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

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

Student • Registration • Select a Term • Select A Plan

Select A Plan

Plans you have created for this term: 0
Term: Fall 2019 - CAS
You are allowed a maximum of 5 plans for this term.

[+ Create a New Plan]

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).*

Student • Registration • Select a Term • Select A Plan • Plan Ahead

Plan Ahead

Find Classes

Enter Your Search Criteria
Term: Fall 2019 - CAS

Subject	x General Studies (CAS)
Course Number	160
keyword/CRN	

Search   Clear   ▸ Advanced Search

Panels ▾   Save Plan

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.

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.

Register for Your Plan

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

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.

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.