

Quick Tips for using Plan Ahead – This tool is available at the start of the advising period for the upcoming semester.

1. Go to the Current [Student Hub](#). Click on “Self Service” and log on.



2. Click on the ‘Student’ tab.
3. Click on ‘Registration’

Student Services

[Registration](#)

Check your registration status, class schedule and add or drop classes

[Quick Tips for Registration](#) ****Coming Soon****

[Purchase Textbooks](#)

[Academic Records/Registrar Information](#)

View grades, holds, transcripts, graduation application, enrollment verification, degree evaluation and general student information.

[Billing & Payments/Bursar Information](#)

View eBills and Holds, Make Online Payments, Enroll in/Review Payment Plans, Title IV Selections, and 1098T Information

[Financial Aid](#)

View your financial aid status, eligibility and award; Find financial aid information and links.

[Browse Classes](#)

[Browse Course Catalog](#)

4. Click 'Plan Ahead'.

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.
 Plan Ahead Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.	 Browse Classes Looking for classes? In this section you can browse classes you find interesting.
 View Registration Information View your past schedules and your ungraded classes.	 Browse Course Catalog Look up basic course information like subject, course and description.

5. Choose the appropriate term from the drop down list and click submit.

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

Select a Term

Terms Open for Registration

6. Click "Create a New Plan". Search for courses in which you are interested in registering. If the course is not offered for the term you chose, you will see "Not Offered For Term". For courses that are offered in the term, you

may either add the course to your plan or view the sections offered and add an individual section.

8. After choosing your courses, click “Save Plan” and name your plan. You may have multiple plans saved for a term.
9. At your registration time, choose “Register for Classes” and choose the appropriate term.
10. Instead of searching for classes, click on the “Plans” tab above the schedule search.

[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#)

Register for Classes

Find Classes

Enter CRNs

Plans

Schedule and Options

11. Choose your previously saved plan. You may either select “Add All” to add all the sections from that plan to your summary or you may select individual sections to add. If you did not select a specific section earlier, you must do so in order to add the class to your summary.
12. Click “Submit” to add the courses from your summary to your schedule.