schedule Ty	Note	Status	Action
Independent Study in Finance Research, Independent Study	FIN 0499, 01	1	8821	Research...	+	Pending	Add
Introduction to Personal Finance	FIN 0101, JOP	3	9551	Structure...	+	Pending	Add
Language & Culture	ANTH 0385	3			+	Pending	Add
Senior Thesis	PSY 0481, 03	3	8445	Structure...	---	Registered	---
Basic Composition	ENG 0080, 07	3	8458	Structure...	---	Registered	---
Lifetime Wellness	KINE 0103, 04	2	8716	Structure...	---	Registered	---

Total Planned Hours: 0 | Registered and CEU Hours: 8

Save Plan

When all notes have been entered and all classes have been added, click the **Save Plan** button:

2020 Fall (AY 2021)Untitled Plan

Title	Details	Hours	CRN	Schedule Ty	Note	Status	Action
Independent Study in Finance...	FIN 0499, 01	1	8821	Research...	+	Pending	Add
Introduction to Personal Fi...	FIN 0101, JOP	3	9551	Structure...	+	Pending	Add
Language & Culture	ANTH 0385	3			+	Pending	Add
Senior Thesis	PSY 0481, 03	3	8445	Structure...	---	Registered	---
Basic Composition	ENG 0080, 07	3	8458	Structure...	---	Registered	---
Lifetime Wellness	KINE 0103, 04	2	8716	Structure...	---	Registered	---

Total Planned Hours: 0 | Registered and CEU Hours: 8

Save Plan

A pop up box will appear. Enter the name of the plan and click **Save**. If the user does not enter a name for the plan before clicking save, a name is automatically assigned (such as Class Schedule for Registration Fall 202080). Plans may be edited after they have been saved.

Student • Registration • Select a Term • Select A Plan • Plan Ahead

Plan Ahead

Find Classes

Catalog Search Results Search Results — 6 Classes
Term: 2020 Fall (AY 2021) Subject and Course Number: FIN0499 Finance

Title	Subject	Course#	Section#	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	Action
Independent Study in Finance Research, Independent Study	Finance	0499	03	3	8823	2020...	Nichols, Brian (Primary)		Main ...	5 of 5 seats rema...	Upper Division Hours	Add
Independent Study in Finance Distance Learning	Finance	0499	50	1	8824	2020...	Nichols, Brian (Primary)	S M T W T F S	Main ...	5 of 5 seats rema...	Distance Course Upper Division Hours	Add
Independent Study in Finance Distance Learning	Finance	0499	51	2	8825	2020...	Nichols, Brian (Primary)	S M T W T F S	Main ...	5 of 5 seats rema...	Distance Course Upper Division Hours	Add
Independent Study in Finance Distance Learning	Finance	0499	52	3	8826	2020...	Nichols, Brian (Primary)	S M T W T F S	Main ...	5 of 5 seats rema...	Distance Course Upper Division Hours	Add

Page 1 of 1 | 10 Per Page | Records: 6

2020 Fall (AY 2021)Untitled Plan

Title	Details	Hours	CRN	Schedule Ty	Note	Status	Action
Independent Study in Fina...	FIN 0499, 01	1	8821	Research...		Pending	Add
Introduction to Personal Fi...	FIN 0101, JOP	3	9551	Structure...		Pending	Add
Language & Culture	ANTH 0385	3				Pending	Add
Senior Thesis	PSY 0491, 03	3	8445	Structure...		Registered	
Basic Composition	ENG 0080, 07	3	8458	Structure...		Registered	
Lifetime Wellness	KINE 0103, 04	2	8716	Structure...		Registered	

Total Planned Hours: 0 | Registered and CEU Hours: 8

The plan will be shown at the bottom of the screen with a **Planned** status:

Schedule Schedule Details

Class Schedule for 2020 Fall (AY 2021)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9am							
10am							
11am		ENR103 (Registered)	ENG0080 (Registered)	ENR103 (Registered)	ENG0080 (Registered)		
12pm		PSY0491 (Registered)					
1pm							
2pm							

Sleep In

Title	Details	Hours	CRN	Schedule Ty	Note	Status	Action
Independent Study in Fina...	FIN 0499, 01	1	8821	Research...		Planned	None
Introduction to Personal Fi...	FIN 0101, JOP	3	9551	Structure...		Planned	None
Language & Culture	ANTH 0385	3				Planned	None

To add more plans, click on **Select a Plan** at the top of the screen:

Student • Registration • Select a Term • **Select A Plan** • Plan Ahead

Plan Ahead

Find Classes

Catalog Search Results Search Results — 2 Classes
Term: 2020 Fall (AY 2021) Subject and Course Number: ANTH0101 Anthropology

Title	Subject	Course#	Section#	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	Action
General Anthropology Structured Class	Anthropology	0101	01	3	8548	2020...	Greer, Jill (Primary)	S M T W T F S 01:00 PM - 02:15 PM	Main ...	24 of 35 seats re...	CORE 42 Social & Behavioral GER Area E2 Lower Division Hours MOTR ANTH 101	Add

The following screen will be displayed. The number of existing plans will be shown and a list of courses that make up each plan will be shown:

Select A Plan

Plans you have created for this term: 1
 Term: 2020 Fall (AY 2021)
 You are allowed a maximum of 3 plans for this term.

[+ Create a New Plan](#)

Plan: Sleep in | Created by: You | Preferred Delete Edit

Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	Note
Independent Study in Finance	FIN 0499, 01	1	8821	Research, Independent Study	Nichols, Brian (Primary)	Credit/No Credit	
Introduction to Personal Financial Planning	FIN 0101, JOP	3	9551	Structured Class	Hafer, Jeffrey (Primary)	Standard Letter	
Language & Culture	ANTH 0385	3					
Total Planned Hours: 7							Records: 3

Repeat the process to create more plans if desired. Plans are limited to a maximum of three per term.