# PLAN AHEAD (Students)

Central Oregon community college

## 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.
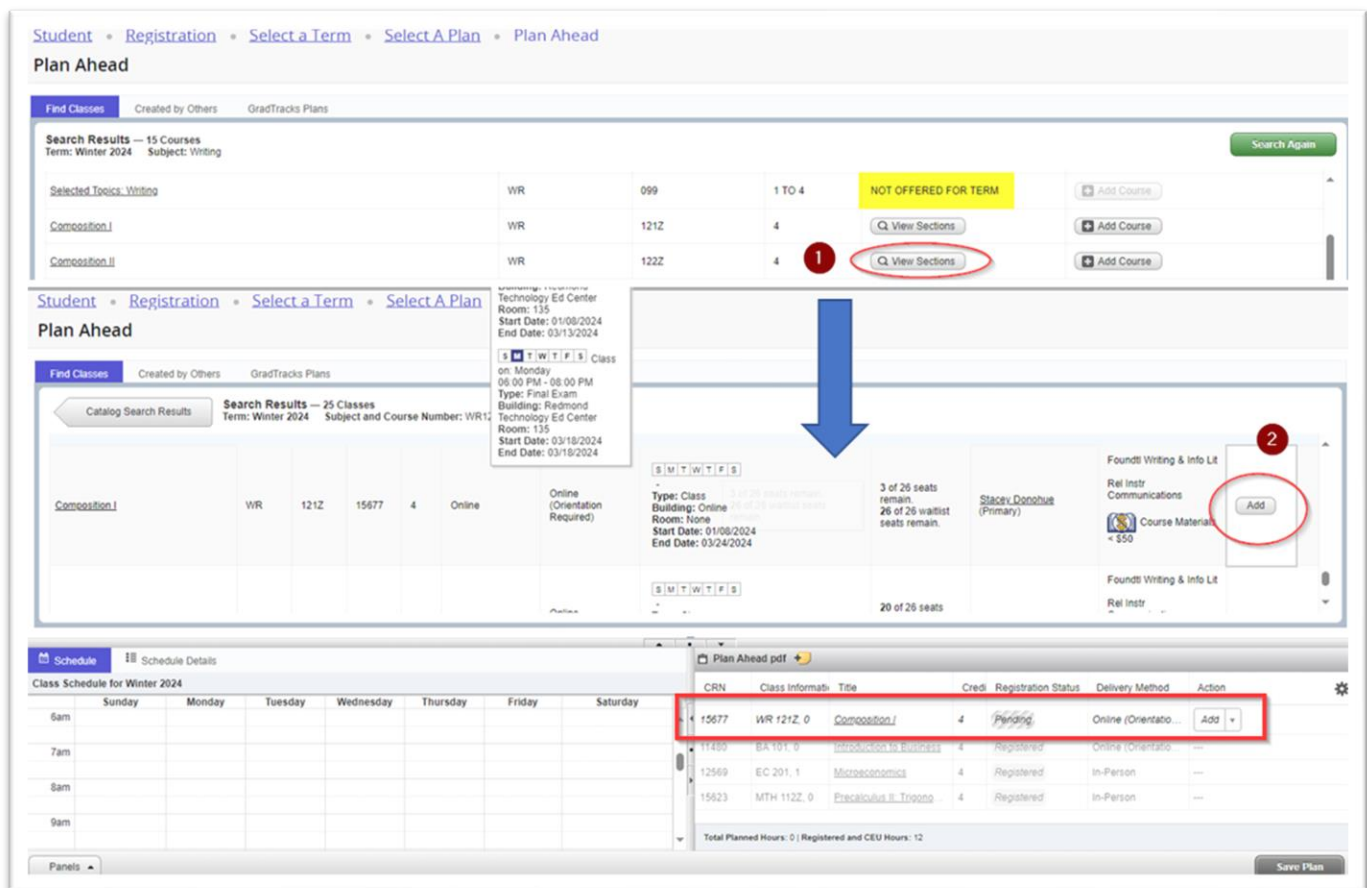
### To get started:

- 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.*

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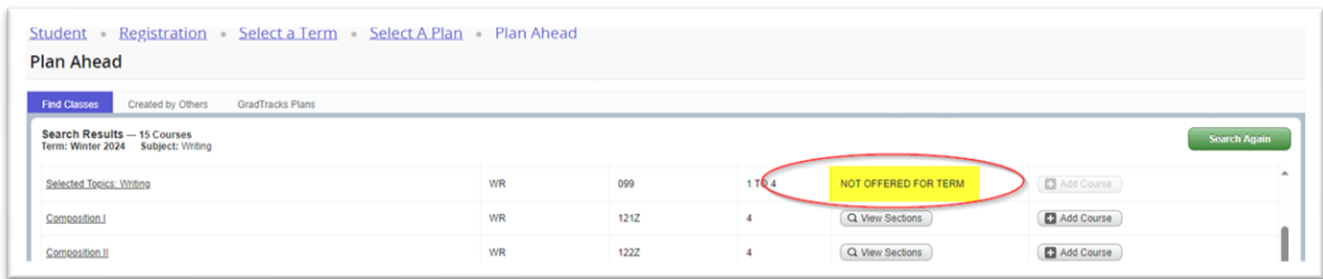


## To add another section:

- 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.
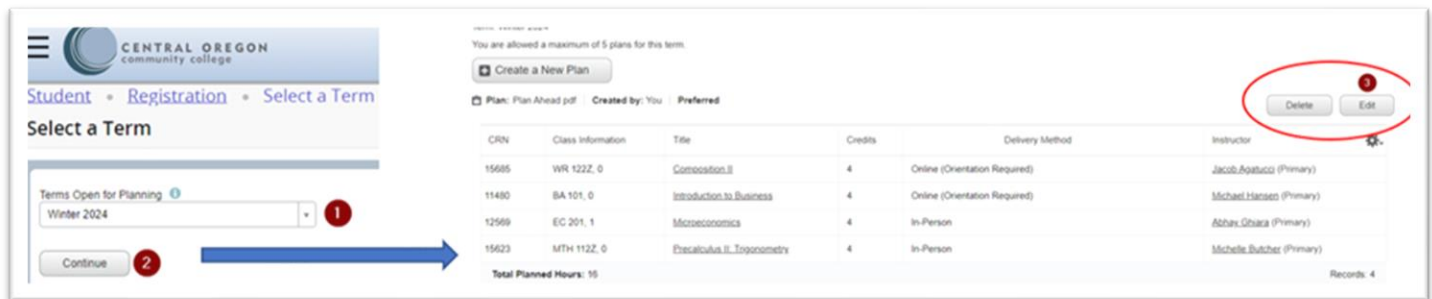- Create a **Plan Name** (example: Ideal Fall Schedule) and **Save**.

**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.

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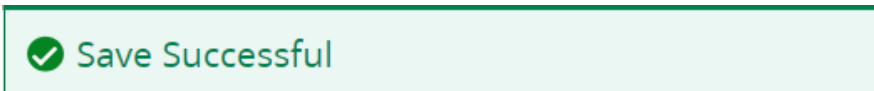


## Register for Classes

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.*

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



## 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.

## 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.