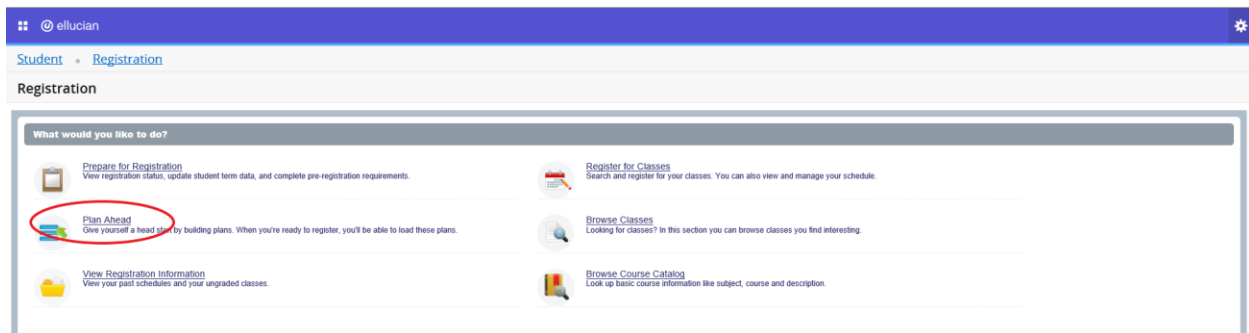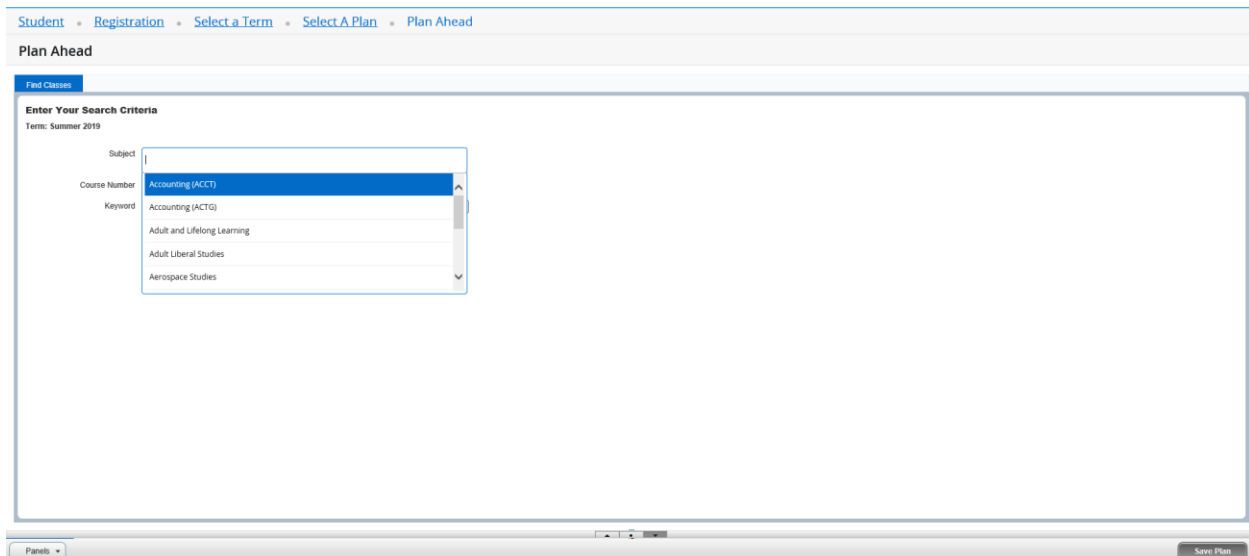# Plan Ahead and Register Option in Student Self-Service

Using the new, Plan Ahead and Register option in Student Self Service, students may now create a registration plan before registration opens by utilizing the 'Plan Ahead' feature. This feature allows students to plan out their semester schedule in advance of their registration date then, once their registration window opens, they can register for their classes directly from the plan. An overview of this feature is listed below.

## Plan Ahead

1. Select the 'Plan Ahead and Register' link from the Toolkit menu.
2. Select the 'Plan Ahead' option



3. To begin your plan, select the appropriate term.
4. Choose the 'Create a New Plan' option. Saved plans will also display on this page. You can mark any saved plan as your 'Preferred' plan which moves it to the top of your list for the term. You can 'Edit' or 'Delete' saved plans. Students may create up to 5 plans per semester.
5. Use the Basic or 'Advanced Search' options to search for courses.

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6. Click on the course title to view details specific to the course such as prerequisites and course descriptions.



7. Select the 'View Sections' option to see the class sections offered for that term. You can also select the 'Add Course' option to add the course to your plan but please note, while this does not have to be done initially, an actual section much be selected before you can register for the class.



8. Once you've identified the specific section you wish to add to your plan select 'Add' to add the section to your plan summary. Note that registration error checking does not occur as plans are being built. Only when a planned class is submitted for registration will error checking for issues such as missing prerequisites, closed classes and level restrictions occur.

9. All courses will initially appear in a Pending status. Select 'Save Plan' in the lower right corner of the screen to finalize adding the sections to your plan.



10. On your first save you will also be prompted to give your plan a name. This will allow you to locate, edit or delete entire plans or courses from your plan as mentioned above.

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11. Class sections can also be removed from a plan by selecting 'Delete' from the Action column.
12. The schedule panel, located to the left of your plan summary, displays the courses you have selected in a calendar format to assist with planning.



13. Both the Plan Ahead and Registration Search functions provide details specific to the class sections such as if the section is full or the class is linked to another requiring registration in both sections. Linked courses will display a 'Linked' indicator in the Status column as well as a 'View Linked' option.

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14. Selecting the 'View Linked' option will display the selected class as well as the section(s) the class is linked to. The 'Add All' option allows you to add all linked sections to your plan at the same time.



15. Class sections that are full and are set up with the Waitlist option will display how many seats are available on the waitlist. You can add the section to your plan but will receive an error message when you go to register the class. You can choose to add yourself to the waitlist at that time.

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# Register from a Plan

1. When your registration date opens you can use your plan to register for some or all of the classes on your planned schedule.
2. Begin by selecting the Register for Classes option. Next, choose the appropriate term and select 'Continue'.

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.

**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.

3. Select the 'Plans' tab to view the plans you have created for the term.

Student • Registration • Select a Term • Register for Classes

**Register for Classes**

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

**Enter Your Search Criteria** ⓘ
Term: Summer 2019

Subject [_____]

Course Number [_____]

Keyword [_____]

Search    Clear    ▸ Advanced Search

Panels ▾

Submit

4. Any plans created for the term will be displayed.  Select the plan you wish to use for registration.  You can either select individual courses from the plan by selecting the 'Add' option after each course or you can attempt to register the entire plan by selecting the 'Add All' option.



5. After selecting 'Add' or 'Add All' the class sections from your plan will appear in the registration Summary panel in a pending state.  To complete the registration select 'Submit'.



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6. When 'Submit' is selected registration restrictions and seat availability are checked.  A message will display for any class with an error such as time conflicts, closed classes and missing prerequisites.  Classes that have passed all restrictions will display in a 'Registered' status.

Student • Registration • Select a Term • Register for Classes

**Register for Classes**

MATH 2860 CRN 33592: Time conflict with CRN 30115. This course is in conflict with another. Contact one of the instructors to see if an override can be issued.

Find Classes    Enter CRNs    Plans    Schedule and Options

**Register from a plan.**
Term: Summer 2019

▾ 🗂 My Plan                                                                                    Created by: You (Preferred)    ➕ Add All

| Title | Details | Hours | CRN | Schedule Type | Instructor | Grade Mode | Note | ⚙ |
|-------|---------|-------|-----|---------------|-----------|------------|------|---|

📅 Schedule    ☰ Schedule Details                                          📋 Summary                                                       Tuition and Fees

**Class Schedule for Summer 2019**

| | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|--------|--------|---------|-----------|----------|--------|----------|
| 8am | | ✓General Chemistry I-L1 | ✓General Chemistry I-L1 | ✓General Chemistry I-L1 | ✓General Chemistry I-L1 | ✓General Chemistry I-L1 | |
| 9am | | ✓General Chem I-R1 | | | ✓General Chem I-R1 | | |

| Title | Details | Hour | CRN | Schedule | Status | Action | ⚙ |
|-------|---------|------|-----|----------|--------|--------|---|
| Elementary Different… | MATH 286… | 3 | 33592 | Lecture | Errors Preventi… | Remove ▾ | |
| General Chemistry I | CHEM 123 | 4 | 38154 | Lecture | Registered | None | |

Total Hours | Registered: 7 | Billing: 7 | CEU: 0 | Min: 0 | Max: 15

Panels ▾                                                                                              Submit

7. If a class is closed but a waitlist is available, select 'Waitlist' in the Action column and select 'Submit'.  Remove any sections that cannot be registered from your Summary panel and search for other sections that will fit your schedule.
8. Once registration is complete you can email your schedule to yourself and up to three other email addresses by selecting the 'Schedule and Options' tab then selecting the email icon in the upper right corner.

**Register for Classes**

Find Classes    Enter CRNs    Plans    Schedule and Options

**Summary**
Term:  Summer 2019                                                                                          📅 | 🖨

| Title | Details | Hours | CRN ↕ | Schedule Type | Grade Mode | Level | Study Path |
|-------|---------|-------|-------|---------------|------------|-------|------------|
| General Chem I-R1 | CHEM 1230, 013 | 0 | 30671 | Recitation | Standard Letter | Undergraduate | None |
| General Chemistry I-L1 | CHEM 1230, 011 | 4 | 38154 | Lecture | Standard Letter | Undergraduate | None |
| Survey Of Astronomy | ASTR 1010, 011 | 3 | 30115 | Lecture | Standard Letter | Undergraduate | None |

**Email Schedule and Downloadable Calendar File**
Email your schedule and an .ics file to your calendar. Please send again if you make changes to your schedule.

☑ Myself                    @utoledo.edu)

Email  [                    ]
Email  [                    ]
Email  [                    ]
Subject  [ Summer 2019      ]

Send

Total Hours | Registered: 7 | Billing: 7 | CEU: 0 | Min: 0 | Max: 15

9. Emailed schedules will include a file attachment that when ran will populate your semester schedule on your email calendar.  It is advised that this file only be ran after your schedule has been finalized for the semester.  Emailing schedule changes and rerunning the attached file will not override the previous calendar.