


# how to ENROLL

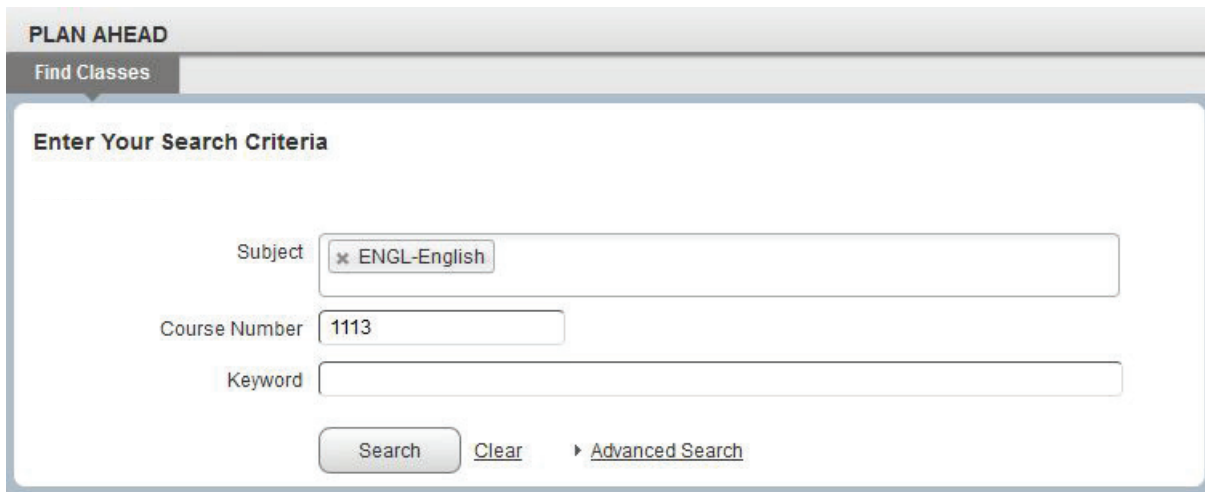
## Build a Plan

From the **Prepare for Registration** page:

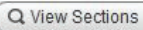
- Return to the home screen by clicking the  button.
- Click **Plan Ahead**.

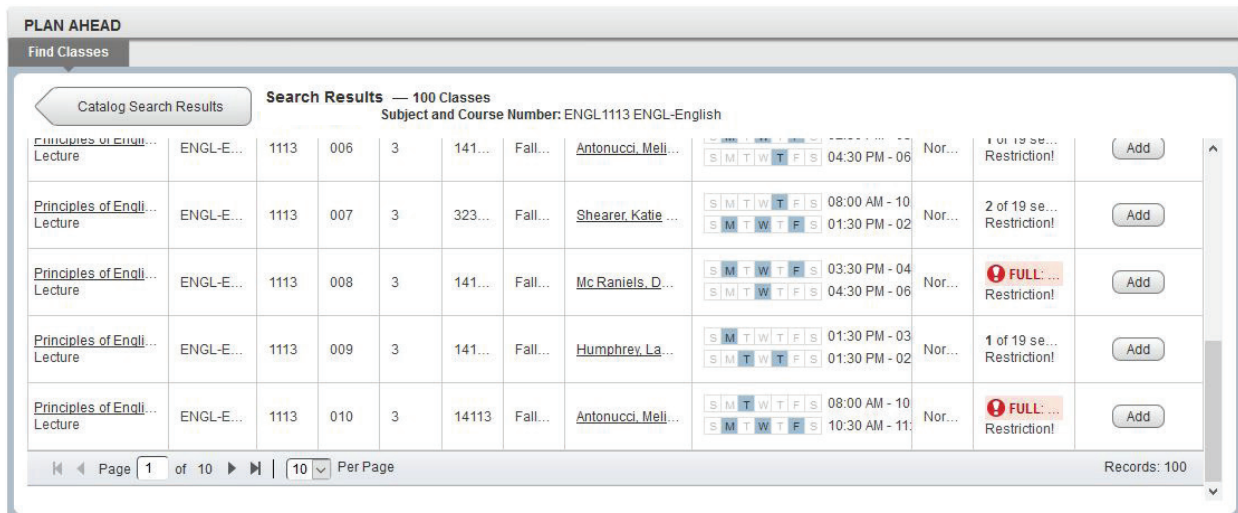
**IMPORTANT:** If you have already created a plan and/or your Enrollment Window is open, select **Register for Classes**. More information is available on the following pages.

- 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**.



The screenshot shows the 'PLAN AHEAD' interface with a 'Find Classes' tab selected. Below the tab is a section titled 'Enter Your Search Criteria'. It contains three input fields: 'Subject' with a dropdown menu showing 'ENGL-English', 'Course Number' with the text '1113', and an empty 'Keyword' field. At the bottom of the form are three buttons: 'Search', 'Clear', and 'Advanced 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.



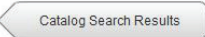

The screenshot shows the search results page for 'ENGL1113 ENGL-English'. The page title is 'Search Results — 100 Classes' and the subject and course number are 'ENGL1113 ENGL-English'. The results are displayed in a table with columns for course name, subject, course number, section number, credits, term, instructor, days, times, and restrictions. There are five rows of results, each with an 'Add' button. The bottom of the page shows a pagination control for 'Page 1 of 10' and a 'Per Page' dropdown set to '10'. The total number of records is 'Records: 100'.

Principles of Engl... Lecture	ENGL-E...	1113	006	3	141...	Fall...	Antonucci, Meli...	S M T W T F S	04:30 PM - 06	Nor...	1 of 19 se... Restriction!	Add
Principles of Engl... Lecture	ENGL-E...	1113	007	3	323...	Fall...	Shearer, Katie ...	S M T W T F S	08:00 AM - 10 01:30 PM - 02	Nor...	2 of 19 se... Restriction!	Add
Principles of Engl... Lecture	ENGL-E...	1113	008	3	141...	Fall...	McRaniels, D...	S M T W T F S	03:30 PM - 04 04:30 PM - 06	Nor...	FULL: ... Restriction!	Add
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Principles of Engl... Lecture	ENGL-E...	1113	010	3	14113	Fall...	Antonucci, Meli...	S M T W T F S	08:00 AM - 10 10:30 AM - 11	Nor...	FULL: ... Restriction!	Add

## 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."

The screenshot displays the 'PLAN AHEAD' interface. At the top, there is a 'Find Classes' section with a search bar and a 'Catalog Search Results' button. Below this, a 'Search Results' panel shows 30 classes for 'Subject and Course Number: COMM1113 COMM-Communication'. The results are presented in a table with columns for Title, Subject Description, CRN, Term, Instructor, Meeting Times, and Status. Each row includes an 'Add' button. Below the search results, there are two main panels. On the left is a 'Class Schedule for Fall 2014' grid showing days of the week and times. On the right is a 'Fall 2014 Untitled Plan' panel with columns for Title, Details, Hours, CRN, Schedule Type, Note, Status, and Action. This panel shows two courses added to the plan, both with a 'Pending' status and an 'Add' button. At the bottom, there is a 'Total Planned Hours: 0' indicator and a 'Save Plan' button. A tooltip at the bottom left of the schedule grid reads: 'Open and close bottom panels to display extra registration information.'

- To look at more courses, click  in the upper left corner.
- You will return to the search results page. Click the  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.