how to **ENROLL**
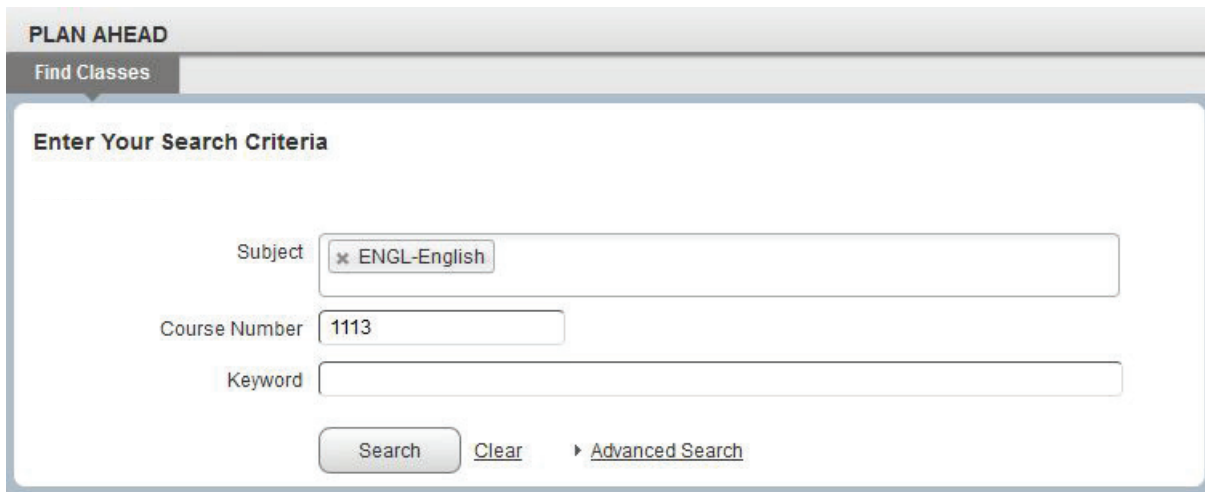
Build a Plan
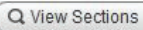
From the **Prepare for Registration** page:

- Return to the home screen by clicking the 🏠 button.
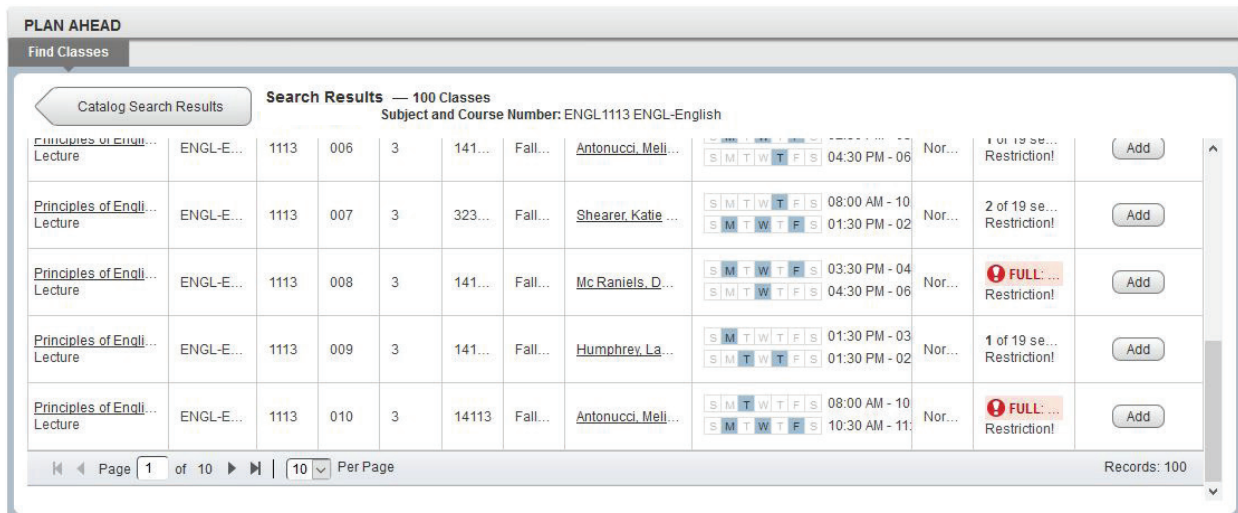- Click **Plan Ahead**.

IMPORTANT: If you have already created a plan and/or your Enrollment Window is open, select **Register for Classes**. More information is available on the following pages.

- Select the term for which you want to create a plan.
- Click **Create a New Plan** – you may create up to 5 plans per term.
- Using the information that you receive at your advising appointment, enter the subject and course number. Then press **Search**.

- When the search results appear, click 🔍 View Sections .
- All of the available sections for the course will appear. Be sure to scroll to the bottom to see if there is more than one page of sections available. You can change the number of sections listed on each page by clicking the drop down menu at the bottom of the page.
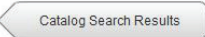
Creating Your Plan

- To add a course to your plan, click **Add** next to the section you want. You will see the course appear in the panel below with the status "Pending."
- To remove a course that you have planned, click the drop down menu under **Action** and select "Remove."

- To look at more courses, click [Catalog Search Results] in the upper left corner.
- You will return to the search results page. Click the [Search Again] button in the upper right corner.
- When you are finished adding courses, click **Save Plan** at the bottom of the page.
- You will be asked to name your plan, then click **Save**. Once you have saved the plan, the status will change to "Planned" and all of your classes will appear in color.

IMPORTANT: The **Schedule** view in the bottom left panel includes the final exam times. Click the **Schedule Details** tab to see more about class meeting times.