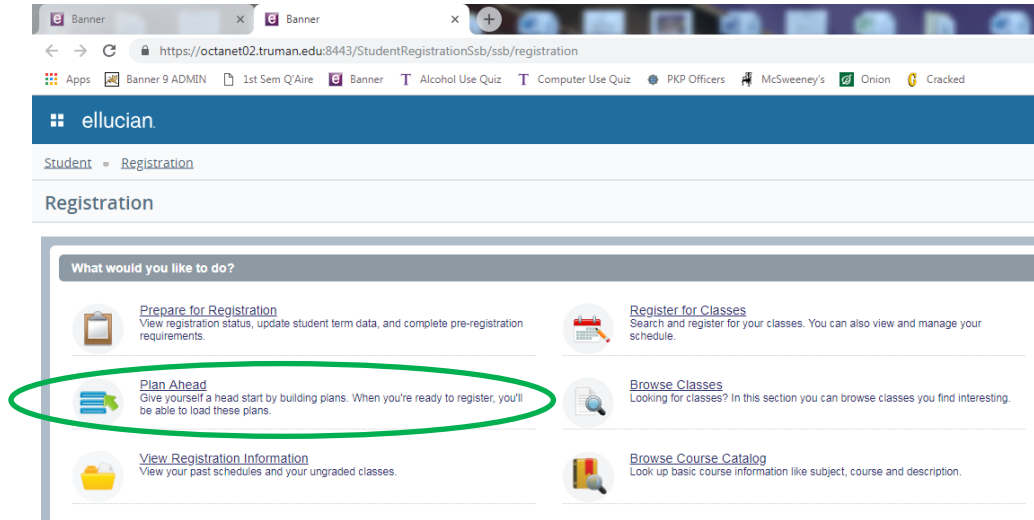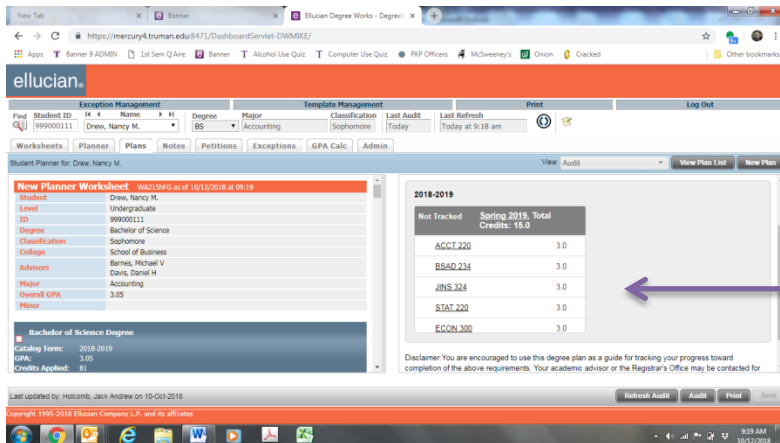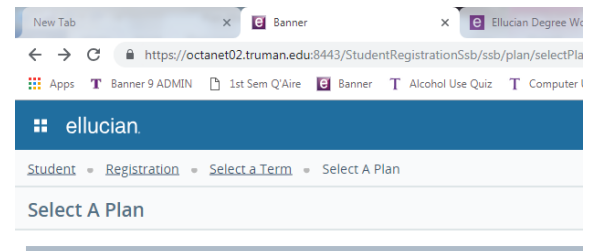Using the Plan Ahead Function for Registration

When Plan Ahead becomes available several weeks before registration begins, go in to the Student tab on TruView. Under the Registration tab choose "Register/Change Schedule (NEW)." When the Registration menu comes up, choose "Plan Ahead."
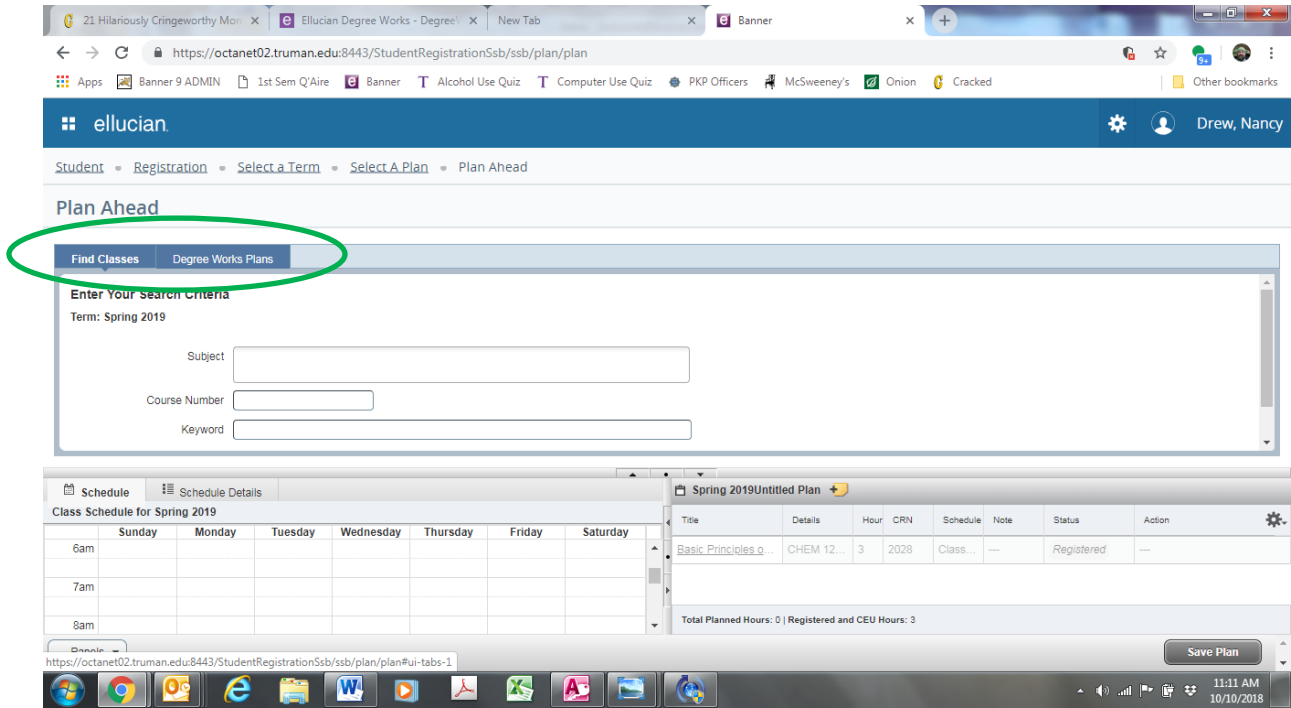

Choose the term you want to plan for and then choose "Create a New Plan." Note that this page shows you how many plans you have for this term (you can have up to 5) and it shows you if you have an active, locked plan in Degree Works.
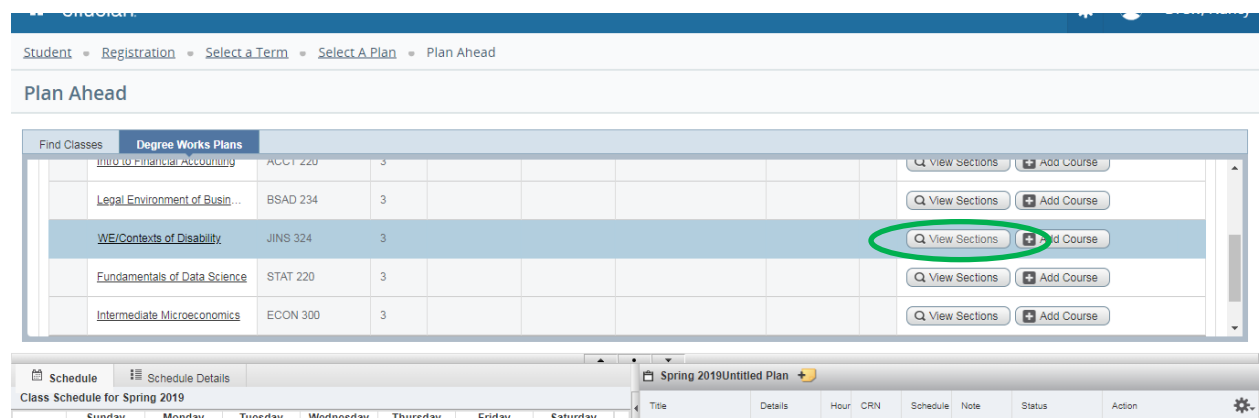

You can use your Degree Works plan to build your registration plan in the next step.
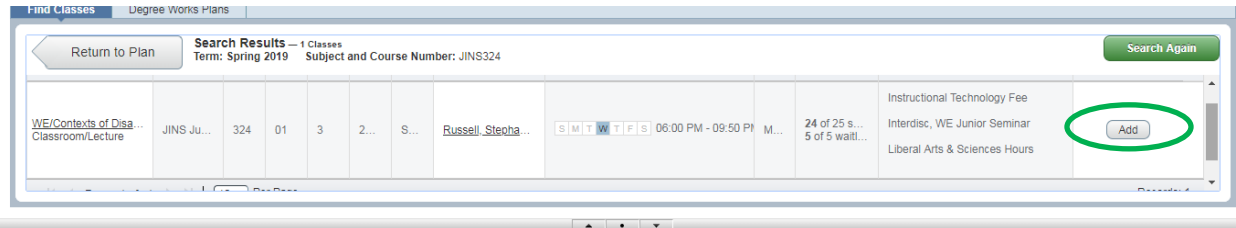
The Plan Ahead screen looks similar to the Banner 9 registration screen, including your class schedule matrix and course list at the bottom of the screen. If you have a Degree Works plan, choose "Degree Works Plans" to start your registration plan there. If you would rather choose courses by searching the Open Course List, just like you do in regular registration, choose "Find Classes." You can switch between them. For this example we'll start with a Degree Works plan.
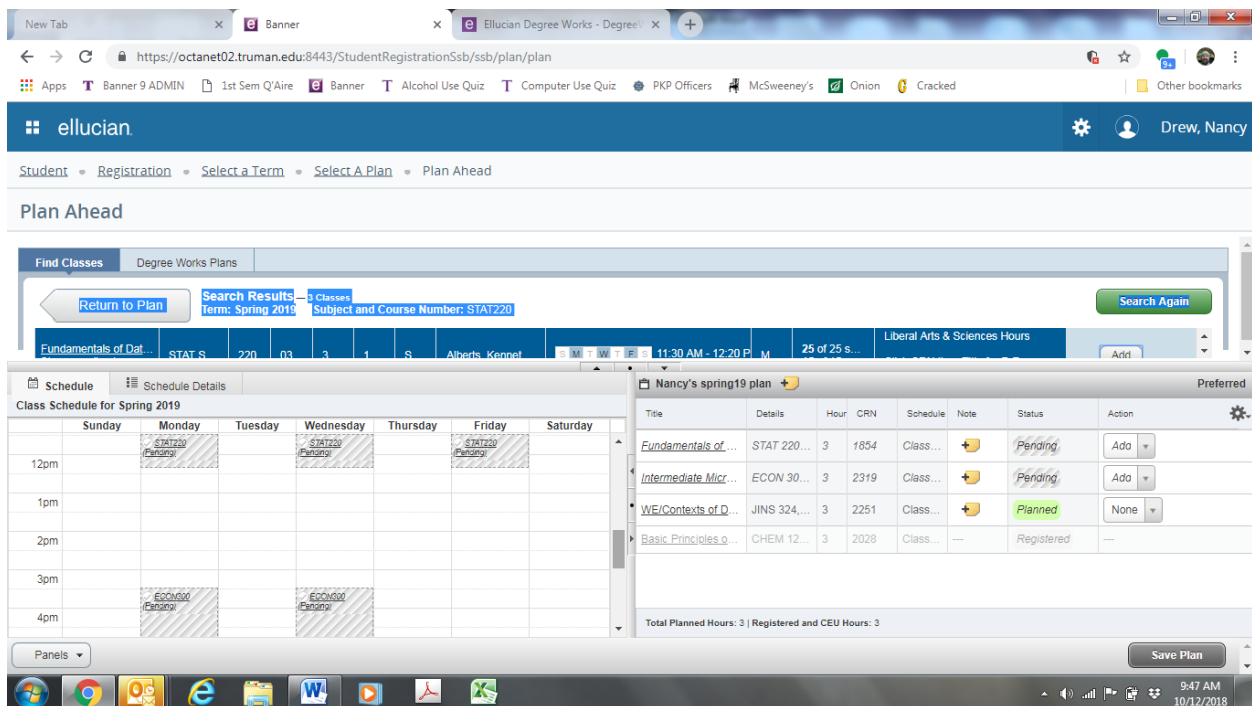

Plan Ahead will pull up your locked, active Degree Works plan. Since your Degree Works plan for a semester is just a list of courses, you will need to specify which sections you want in your plan. You can view the actual sections on the Open Course List by clicking "View Sections" for a course.

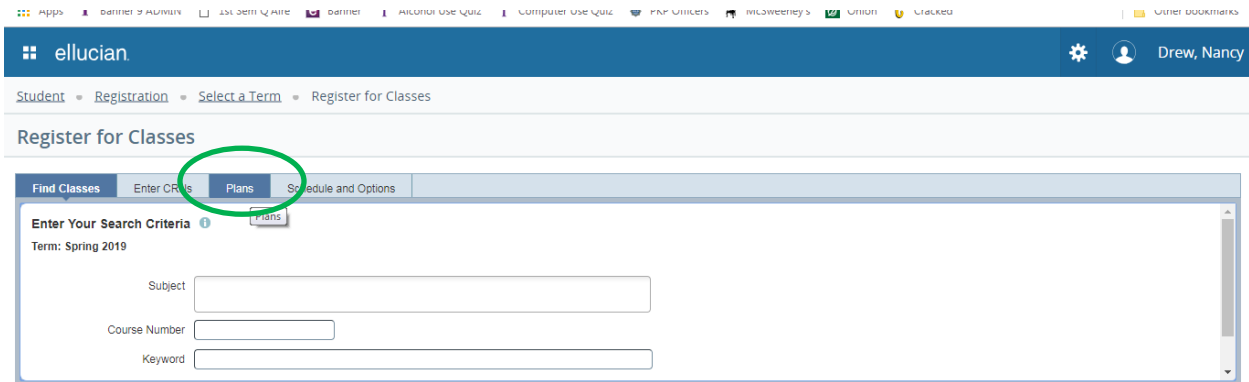You can then choose a specific section to add to your plan by clicking "Add."

If you want to add more courses to the plan using Find Classes you can do that at any time. As you choose courses they will appear in the course list and schedule matrix on the lower half of the page as *Pending* (shaded in gray). When you save your plan, the courses you have chosen become *Planned* (shaded in green).
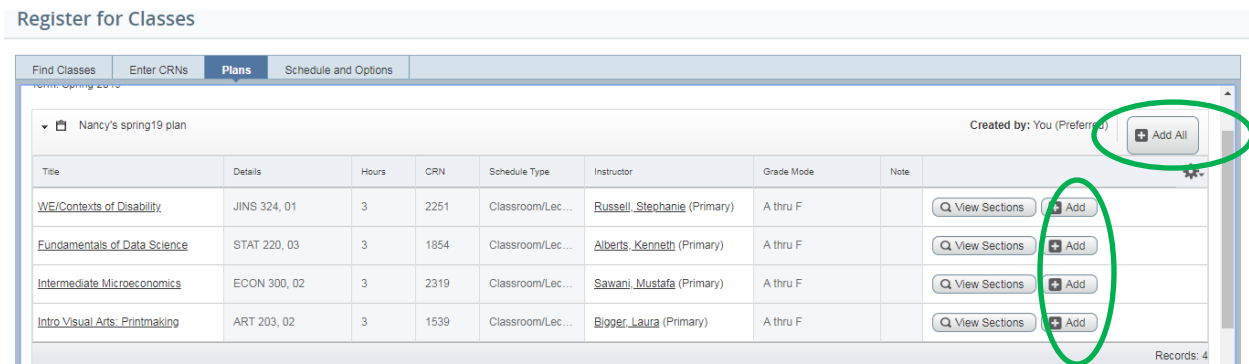

You can repeat this process to create multiple plans. Remember that Plan Ahead doesn't keep track of prerequisites, overrides, etc—it's just a scheduling tool, so you will still need to get all that sorted out as usual.

When it is time for you to register, your plans from Plan Ahead can make this process quick and easy. Go into "Register/Change Schedule (NEW)" and choose "Register for Classes." After choosing a term, the Register for Classes screen will come up and you can choose "Plans."

Your plan will appear and you can either add the courses one-by-one or click "Add All" to do it instantly.

After adding these courses to your registration schedule list and matrix, press "Submit" to finalize your registration. You will be shown any errors or problems with your registration. That's all there is to it!