

Building a Registration Plan

Plan Ahead is a tool used to prepare for registration for upcoming terms. Below are the steps for using this tool along with some helpful tips to remember along the way.

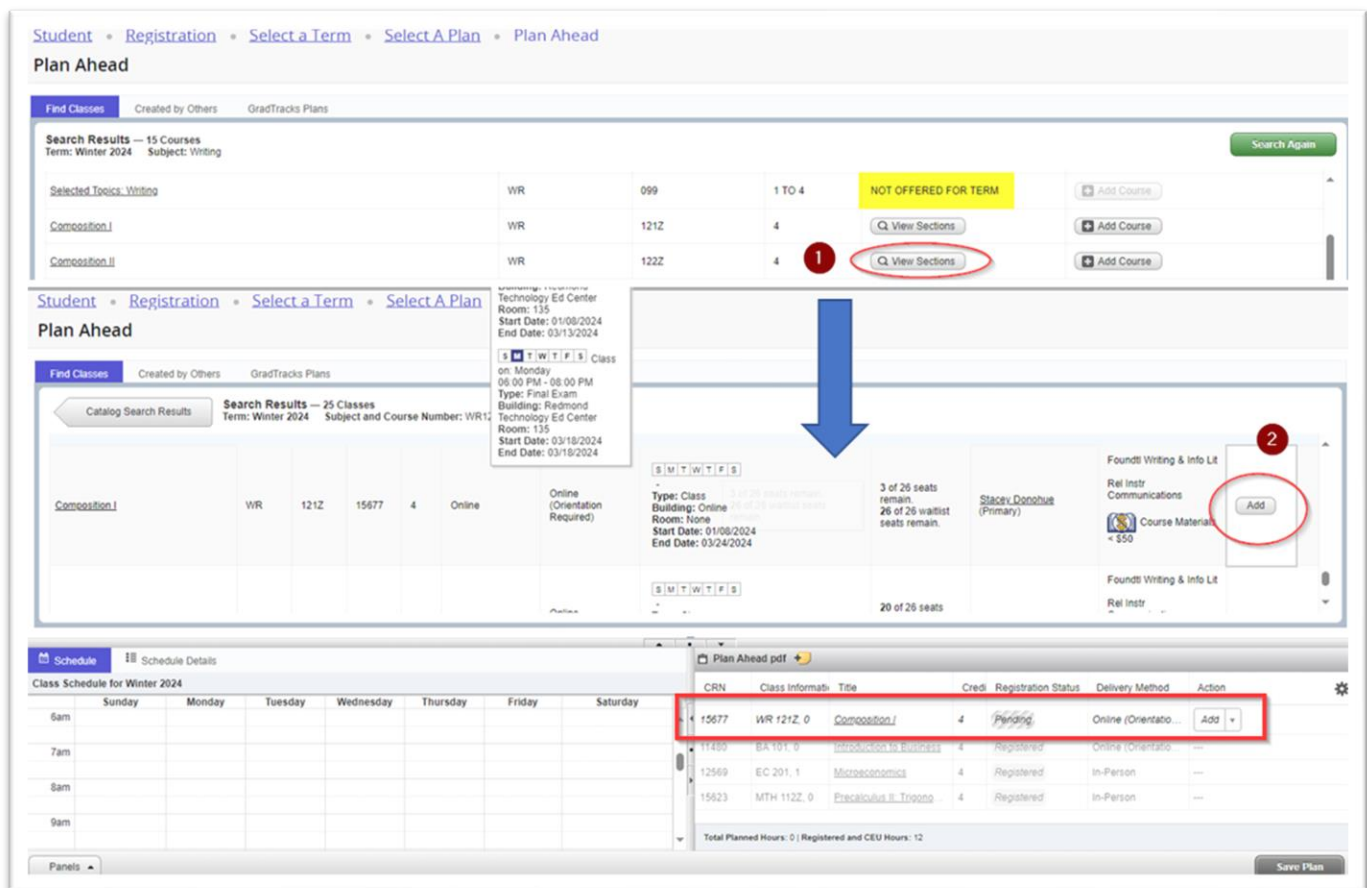
To get started:

- Log into your **Bobcat Web Account**.
- Navigate to the **Student** tab; select the **Student Registration** card.
- Select **Class Registration** card.
- Click on the **Plan Ahead** link.
- Select the **term** you are planning for; click **Continue**.

Now you can create a new plan and add sections to the plan:

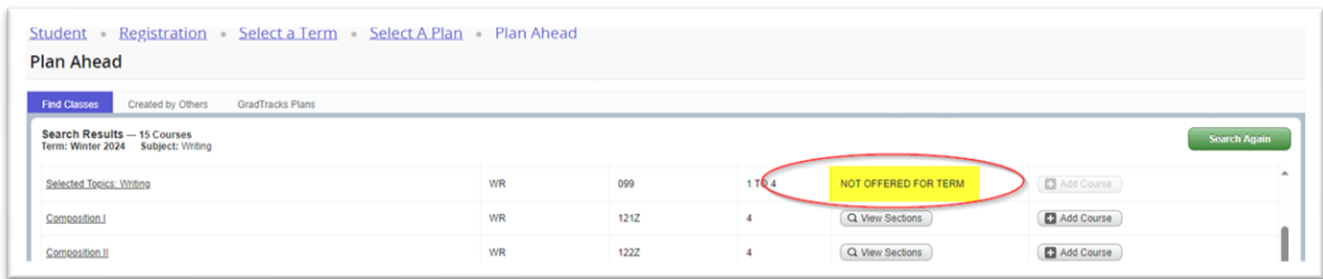
- From the **Select a Plan** screen, choose **Create a New Plan**.
- Use the **Find Classes** tab to search for courses.
- Find the course you want and select **View Sections** to see a list of classes offered in that term.
- Review the sections and find a Class that works for you. Select **Add** to add this class to your summary.

Note: Do not use **Add Course** – that option won't create a schedule.



The screenshot displays the 'Plan Ahead' interface. At the top, navigation links include 'Student', 'Registration', 'Select a Term', 'Select A Plan', and 'Plan Ahead'. The main section is titled 'Plan Ahead' and contains a 'Find Classes' tab. Below this, search results for 'Winter 2024' and 'Writing' are shown. A table lists courses like 'Composition I' and 'Composition II'. A red circle highlights the 'View Sections' button for 'Composition II'. A blue arrow points from this button to a detailed view of a class section. This view shows the class schedule (WR 121Z), instructor (Stacey Donohue), and an 'Add' button circled in red. Below the class details is a 'Schedule' section with a grid for 'Winter 2024' and a table of planned courses. The table includes columns for CRN, Class Information, Title, Credits, Registration Status, and Delivery Method. A red box highlights the first row: CRN 15677, Class Information WR 121Z 0, Title Composition I, Credits 4, Registration Status Pending, and Delivery Method Online (Orntato...).

If there are no sections for a class this term, you will see “NOT OFFERED FOR TERM” text in the **Course Sections** column.



To add another section:

- Select **Catalog Search Results** to return to the search results page.
- Select **Search Again** to start a new search query.
- Once you have added all of the classes you would like to register for in the term, choose **Save Plan** from the bottom right hand corner.
- Create a **Plan Name** (example: Ideal Fall Schedule) and **Save**.

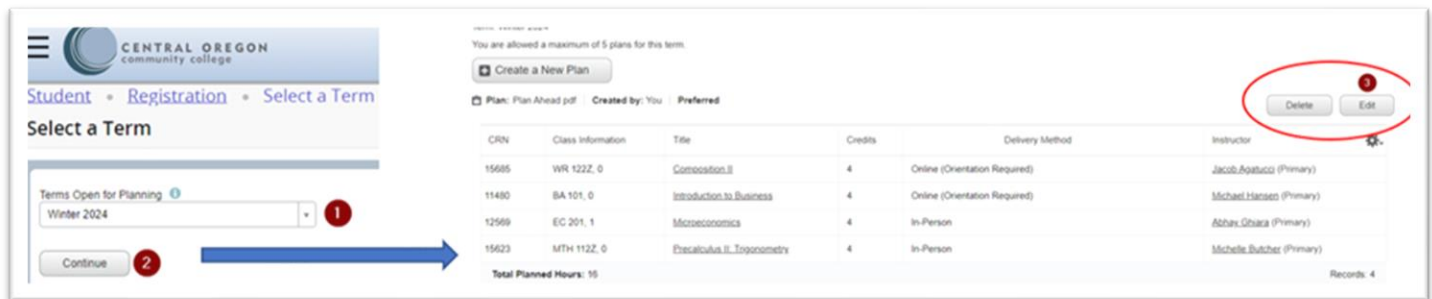
NOTE: Creating a plan DOES NOT register you for classes.

Editing a Plan

Use Edit to update a plan that you created. Plans created by Advisors can only be edited by the advisor.

To update your plan:

- Choose the appropriate term and select **Continue**.
- Find plan you want to view and select **Edit**.



- You may now search for new courses to edit and add to your plan.
- You may delete a course from your plan by using the **Action** column in the lower right panel.
 - Use the dropdown to select **Delete** and select Save Plan.

Plan Ahead

Find Classes Created by Others GradTracks Plans

Enter Your Search Criteria
Term: Winter 2024

Subject

Course Number

Keyword (With Any Words)

Search Clear Advanced Search

Schedule Schedule Details

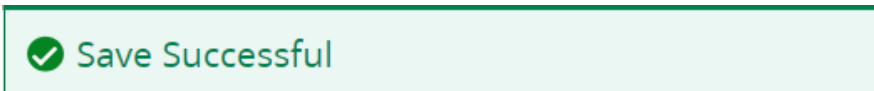
Plan Ahead pdf

CRN	Class Informa	Title	Crec	Registration Statu	Delivery Method	Action
15685	WR 122Z, 0	Composition II	4	Planned	Online (Orienta...	Delete
11480	BA 101, 0	Introduction to Busi...	4	Planned	Online (Orienta...	None
12569	EC 201, 1	Microeconomics	4	Planned	In-Person	None

Total Planned Hours: 16

Save Plan

- Look for the following message shows (in the upper right-hand corner) to verify your updated plan is saved:



Register for Classes

When it is time for you to register, use your registration plan:

- Select **Register for Classes**.
- Choose the appropriate **Term** and **Continue**.
- Navigate to the **Plans Tab**.
- Find the Registration Plan you want to use. Click **Add All** to add the sections from your plan to the Registration Summary.
- Select **submit** to complete the registration.

Note: If you have more than one registration plan, make sure you are registering from the right plan.

Register for Classes

Find Classes Enter CRNs **Plans** Schedule and Options

Register from a plan.
Term: Winter 2024

Plan: Plan Ahead pdf Created by: You (Preferred) Add All

CRN	Course information	Title	Delivery Method	Credits	Instructor	Course Sections	Add
15623	MTH 112Z, 0	Precalculus II, Trigonome...	In-Person	4	Michelle Butcher (Pri...	View Sections	Add
12569	EC 201, 1	Microeconomics	In-Person	4	Abba Chler (Dress)	View Sections	Add

Schedule Schedule Details

Summary

CRN	Class Informa	Crec	Title	Delivery Method	Status	Action
11480	BA 101, 0	4	Introduction to Busi...	Online (Orienta...	Pending	Register
12569	EC 201, 1	4	Microeconomics	In-Person	Pending	Register
15623	MTH 112Z, 0	4	Precalculus II, Trigo...	In-Person	Pending	Register

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 19

Submit

Note: If there are registration errors, you will receive a popup message with the error that prevented registration:

The error illustrated here is due to the student not completing the Online Orientation requirement before registering for the WR 121Z course listed in the bottom-right panel. Any course in this panel will highlight in red when errors occur.

WR 121Z CRN 15677: Prerequisite and Test Score error

CRN	Class Information	Credits	Title	Delivery Method	Status	Action
15677	WR 121Z, 0	4	Composition I	Online (Orientation Required)	Errors Preventing...	Remove
11480	BA 101, 0	4	Introduction to Business	Online (Orientation Required)	Registered	None
12569	EC 201, 1	4	Microeconomics	In-Person	Registered	None
15623	MTH 112Z, 0	4	Precalculus II: Trigonometry	In-Person	Registered	None

Using GradTracks or Advisor Plans

If a plan has been created for you by an advisor, this will be displayed in the **Created by Others** tab. Plans created in GradTracks will show under the **GradTracks Plans** tab. To build a schedule using either of these options, refer to the steps above. The same process is used to create a registration plan using GradTracks or and Advisor Plan.

Created by Others

CRN	Class Information	Title	Credits
WR 122Z	Composition II	4	
BA 101	Introduction to Business	4	
EC 201	Microeconomics	4	
MTH 112Z	Precalculus II: Trigonometry	4	

GradTracks Plans

Class Information	Title
BA 101	Introduction to Business
EC 201	Microeconomics
MTH 112Z	Precalculus I: Functions
WR 122Z	Composition II
WR 227Z	Technical Writing

When using a plan created from GradTracks in Plan Ahead, please note the following:

- Not every student has a GradTracks Plan assigned to them – certain programs do not use GradTracks Plans.
- GradTracks Plans will only be visible in Plan Ahead if your advisor has your GradTracks Plan set as “**active**” and “**locked**”.
- Plans generating from GradTracks must be edited within GradTracks not within Bobcat Web.
- **Placeholder requirements** from GradTracks Plans do not show up in Plan Ahead.
- **Choice requirements** from GradTracks Plans will display with a Choice Group number (see example below).
 - Courses with the same group number indicate all of the courses that can be selected for that requirement.
 - Courses with different group numbers represent courses from a separate choice requirement found within the GradTracks Plan.
- Courses marked as **Critical** in GradTracks Plans will display with a green check mark under the Critical Indicator column. Courses that are marked as critical are important to take within the term you are planning for based on the GradTracks Plan assigned to you.