

Plan Ahead

Self Service Plans

Self Service plans make it easier to enroll in classes during registration by saving a planned schedule of classes for the term.

Your advisor may have created a Degree Works plan for you that outlines which courses you should take each term. This is also known as an eight semester degree plan.

You can use your Degree Works plan in Plan Ahead to find courses and then select specific class sections.

Creating a Self Service Plan

On the registration menu:

1. Go to **Plan Ahead**.
2. Select a term and select **Continue**.
3. On the Select a Plan page, choose **+Create a New Plan**.
4. Enter the course information you would like to use as search criteria and select **Search**.

Open Advanced Search for more search criteria options.

There are two ways to add to your plan.

Add a Course

1. Select **+Add Course** to add a course to your plan.

The course will show the status *Pending*.



Add a Class Section

1. Select **View Sections** to find a class section.

2. Select **Add** to add a class section to your plan.

The class section will show the status *Pending*.



5. After adding courses or class sections to your plan, select **Save Plan**.

A successfully planned course shows the status *Planned*.



To designate a preferred plan, select **Make Preferred** on the Select a Plan page.

Editing Self Service Plans

On the Select a Plan page, select **Edit**.

Removing Courses

1. Choose **Delete** from the **Action** drop down box for the class or classes you want to remove.
2. Select **Save Plan**.

A successfully removed course will no longer appear in the plan summary.



Adding a whole plan note enables you to add all class sections in a plan at once when registering for classes from a plan.

ADDING NOTES:

Notes can be added to individual courses or to the plan as a whole.

1. Individual course notes: Select within the Notes column in the plan summary.
2. Whole plan notes: Select next to the plan title in the plan summary.
3. A saved note shows a green check.

REMOVING NOTES:

To remove a note: Select the green check, delete the note text, and select “**Save.**”

Using a Degree Works Plan to Create a Self Service Plan

On the registration menu:

1. Go to **Plan Ahead.**
2. Select a term and select **Continue.**
3. Scroll to **Number of Degree Works Plans** on the Select a Plan page.
 1. Make sure the number is greater than zero and there is a plan listed.
 2. Contact your academic advisor if you believe there should be a Degree Works plan listed and one is not available.
4. If you have a Degree Works plan, choose **+Create a New Plan.**
5. Open the **Degree Works Plans** tab.

Course and Choice requirements assigned to the term in Degree Works will be displayed.



Only plans marked ‘Active’ and ‘Locked’ in Degree Works are displayed in Self Service.

Course Requirements

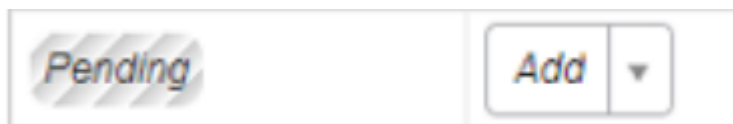
1. Make sure there is not a number listed in the Choice Group column.

If a number is listed, the requirement is a Choice requirement.

2. Select **View Sections** to find a class section for the course.

3. Select **Add** to add a class section to your plan.

The class section will show the status Pending.



- ii. For 'Choice' requirements:

1. Courses with the same number in the "Choice Group" column are a choice group

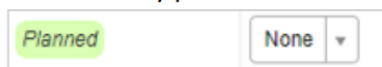
Title	Details	Choice Group
FINE ARTS VISUAL	ART 2503	2
FINE ARTS MUSIC	MUS 2503	2
FINE ARTS THEATRE	THEA 2503	2 Preferred

If you selected a course from a choice group within Degree Works, the selected course will say "Preferred" under the choice group number.

2. You can choose to register for any one course within a choice group
 - a. Select **"View Sections"** to find a class section of your chosen course
 - b. Select **"Add"** to add a class section to your plan
 - i. The class section will show the status *Pending*



6. After adding courses and/or class sections to your plan select **"Save Plan"**
 - a. A successfully planned course shows the status *Planned*



REGISTERING FOR CLASSES FROM A SELF SERVICE PLAN

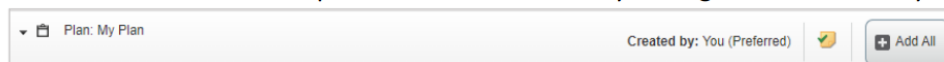
Go to **"Register for Classes"** on the registration menu; select a term and select **"Continue"**

1. Open the **"PLANS"** tab. There are three ways to register for classes:

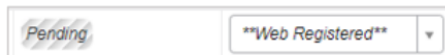
- i. If you planned class sections AND have a whole plan note:

"Add All" will only add planned **class sections**. A class section has a CRN. Planned courses need to have a section selected using option iii.

1. Select **"Add All"** to add all planned class sections to your registration summary

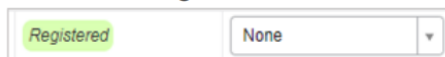


- a. The classes will show the status *Pending*



2. To register for pending classes select **"Submit"**

- a. A successful registration shows the status *Registered*



- b. An issue registering shows the status Errors Preventing Registration

ii. If you planned class sections but do NOT have a whole plan note:

1. Select “**Add**” to add a section to your summary
 - a. The class section will show the status *Pending*

<i>Pending</i>	**Web Registered**
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2. To register for pending classes select “**Submit**”
 - a. A successful registration shows the status *Registered*

<i>Registered</i>	None
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- b. An issue registering shows the status Errors Preventing Registration

 Adding a course to your summary does **NOT** mean you’ve successfully registered for the course. To successfully register you must select ‘Submit’ and the course status must show *Registered*.

iii. If you planned courses **OR** one of your planned classes no longer has open seats

 If a class shows a *Pending* status, you have **NOT** registered for the class. You must select ‘Submit’ and the course status must show *Registered*.

1. Select “**View Sections**” next to a planned course
2. Scroll through the search results to find a section
 - a. Closed sections show the status FULL

 FULL: 0 of 32 seats remain.

- b. Open seats may be reserved for waitlists

1 of 32 seats remain. 2 of 3 waitlist seats remain.  Open Seats Reserved for Waitlisted Only.
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3. Select “**Add**” to add a section to your summary
 - a. The class section will show the status *Pending*

<i>Pending</i>	**Web Registered**
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4. To register for pending classes select “**Submit**”
 - a. A successful registration shows the status *Registered*

<i>Registered</i>	None
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- b. An issue registering shows the status Errors Preventing Registration

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Revision #2

Created 2024-11-07 19:43:32 UTC by Sameer Basha Shaik

Updated 2026-05-26 18:59:41 UTC by Justin Carothers