

Plan Ahead

Use this section to plan your registration for upcoming terms.

Creating a Plan

Plans you have created for this term: 1

Term: Spring 2025 Semester

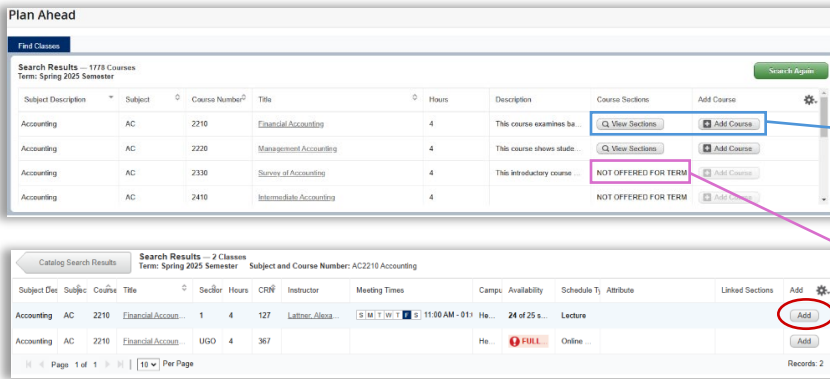
You are allowed a maximum of 5 plans for this term.

[+ Create a New Plan](#)

Under Registration, select **Plan Ahead**. This module should be used for terms with published schedules.

Select the desired term to **Create a New Plan** or edit an existing plan.

Build a Pre-registration Plan



Search for courses using *Basic* or *Advanced* search criteria.

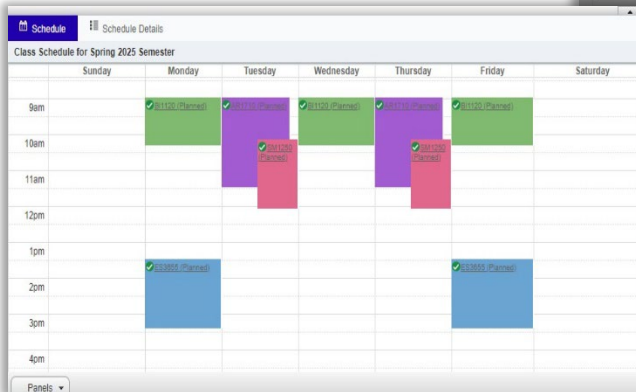
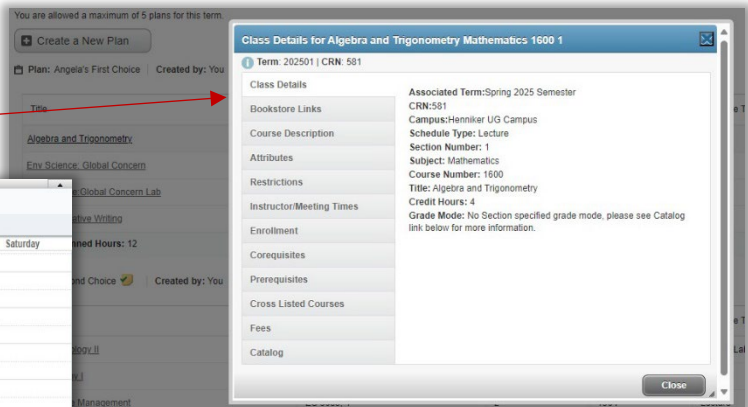
Click **View Sections**, then **Add** next to the desired section to add to your pre-registration plan.

If a course is not running in a selected term, "NOT OFFERED FOR TERM" will appear.

Use **View Sections** to build your pre-registration plan. Using the **Add Course** button will require a section to be selected at time of registration.

Reviewing your Plan

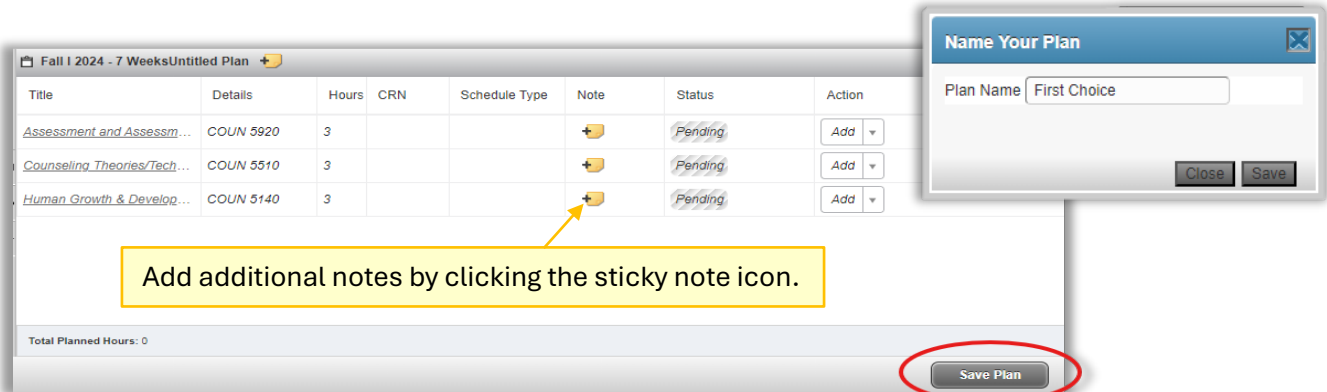
Details on each class can be found by clicking the class *Title*. A pop-up will appear with additional information, including the link to the **Bookstore**.

Once class sections are selected, review the calendar on the bottom left for any time conflicts ahead of registration day.

Saving a Plan

To complete your plan, click the **Save Plan** button at the bottom of the page. Name your plan something that is meaningful to you and your advisor during the registration process.



Name Your Plan

Plan Name:

Close Save

Title	Details	Hours	CRN	Schedule Type	Note	Status	Action
Assessment and Assessm...	COUN 5920	3			+	Pending	Add
Counseling Theories/Tech...	COUN 5510	3			+	Pending	Add
Human Growth & Develop...	COUN 5140	3			+	Pending	Add

Total Planned Hours: 0

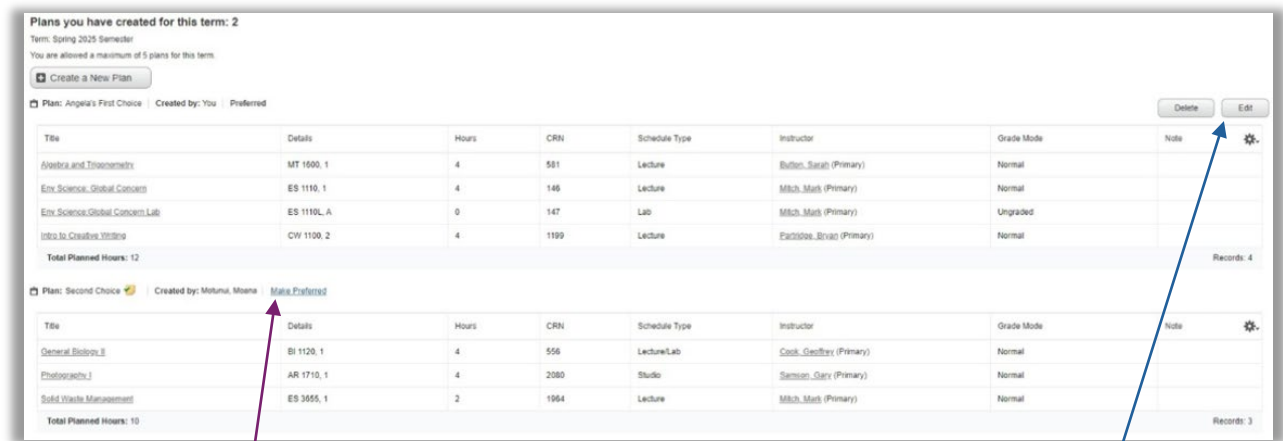
Save Plan

Add additional notes by clicking the sticky note icon.

The Summary panel will update the *Pending* status to a *Planned* status to indicate successful updates.

Reviewing All Plans

After selecting a term, all plans created are visible and available for review. You can create up to 5 plans per term. Advisors may also create a plan for you to view.



Plans you have created for this term: 2

Term: Spring 2025 Semester

You are allowed a maximum of 5 plans for this term.

Create a New Plan

Plan: Angela's First Choice | Created by: You | Preferred

Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	Note
Algebra and Trigonometry	MT 1660, 1	4	581	Lecture	Butler, Sarah (Primary)	Normal	
Env. Science: Global Concern	ES 1110, 1	4	146	Lecture	Mitch, Mark (Primary)	Normal	
Env. Science: Global Concern Lab	ES 1110L, A	0	147	Lab	Mitch, Mark (Primary)	Ungraded	
Intro to Creative Writing	CW 1100, 2	4	1199	Lecture	Partridge, Brian (Primary)	Normal	

Total Planned Hours: 12

Records: 4

Plan: Second Choice | Created by: Melissa, Moore | Make Preferred

Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	Note
General Biology II	BI 1120, 1	4	556	Lecture/Lab	Cook, Geoffrey (Primary)	Normal	
Photography I	AR 1710, 1	4	2080	Studio	Samson, Gary (Primary)	Normal	
Solid Waste Management	ES 3555, 1	2	1964	Lecture	Mitch, Mark (Primary)	Normal	

Total Planned Hours: 10

Records: 3

Click **Make Preferred** to mark a plan as preferred and push it to the top. You may have one preferred plan per term.

Click **Edit** to edit registration or notes linked to a plan. You can edit plans created by you but cannot edit plans made for you by an advisor.

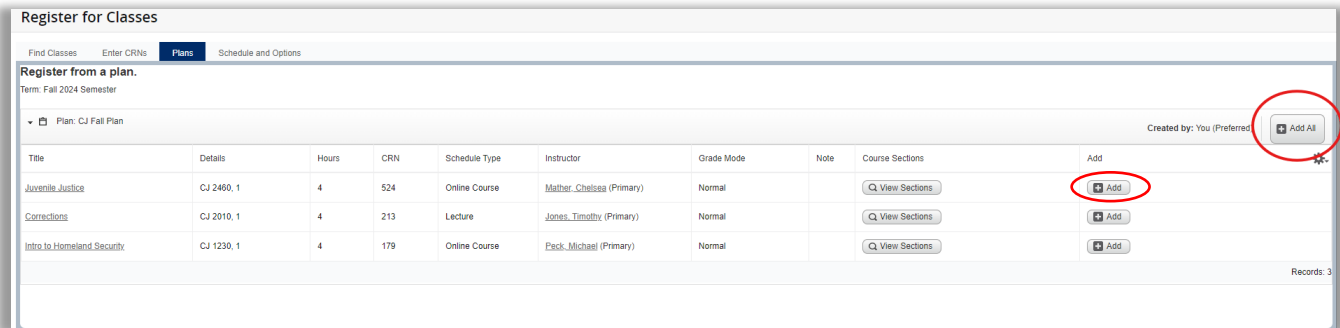
Plans allow you to add all classes on the plan at once when registration opens, saving you time.

See **Registering from a Plan** next.

Registering from a Plan

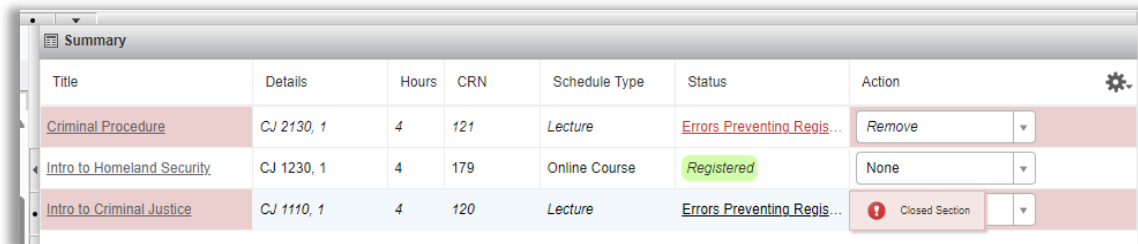
When registration opens, select the upcoming term from the **Terms Open for Registration** drop-down menu and select a plan from the **Plans** tab.

You can add singular classes with the **Add** button in a course's row, or all classes with the **Add All** button on the top right.



The screenshot shows the 'Register for Classes' interface. At the top, there are tabs for 'Find Classes', 'Enter CRNs', 'Plans', and 'Schedule and Options'. Below the tabs, there is a section titled 'Register from a plan.' with a dropdown menu for 'Plan: CJ Fall Plan' and a 'Created by: You (Preferred)' label. An 'Add All' button is circled in red in the top right corner. Below this is a table with columns: Title, Details, Hours, CRN, Schedule Type, Instructor, Grade Mode, Note, Course Sections, and Add. Three rows are visible: 'Juvenile Justice' (CJ 2460, 1), 'Corrections' (CJ 2010, 1), and 'Intro to Homeland Security' (CJ 1230, 1). Each row has an 'Add' button circled in red. At the bottom right, it says 'Records: 3'.

After reviewing your desired schedule for any time conflicts in the **Schedule** and **Summary** windows, click the **Submit** button in the bottom right of the **Summary** window.



The screenshot shows the 'Summary' window with a table of courses. The table has columns: Title, Details, Hours, CRN, Schedule Type, Status, and Action. Three rows are visible: 'Criminal Procedure' (CJ 2130, 1) with status 'Errors Preventing Regis...' and action 'Remove'; 'Intro to Homeland Security' (CJ 1230, 1) with status 'Registered' and action 'None'; and 'Intro to Criminal Justice' (CJ 1110, 1) with status 'Errors Preventing Regis...' and action 'Closed Section'. A gear icon is in the top right corner.

Successful registration for courses will appear with a green *Registered* status.

If a section is full or unavailable, you will need to select a different section and click **Submit** again.