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

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

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).
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.

<table>
<thead>
<tr>
<th>Title</th>
<th>Subject</th>
<th>Course Number</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Study Skills</td>
<td>General Studies (CAS)</td>
<td>160</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

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 your 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 to add one course at a time or select 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.