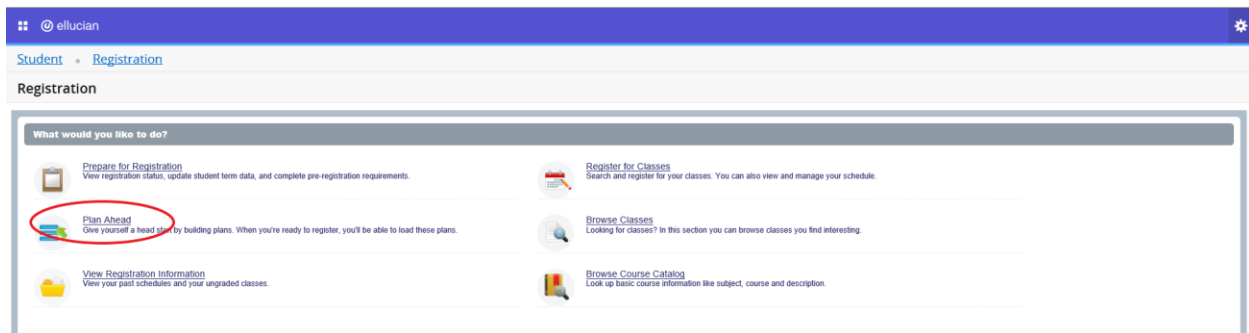


Plan Ahead and Register Option in Student Self-Service

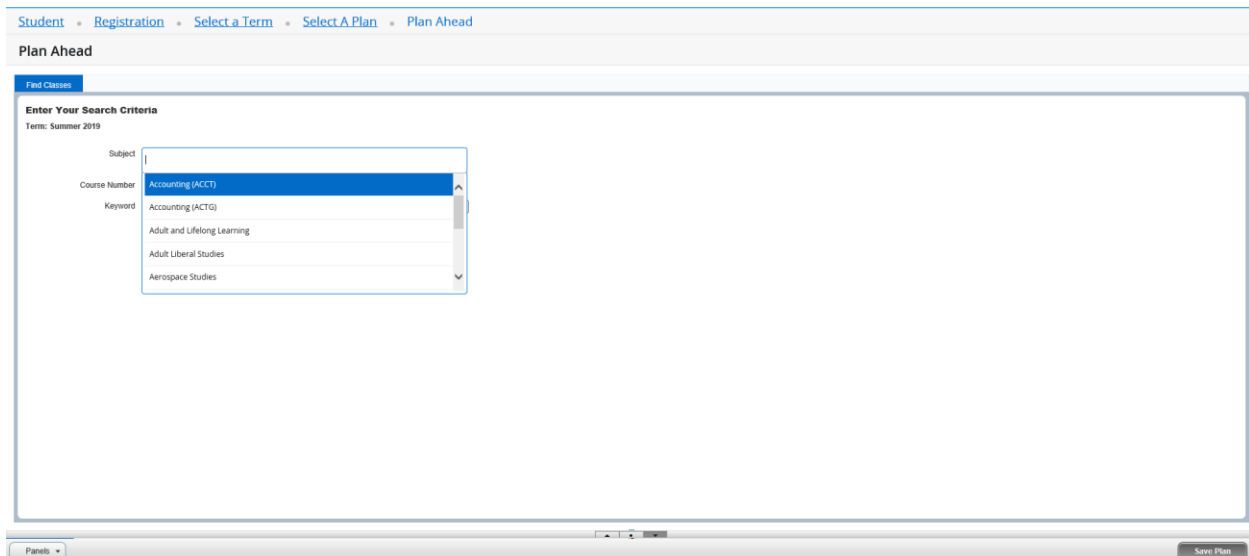
Using the new, Plan Ahead and Register option in Student Self Service, students may now create a registration plan before registration opens by utilizing the 'Plan Ahead' feature. This feature allows students to plan out their semester schedule in advance of their registration date then, once their registration window opens, they can register for their classes directly from the plan. An overview of this feature is listed below.

Plan Ahead

1. Select the 'Plan Ahead and Register' link from the Toolkit menu.
2. Select the 'Plan Ahead' option



3. To begin your plan, select the appropriate term.
4. Choose the 'Create a New Plan' option. Saved plans will also display on this page. You can mark any saved plan as your 'Preferred' plan which moves it to the top of your list for the term. You can 'Edit' or 'Delete' saved plans. Students may create up to 5 plans per semester.
5. Use the Basic or 'Advanced Search' options to search for courses.



- Click on the course title to view details specific to the course such as prerequisites and course descriptions.

The screenshot shows the 'Plan Ahead' interface with a search for 'Astronomy' courses. A pop-up window titled 'Course Details for ASTR 1010, Survey Of Astronomy' is open, displaying the following information:

- Term:** 201930
- Catalog:** Title: Survey Of Astronomy; College: Coll Nat Sci and Mathematics SM
- Course Description:** Division: Physics PHYS
- Syllabus:** Hours: Credit Hours: 3; Lecture: 3; Lab: 0; Other: 0
- Attributes:** Levels: Undergraduate UG
- Restrictions:** Grading Modes: Audit A; Pass/No Credit P; Standard Letter S
- Corequisites:** Schedule Types: Lecture LE
- Prerequisites:**
- Mutual Exclusion:**
- Fees:**

The main interface shows a list of search results with 'View Sections' and 'Add Course' buttons for each entry.

- Select the 'View Sections' option to see the class sections offered for that term. You can also select the 'Add Course' option to add the course to your plan but please note, while this does not have to be done initially, an actual section must be selected before you can register for the class.

The screenshot shows the 'Plan Ahead' interface with search results for 'Astronomy' courses. The 'View Sections' button for the first result, 'Survey Of Astronomy', is circled in red.

Title	Subject Description	Course Number	Hours	Description	View Sections	Add Course
Survey Of Astronomy	Astronomy	1010	3	Not for major credit, not open to scienc...	<input type="button" value="View Sections"/>	<input type="button" value="Add Course"/>
Solar System Astronomy	Astronomy	2010	3	A quantitative introduction to the conten...	<input type="button" value="View Sections"/>	<input type="button" value="Add Course"/>
Stars, Galaxies, And The Universe	Astronomy	2020	3	A quantitative introduction to the nature...	<input type="button" value="View Sections"/>	<input type="button" value="Add Course"/>
Elementary Astronomy Laboratory	Astronomy	2050	1	Laboratory exercises and observational...	<input type="button" value="View Sections"/>	<input type="button" value="Add Course"/>
Mars	Astronomy	2310	3	The history of observations of Mars, int...	<input type="button" value="View Sections"/>	<input type="button" value="Add Course"/>

- Once you've identified the specific section you wish to add to your plan select 'Add' to add the section to your plan summary. Note that registration error checking does not occur as plans are being built. Only when a planned class is submitted for registration will error checking for issues such as missing prerequisites, closed classes and level restrictions occur.

The screenshot shows the 'Plan Ahead' interface with search results for 'Astronomy' courses. The 'Add' button for the first result, 'Survey Of Astronomy Lecture', is circled in red.

Title	Subject Description	Course No.	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	Add		
Survey Of Astronomy Lecture	Astronomy	1010	011	3	30115	Sum...	Richardson, Noel Douglas	S M T W T F S 11:50 AM - 01:30 PM	Class Bui	Unive...	22 of 32 seats re... 5 of 5 waitlist seats ren	Core Natural Sciences Trans Mod Natural Science	<input type="button" value="Add"/>	
Survey Of Astronomy Lecture	Astronomy	1010	931	3	30120	Sum...	Anderson, Lawrence S, (P...	S M T W T F S -	Type: Class	Building: Off Campus I	Unive...	65 of 90 seats re... 10 of 10 waitlist seats	Core Natural Sciences Trans Mod Natural Science	<input type="button" value="Add"/>

- All courses will initially appear in a Pending status. Select 'Save Plan' in the lower right corner of the screen to finalize adding the sections to your plan.

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

Plan Ahead

Find Classes

Catalog Search Results Search Results — 2 Classes
Term: Summer 2019 Subject and Course Number: ASTR1010 Astronomy

Title	Subject Description	Course No.	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute		
Survey Of Astronomy Lecture	Astronomy	1010	011	3	30115	Sum...	Richardson, Noel Douglas...	S M T W T F S 11:50 AM - 01:30 PM	Type: Class	Unive...	22 of 32 seats re... 5 of 5 waitlist seats ren	Core Natural Sciences Trans Mod Natural Science	Add
Survey Of Astronomy Lecture	Astronomy	1010	931	3	30120	Sum...	Anderson, Lawrence S. (P...	S M T W T F S - Type: Class Building: Off Campus	Unive...	65 of 90 seats re... 19 of 10 waitlist seats	Core Natural Sciences Trans Mod Natural Science	Add	

Page 1 of 1 | 10 Per Page Records: 2

Schedule Schedule Details

Class Schedule for Summer 2019

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
12pm		ASTR1010 (Pending)	ASTR1010 (Pending)	ASTR1010 (Pending)	ASTR1010 (Pending)		
1pm							
2pm							
3pm							

Open and close bottom panels to display extra registration information.

Summer 2019Untitled Plan

Title	Details	Hours	CRN	Schedule Ty	Note	Status	Action
Survey Of Astronomy	ASTR 1010, 011	3	30115	Lecture		Pending	Add

Total Planned Hours: 0

Save Plan

- On your first save you will also be prompted to give your plan a name. This will allow you to locate, edit or delete entire plans or courses from your plan as mentioned above.

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

Plan Ahead

Find Classes

Catalog Search Results Search Results — 2 Classes
Term: Summer 2019 Subject and Course Number: ASTR1010 Astronomy

Title	Subject Description	Course No.	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute		
Survey Of Astronomy Lecture	Astronomy	1010	011	3	30115	Sum...	Richardson, Noel Doug...	S M T W T F S 11:50 AM - 01:30 PM	Type: Class	Unive...	22 of 32 seats re... 5 of 5 waitlist seats ren	Core Natural Sciences Trans Mod Natural Science	Add
Survey Of Astronomy Lecture	Astronomy	1010	931	3	30120	Sum...	Anderson, Lawrence S. (P...	S M T W T F S - Type: Class Building: Off Campus	Unive...	65 of 90 seats re... 19 of 10 waitlist seats	Core Natural Sciences Trans Mod Natural Science	Add	

Page 1 of 1 | 10 Per Page Records: 2

Name Your Plan

Plan Name: My Plan X

Close Save

Schedule Schedule Details

Class Schedule for Summer 2019

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
12pm		ASTR1010 (Pending)	ASTR1010 (Pending)	ASTR1010 (Pending)	ASTR1010 (Pending)		
1pm							
2pm							
3pm							

Open and close bottom panels to display extra registration information.

Summer 2019Untitled Plan

Title	Details	Hours	CRN	Schedule Ty	Note	Status	Action
Survey Of Astronomy	ASTR 1010, 011	3	30115	Lecture		Pending	Add

Total Planned Hours: 0

Save Plan

11. Class sections can also be removed from a plan by selecting 'Delete' from the Action column.
12. The schedule panel, located to the left of your plan summary, displays the courses you have selected in a calendar format to assist with planning.

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

Plan Ahead

Find Classes

Catalog Search Results Search Results — 2 Classes
Term: Summer 2019 Subject and Course Number: ASTR1010 Astronomy

Title	Subject Description	Course #	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	
Survey Of Astronomy Lecture	Astronomy	1010	011	3	30115	Sum...	Richardson, Noel Douglas...	S M T W T F S 11:50 AM - 01:30 PM	Univ...	22 of 32 seats re... 5 of 5 waitlist seats ren	Core Natural Sciences Trans Mod Natural Science	Add
Survey Of Astronomy Lecture	Astronomy	1010	931	3	30120	Sum...	Anderson, Lawrence S, (P...	S M T W T F S - Type: Class Building: Off Campus	Univ...	65 of 90 seats re... 10 of 10 waitlist seats r	Core Natural Sciences Trans Mod Natural Science	Add

Page 1 of 1 | 10 Per Page Records: 2

Schedule Schedule Details

Class Schedule for Summer 2019

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
12pm		ASTR1010, Lecture	ASTR1010, Lecture	ASTR1010, Lecture	ASTR1010, Lecture		
1pm							
2pm							
3pm							

Open and close bottom panels to display extra registration information.

My Plan

Title	Details	Hours	CRN	Schedule Ty	Note	Status	Action
Survey Of Astronomy	ASTR 1010, 011	3	30115	Lecture		Planned	None None Delete

Total Planned Hours: 3 Save Plan

13. Both the Plan Ahead and Registration Search functions provide details specific to the class sections such as if the section is full or the class is linked to another requiring registration in both sections. Linked courses will display a 'Linked' indicator in the Status column as well as a 'View Linked' option.

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

Plan Ahead

Find Classes

Catalog Search Results Search Results — 5 Classes
Term: Summer 2019 Subject and Course Number: CHEM1230 Chemistry

Title	Subject Description	Course #	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	
General Chemistry I-L1 Lecture	Chemistry	1230	011	4	38154	Sum...		S M T W T F S 08:00 AM - 09:40 AM S M T W T F S 08:00 AM - 08:40 AM	Univ...	43 of 50 seats r... Restriction!	Core Natural Sciences Trans Mod Natural Science	Add
General Chem I-R1 Recitation	Chemistry	1230	012	0	30670	Sum...		S M T W T F S 08:45 AM - 09:40 AM	Univ...	19 of 25 seats r... Restriction! LINKED	Core Natural Sciences Trans Mod Natural Science	View Linked Add
General Chem I-R1 Recitation	Chemistry	1230	013	0	30671	Sum...		S M T W T F S 08:45 AM - 09:40 AM	Univ...	FULL 0 of... Restriction! LINKED	Core Natural Sciences Trans Mod Natural Science	View Linked Add

14. Selecting the 'View Linked' option will display the selected class as well as the section(s) the class is linked to. The 'Add All' option allows you to add all linked sections to your plan at the same time.

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

Plan Ahead

Find Classes

Back To Search Results **Linked Sections** — 1 Options
Term: Summer 2019 Subject and Course Number: CHEM1230 Chemistry

Title : General Chem I-R1 **Schedule Type** : Recitation **CRN: 30671** **Add All**

Title	Subject Descr	Course	Section	Hours	CRN	Term	Instructor	Meeting Times	Campu	Status	Attribute
General Chemistry I-L1 Lecture	Chemistry	1230	011	4	38154	Su...		S M T W T F S 08:00 AM - 09:40 AM Tyj S M T W T F S 08:00 AM - 08:40 AM Tyj	Un...	43 of 50 sea... Restriction!	Core Natural Sciences Trans Mod Natural Science

Total Hours : 0

Panels Save Plan

15. Class sections that are full and are set up with the Waitlist option will display how many seats are available on the waitlist. You can add the section to your plan but will receive an error message when you go to register the class. You can choose to add yourself to the waitlist at that time.

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

Plan Ahead

Find Classes

Catalog Search Results **Search Results** — 3 Classes
Term: Summer 2019 Subject and Course Number: MATH2860 Mathematics

Title	Subject Descr	Course	Section	Hours	CRN	Term	Instructor	Meeting Times	Campu	Status	Attribute
Elementary Differenti... Lecture	Mathem...	2...	032	3	3...	S...	Thompson, Gera...	S M T W T F S 01:00 PM - 02:40 PM U...	U...	41 of 48 se... Restriction!	Add
Elementary Differenti... Lecture	Mathem...	2...	041	3	3...	S...	Acharyya, Amrit...	S M T W T F S 08:00 AM - 08:40 AM Tyj	U...	FULL: 0 of 51 seats remain. 8 of 10 waitlist seats remain. Restriction!	Add
Elementary Differenti... Lecture	Mathem...	2...	042	3	3...	S...	Acharyya, Amrit...	S M T W T F S 02:00 PM - 02:50 PM U...	U...	FULL: 0 of 51 seats remain. 8 of 10... Restriction!	Add

Page 1 of 1 | 10 Per Page Records: 3

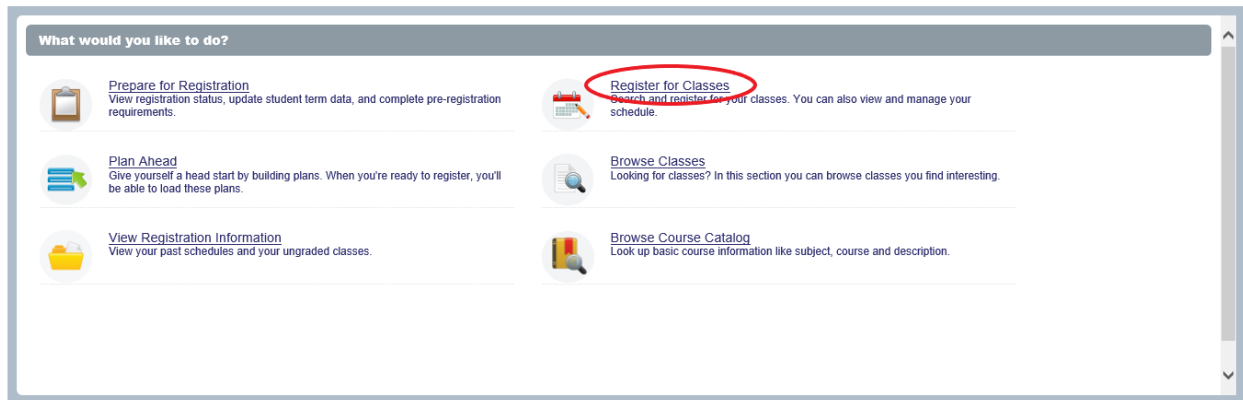
Panels Save Plan

Register from a Plan

1. When your registration date opens you can use your plan to register for some or all of the classes on your planned schedule.
2. Begin by selecting the Register for Classes option. Next, choose the appropriate term and select 'Continue'.

[Student](#) • [Registration](#)

Registration



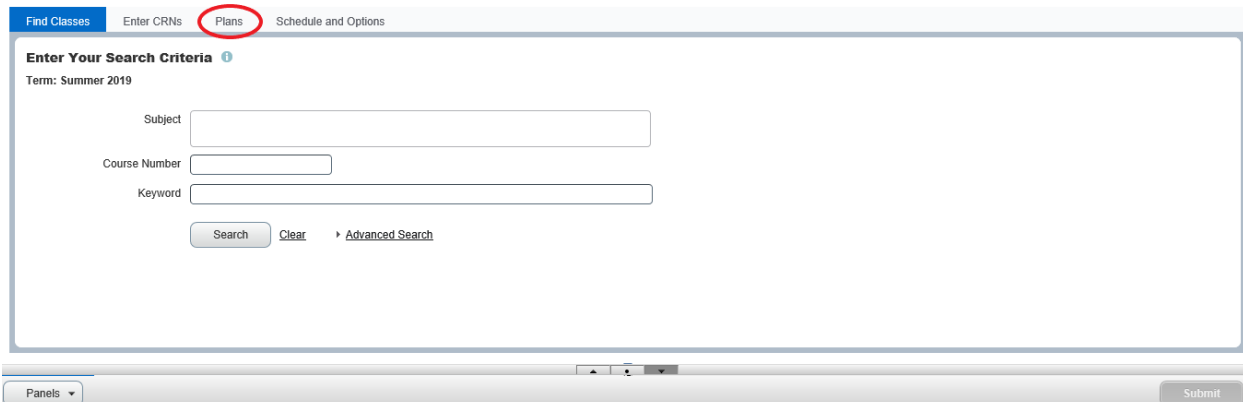
What would you like to do?

- Prepare for Registration**
View registration status, update student term data, and complete pre-registration requirements.
- Plan Ahead**
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
- View Registration Information**
View your past schedules and your ungraded classes.
- Register for Classes**
Search and register for your classes. You can also view and manage your schedule.
- Browse Classes**
Looking for classes? In this section you can browse classes you find interesting.
- Browse Course Catalog**
Look up basic course information like subject, course and description.

3. Select the 'Plans' tab to view the plans you have created for the term.

[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#)

Register for Classes



Find Classes | Enter CRNs | **Plans** | Schedule and Options

Enter Your Search Criteria

Term: Summer 2019

Subject

Course Number

Keyword

[Advanced Search](#)

Panels

- Any plans created for the term will be displayed. Select the plan you wish to use for registration. You can either select individual courses from the plan by selecting the 'Add' option after each course or you can attempt to register the entire plan by selecting the 'Add All' option.

[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#)

Register for Classes

The screenshot shows the 'Plans' tab in the registration system. At the top, there are navigation tabs: 'Find Classes', 'Enter CRNs', 'Plans' (selected), and 'Schedule and Options'. Below this is a header for 'My Plan' with 'Created by: You (Preferred)' and an 'Add All' button circled in red. A table lists four course plans:

Title	Details	Hours	CRN	Schedule Type	Grade Mode	Note
Survey Of Astronomy	ASTR 1010, 011	3	30115	Lecture	Standard Letter	View Sections Add
General Chem I-R1	CHEM 1230, 013	0	30671	Recitation	Standard Letter	View Sections Add
General Chemistry I-L1	CHEM 1230, 011	4	38154	Lecture	Standard Letter	View Sections Add
Elementary Differential Equations	MATH 2860, 041	3	33592	Lecture	Standard Letter	View Sections Add

At the bottom right of the table, 'Records: 4' is displayed. A 'Submit' button is located at the bottom right of the interface.

- After selecting 'Add' or 'Add All' the class sections from your plan will appear in the registration Summary panel in a pending state. To complete the registration select 'Submit'.

Register for Classes

The screenshot shows the 'Summary' panel of the registration system. The 'Plans' tab is still selected. The 'Summary' panel displays a table of registered classes:

Title	Details	Hour	CRN	Schedule	Status	Action
Elementary Different...	MATH 286 ...	3	33592	Lecture	Pending	Web Registered
General Chemistry I...	CHEM 123 ...	4	38154	Lecture	Pending	Web Registered

Below the table, it shows 'Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 0'. A 'Submit' button is circled in red at the bottom right. To the left, a 'Class Schedule for Summer 2019' is visible, showing a grid of days and times with shaded cells for the selected courses.

- When 'Submit' is selected registration restrictions and seat availability are checked. A message will display for any class with an error such as time conflicts, closed classes and missing prerequisites. Classes that have passed all restrictions will display in a 'Registered' status.

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes Enter CRNs **Plans** Schedule and Options

Register from a plan.
Term: Summer 2019

My Plan Created by: You (Preferred)

Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	Note

MATH 2860 CRN 33592: Time conflict with CRN 30115. This course is in conflict with another. Contact one of the instructors to see if an override can be issued.

Schedule Schedule Details **Summary** Tuition and Fees

Class Schedule for Summer 2019

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8am		General Chemistry I-L1	General Chemistry I-L1	General Chemistry I-L1	General Chemistry I-L1	General Chemistry I-L1	
9am		General Chem I-R1	General Chem I-R1	General Chem I-R1	General Chem I-R1	General Chem I-R1	

Title	Details	Hour	CRN	Schedule	Status	Action
Elementary Different...	MATH 286...	3	33592	Lecture	Errors Preventi...	Remove
General Chemistry I...	CHEM 123...	4	38464	Lecture	Existing	More

Total Hours | Registered: 7 | Billing: 7 | CEU: 0 | Min: 0 | Max: 15

- If a class is closed but a waitlist is available, select 'Waitlist' in the Action column and select 'Submit'. Remove any sections that cannot be registered from your Summary panel and search for other sections that will fit your schedule.
- Once registration is complete you can email your schedule to yourself and up to three other email addresses by selecting the 'Schedule and Options' tab then selecting the email icon in the upper right corner.

Register for Classes

Find Classes Enter CRNs Plans **Schedule and Options**

Summary
Term: Summer 2019

Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level	Study Path
General Chem I-R1	CHEM 1230, 013	0	30671	Recitation	Standard Letter	Undergraduate	None
General Chemistry I-L1	CHEM 1230, 011	4	38154	Lecture	Standard Letter	Undergraduate	None
Survey Of Astronomy	ASTR 1010, 011	3	30115	Lecture	Standard Letter	Undergraduate	None

Total Hours | Registered: 7 | Billing: 7 | CEU: 0 | Min: 0 | Max: 15

Email Schedule and Downloadable Calendar File
Email your schedule and an .ics file to your calendar. Please send again if you make changes to your schedule.

Myself @utoledo.edu

Email

Email

Email

Subject Summer 2019

- Emailed schedules will include a file attachment that when ran will populate your semester schedule on your email calendar. It is advised that this file only be ran after your schedule has been finalized for the semester. Emailing schedule changes and rerunning the attached file will not override the previous calendar.