



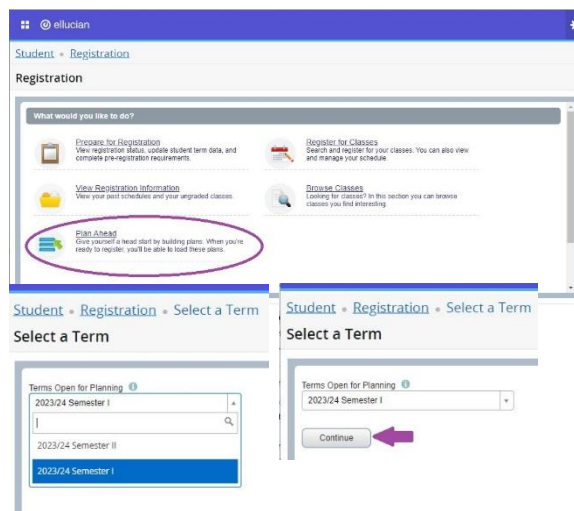
Banner 9 Registration Plan Ahead Feature - Quick Guide

Utilizing the “Plan Ahead” feature for Web Registration

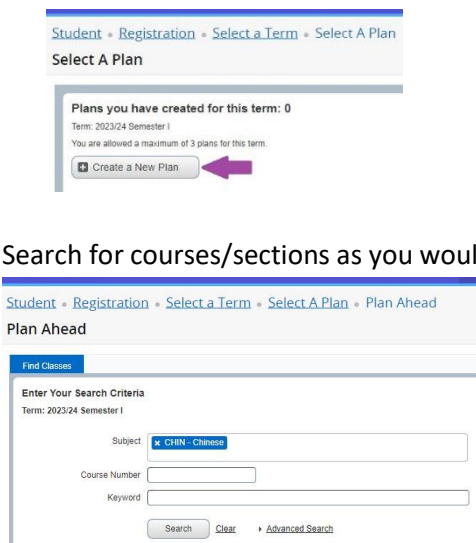
The “Plan Ahead” feature allows a student to prepare for registration by creating a registration plan based on either courses or sections. They may create the plan, and then once eligible to register, utilize the plan to register for the courses/sections selected. Up to 3 plans may be built.

Create A Plan

1. Click on the Plan Ahead Link
2. Select an available Term from the drop down
3. Click Continue
4. Click on Create a New Plan



4. Click on Create a New Plan
5. Search for courses/sections as you would during registration.



6. The Search Results shows all UWI Mona courses, however, you can only add courses that are scheduled in the specified term to a plan.

Search Results — 7 Courses
Term: 2023/24 Semester I Subject: CHIN - Chinese

Title	Subject Description	Actions
▶ Beginner's Chinese I	CHIN - Chinese	View Sections Add Course
▶ Beginner's Chinese II	CHIN - Chinese	NOT OFFERED FOR TERM
▶ Chinese Language I.A	CHIN - Chinese	View Sections Add Course
▶ Chinese Language I.B	CHIN - Chinese	NOT OFFERED FOR TERM
▶ Survey of Chinese Culture	CHIN - Chinese	NOT OFFERED FOR TERM
▶ Chinese Language III	CHIN - Chinese	View Sections Add Course
▶ Chinese Language III.B	CHIN - Chinese	NOT OFFERED FOR TERM

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7. Add courses/sections to the plan

Search Results — 7 Courses
Term: 2023/24 Semester I Subject: CHIN - Chinese

Title	Subject Description	Actions
▶ Beginner's Chinese I	CHIN - Chinese	View Sections Add Course
▶ Beginner's Chinese II	CHIN - Chinese	NOT OFFERED FOR TERM
▶ Chinese Language I.A	CHIN - Chinese	View Sections Add Course
▶ Chinese Language I.B	CHIN - Chinese	NOT OFFERED FOR TERM
▶ Survey of Chinese Culture	CHIN - Chinese	NOT OFFERED FOR TERM
▶ Chinese Language III	CHIN - Chinese	View Sections Add Course
▶ Chinese Language III.B	CHIN - Chinese	NOT OFFERED FOR TERM

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Add Course (no sections specified)

- Click on *Add Courses* link

Add Sections with CRN

- Click *View Sections* link and add all linked sections of the course

Search Results — 7 Courses
Term: 2023/24 Semester I Subject: CHIN - Chinese

Title	Subject Description	Actions
▶ Beginner's Chinese I	CHIN - Chinese	View Sections Add Course
▶ Beginner's Chinese II	CHIN - Chinese	NOT OFFERED FOR TERM
▶ Chinese Language I.A	CHIN - Chinese	View Sections Add Course
▶ Chinese Language I.B	CHIN - Chinese	NOT OFFERED FOR TERM
▶ Survey of Chinese Culture	CHIN - Chinese	NOT OFFERED FOR TERM
▶ Chinese Language III	CHIN - Chinese	View Sections Add Course
▶ Chinese Language III.B	CHIN - Chinese	NOT OFFERED FOR TERM

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8. Status of added courses/sections is pending until the plan is saved

The screenshot shows the 'Plan Ahead' interface. At the top, there are navigation links: Student > Registration > Select a Term > Select A Plan > Plan Ahead. Below this, there's a 'Find Classes' section with a search filter for 'Linked Sections - 16 Options' for 'Term: 2023/24 Semester I' and 'Subject and Course Number: CHIN1001 CHIN - Chinese'. A table lists 'Beginner's Chinese I' sections with CRN 13709, including a Lab (Section B01, CRN 17283) and Tutorial Discussions (Section T06, CRN 17375). Both are marked as 'LINKED'. Below this is a 'Schedule' section with a weekly grid and a '2023/24 Semester Unlinked Plan' table. This table lists the three sections with a status of 'Pending' and a yellow plus icon in the 'Note' column. A purple circle highlights the 'Pending' status. A 'Save Plan' button is at the bottom right.

9. Click Save Plan link.

- Course/section status is changed from Pending to Planned.

The screenshot shows the 'Plan Ahead' interface after saving. A green banner at the top right says 'Save Successful'. The 'Find Classes' section is the same as in the previous screenshot. The '2023/24 Semester Unlinked Plan' table now shows the three sections with a status of 'Planned' and a yellow plus icon in the 'Note' column. A purple circle highlights the 'Planned' status. A text box with a purple arrow pointing to the plus icons says: 'Add notes about your plan or the individual courses/sections by clicking the note icons.' Below this is a 'Schedule' section with a weekly grid showing the sections planned. A 'My Sem 1 Plan' dropdown is visible, and a 'Save Plan' button is at the bottom right.

10. Edit and Delete plans as needed

[Student](#) • [Registration](#) • [Select a Term](#) • [Select A Plan](#)

Select A Plan

Plans you have created for this term: 2
Term: 2023/24 Semester I
You are allowed a maximum of 3 plans for this term.

[+ Create a New Plan](#)

Plan: My Sem 1 Plan | Created by: You | [Preferred](#)

Title	Hours	CRN	Grade Mode	
▶ Basic Theoretical Concepts & Sources of Knowle...	0	10543	Standard Letter	
▶ Basic Theoretical Concepts & Sources of Knowle...	3	11044	Standard Letter	
▶ Beginner's Chinese I	3	13709	Standard Letter	
▶ Beginner's Chinese I	0	17269	Standard Letter	
▶ Beginner's Chinese I	0	17283	Standard Letter	
▶ Financial Accounting	3	10293	Standard Letter	
▶ Financial Accounting	0	16915	Standard Letter	

Total Planned Hours: 9 Records: 7

Plan: Sem 1 Plan Version 2 | Created by: You | [Make Preferred](#)

Title	Hours	CRN	Grade Mode	
▶ Introduction to Phonetics & Phonology	3	14269	Standard Letter	
▶ Introduction to Phonetics & Phonology	0	15401	Standard Letter	

Total Planned Hours: 3 Records: 2

Annotations:

- You can create up to 3 plans and can mark your favourite as "preferred".
- You can edit a plan previously saved, e.g. add/drop courses or edit notes.
- You can delete a plan previously saved.

Use Plan to Register

1. When you are ready to register, click on "Register for Classes" from the main Registration page.

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[Student](#) • [Registration](#)

Registration

What would you like to do?



Prepare for Registration

View registration status, update student term data, and complete pre-registration requirements.



Register for Classes

Search and register for your classes. You can also view and manage your schedule.



View Registration Information

View your past schedules and your ungraded classes.



Browse Classes

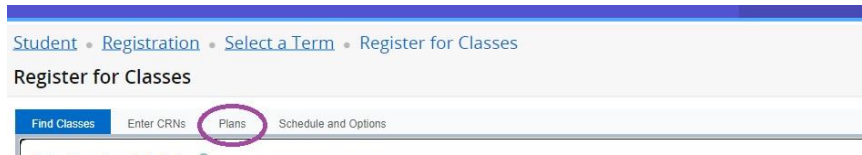
Looking for classes? In this section you can browse classes you find interesting.



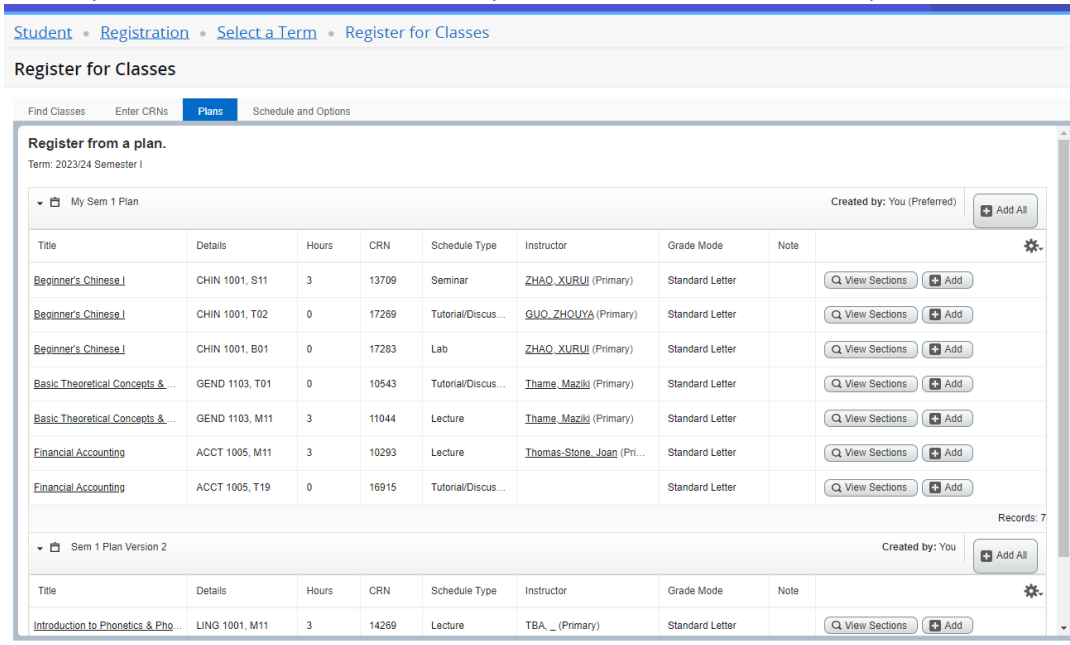
Plan Ahead


Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.

2. Select the "Plans" tab at the top.

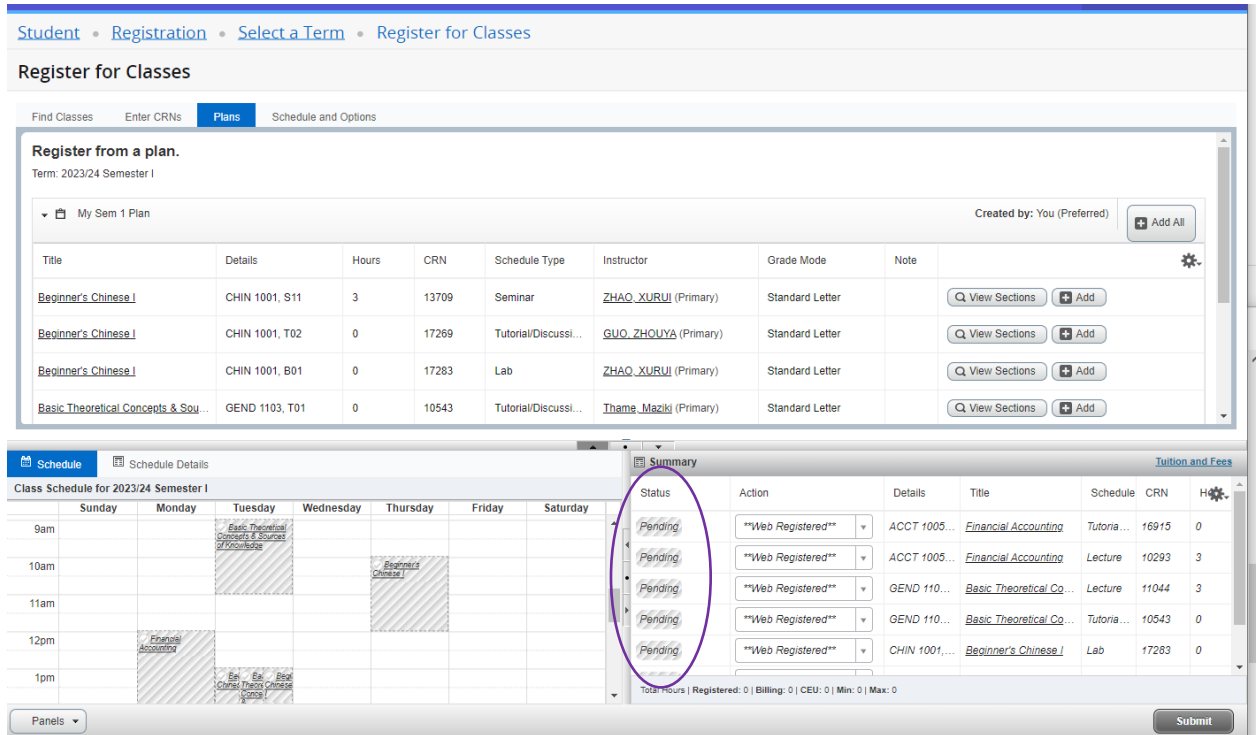


3. You may then add the courses individually or "Add All" courses from our plan.



- Click the link  on a plan to add all sections in a plan to your registration summary
- OR
- Click "Add" link next to a section to add an individual section to your registration summary

The courses will be populated in the Summary section, and Section Status is "Pending".



4. Click *Submit* link

The screenshot shows a web application interface for course registration. At the top, there is a navigation bar with the user's name 'Rose, Ann' and a page number '3'. Below the navigation bar, the breadcrumb trail reads 'Student • Registration • Select a Term • Register for Classes'. A green notification box in the top right corner states 'Save Successful'. Below this, a blue error message box contains two messages: 'ACCT 1005 CRN 10293: Prerequisite and Test Score error' and 'ACCT 1005 CRN 16915: Linked course required (Lecture)'. The main content area is titled 'Register from a plan.' and shows a list of courses under the plan 'My Sem 1 Plan'. The courses are:

Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	Note
Beginner's Chinese I	CHIN 1001, S11	3	13709	Seminar	ZHAO_XURUI (Primary)	Standard Letter	View Sections Add
Beginner's Chinese I	CHIN 1001, T02	0	17269	Tutorial/Discussi...	GUO_ZHOUYA (Primary)	Standard Letter	View Sections Add
Beginner's Chinese I	CHIN 1001, B01	0	17283	Lab	ZHAO_XURUI (Primary)	Standard Letter	View Sections Add
Basic Theoretical Concepts & Sou...	GEND 1103, T01	0	10543	Tutorial/Discussi...	Thame_Maziki (Primary)	Standard Letter	View Sections Add

Below the course list, there is a 'Class Schedule for 2023/24 Semester I' panel showing a weekly grid with colored blocks for 'Financial Accounting' and 'Beginner's Chinese I'. To the right of the schedule is a 'Summary' table:

Status	Action	Details	Title	Schedule	CRN	Hours
Errors Prevented	Remove	ACCT 1005...	Financial Accounting	Tutoria...	16915	0
Errors Prevented	Remove	ACCT 1005...	Financial Accounting	Lecture	10293	3
Registered	None	GEND 110...	Basic Theoretical Co...	Lecture	11044	3
Registered	None	GEND 110...	Basic Theoretical Co...	Tutoria...	10543	0
Registered	None	CHIN 1001...	Beginner's Chinese I	Lab	17283	0

At the bottom of the summary table, it shows 'Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 99'. A 'Submit' button is located at the bottom right of the interface.

- Normal registration protocols apply
 - Courses for which you are successfully registered will appear with a Status of “Registered”.
 - Schedule panel is updated if day/time exist on the sections.
 - Any errors should show in the upper right corner of the registration screen.