

Plan Ahead Tool Directions

Introduction

[Plan Ahead](#) is a feature of the Banner XE class registration module that helps students create draft schedules for the next term. Once a plan has been created, you can pre-load your plan at registration time and register for all of your classes in just one click. Please follow the instructions below for more information.

Creating a Plan

1. Go to [MyBethel Student Academics](#) and select “Add or Drop Classes” from the Registration Channel

The screenshot shows the MyBethel Student Academics website. At the top is a dark blue navigation bar with the MyBethel logo and links for Home, Checklist, Human Resources, Student Academics (highlighted), and Faculty Academics. Below this is the 'Student Academics' header. The main content area is divided into several sections:

- Active Courses:** Includes a dropdown menu for 'Current Active Courses' and a list item for 'LEAD611-MA2 - Leadership Theory & Pers Agncy WEB'. Below this is a link for 'Student Detail Schedule | Week at a Glance'.
- Departments & Programs:** A list of links: Undergrad Departments, Graduate Programs, Adult Undergrad Programs, and Bethel Seminary Programs.
- Registration:** Contains two sub-sections: 'Graduate Student Registration' with links for How to Register, Registration Status, Look Up Classes, Add or Drop Classes (highlighted in yellow), Transfer Courses, Registration Errors, and Forms; and 'Transferring Courses' with a link for Transfer Courses.
- Academic Success Resources:** A list of links: Academic Resource Center and Library Services.
- Student Records:** A list of links: Transcript, Degree Works (Degree Evaluation), View Holds, View Test Scores, and Forms & Petitions.
- Commencement:** A link at the bottom right.

2. On the next page, select the Plan Ahead option

[Student](#) • [Registration](#)

Registration

What would you like to do?

| | |
|---|---|
|  Prepare for Registration View registration status, update student term data, and complete pre-registration requirements. |  Add or Drop 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. |  Look Up 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. | |

3. Select the term for which you want to create or view your registration plan and click “Continue.”

Note: courses for next academic year are published in March, so courses for the next academic year will not be available for planning until March of the current year.

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

Select a Term

Terms Open for Planning ⓘ

Fall 2019 - CAS

Continue

4. Create a new plan or select an existing plan to view or edit

The screenshot shows a web application interface for selecting a plan. At the top, there is a breadcrumb trail: [Student](#) • [Registration](#) • [Select a Term](#) • [Select A Plan](#). Below this, the page title is "Select A Plan". The main content area is titled "Plans you have created for this term: 0". Underneath, it specifies "Term: Fall 2019 - CAS" and states "You are allowed a maximum of 5 plans for this term." A button labeled "Create a New Plan" with a plus icon is visible.

5. Add courses to your plan. Start by searching for the courses you would like to add using the default or advanced search options. Make sure that your search criteria are for the correct school: e.g. General Studies (CAS).

The screenshot shows a web application interface for planning ahead. At the top, there is a breadcrumb trail: [Student](#) • [Registration](#) • [Select a Term](#) • [Select A Plan](#) • [Plan Ahead](#). Below this, the page title is "Plan Ahead". A tab labeled "Find Classes" is active. The main content area is titled "Enter Your Search Criteria" and specifies "Term: Fall 2019 - CAS". There are three input fields: "Subject" with a dropdown menu showing "General Studies (CAS)", "Course Number" with the value "160", and "keyword/CRN". Below the input fields are buttons for "Search", "Clear", and a link for "Advanced Search". At the bottom of the page, there is a "Panels" dropdown menu and a "Save Plan" button.

5. Within the search results, click the designated buttons to view individual course sections, or simply 'Add Course', and the course will be added to the lower right status window.

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

Plan Ahead

If you have chosen to view individual sections of the course, click the 'Add' button to add to your plan status window, then click 'Save Plan' to add the section to your plan. Make sure to name your plan (e.g. Last Name Spring 2020 Plan A) and send a screenshot of you plan to your advisor.

[Student](#) • [Registration](#) • [Select a Term](#) • [Select A Plan](#) • [Plan Ahead](#) ✔ Save Successful

Plan Ahead

Register for Your Plan

1. From the Add or Drop Classes window, select the Plans tab.

The screenshot shows the 'Register for Classes' page with the 'Plans' tab highlighted in the navigation bar. The 'Enter Your Search Criteria' section is visible, with a yellow circle around the 'Plans' tab. The search criteria include fields for Keyword/CRN, Subject, Course Number, Instructor, and Cohort or Gen Ed Category. There are 'Search', 'Clear', and 'Advanced Search' buttons at the bottom.

2. Next, open the plan you would like to use for registration. Select **+ Add** to add one course at a time or select **+ Add All** to add all of your courses to the summary panel.

The screenshot shows the 'Register from a plan' page. A table lists courses under the 'Spring 2020 Plan 1'. The 'Add All' button is highlighted with a yellow circle. Below the table, there is a 'Summary' panel showing a list of registered courses.

| Title | Details | Hours | CRN | Schedule Type | Instructor | Grade Mode | Note | Action |
|---------------------------------------|---------------|-------|-----|---------------|-----------------------------|--------------|------|-------------------|
| Organizational Diagnostics and Health | LEAD 641, MA1 | 3 | 301 | Lecture | Parolini, Jeanine (Primary) | Letter Grade | | View Sections Add |
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| Title | Details | Hours | CRN | Schedule Ty | Status | Action |
|-------------------------------|---------------|-------|-----|--------------|------------|--------|
| Beyond Diversity | SLDR 640, MB1 | 3 | 407 | Distance ... | Registered | None |
| Followership: The Other Si... | SLDR 660, MA1 | 3 | 170 | Distance ... | Registered | None |
| Managing Conflict Through... | SLDR 650, MA1 | 3 | 169 | Distance ... | Registered | None |

3. Finally, make sure to click “Submit” to process your registrations. If the course status changes to **Registered**, this means the course is on your schedule.

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

Register for Classes

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

Register from a plan.
Term: Spring 2020 - CAPS/GS

Spring 2020 Plan 1 Created by: You (Preferred)

| Title | Details | Hours | CRN | Schedule Type | Instructor | Grade Mode | Note | |
|---------------------------------------|---------------|-------|-----|---------------|-----------------------------|--------------|------|---|
| Organizational Diagnostics and Health | LEAD 641, MA1 | 3 | 301 | Lecture | Parolini, Jeanine (Primary) | Letter Grade | | <input type="button" value="View Sections"/> <input type="button" value="Add"/> |
| Organizational Diagnostics and Health | LEAD 641, MA1 | 3 | 301 | Lecture | Parolini, Jeanine (Primary) | Letter Grade | | <input type="button" value="View Sections"/> <input type="button" value="Add"/> |

Records: 2

Schedule | Schedule Details

Class Schedule for Spring 2020 - CAPS/GS

| | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|------|--------|--------|---------|-----------|----------|--------|----------|
| 6am | | | | | | | |
| 7am | | | | | | | |
| 8am | | | | | | | |
| 9am | | | | | | | |
| 10am | | | | | | | |
| 11am | | | | | | | |

Summary

| Title | Details | Hours | CRN | Schedule Ty | Status | Action |
|-------------------------------|---------------|-------|-----|--------------|------------|--------|
| Beyond Diversity | SLDR 640, MB1 | 3 | 407 | Distance ... | Registered | None |
| Followership: The Other Sl... | SLDR 660, MA1 | 3 | 170 | Distance ... | Registered | None |
| Managing Conflict Through... | SLDR 650, MA1 | 3 | 169 | Distance ... | Registered | None |

Total Hours | Registered: 9 | Billing: 9 | CEU: 0 | Min: 0 | Max: 18