Using Plan Ahead

DISCLAIMER:

Plan ahead is a PLANNING TOOL ONLY - Not a registration tool!

Use the Register for Classes section, add courses from your plan to the registration cart, and submit your schedule to be registered for your courses.
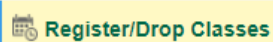
What is Plan Ahead?

Plan Ahead allows you to set up a "shopping cart" under the Plan tab in registration of the classes you would like to take the next semester. You can individually search for a class or add classes from your Degree Works plan before registration opens.

Once registration is available, you can click on the plan and add the classes to your registration cart to submit them and register.

How to Create a Plan:

The plan does not register you for your classes. It only adds them to your plan shopping cart for later

1.) Login to your myYC Portal
2.) Select Register/Drop Classes
   a.   📅 Register/Drop Classes
3.) Select Plan Ahead

   Plan Ahead
   Give yourself a head start by building plans.

   a.
4.) This will open the Plan Summary

Select A Plan

Plans you have created for this term: 0

Term: Fall 2022

You are allowed a maximum of 1 plans for this term.

[+] Create a New Plan

Number of Degree Works Plans: 1

Plan: AA Summer 2020 Start Created by: Johnson, Jenyl (JENI) Kathleen

a.

5.) Select Create a New Plan

[+] Create a New Plan

a.

6.) Search for classes individual or click on the Degree Works tab to add classes.

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

Plan Ahead

Find Classes   Degree Works Plans

Enter Your Search Criteria
Term: Spring 2023

Keyword (Ex: Fitness) [   ]
Subject [   ]
Course Number [   ]
Title [   ]
Attribute [   ]

[Search] Clear ▸ Advanced Search

📅 Schedule   ⅲ Schedule Details   📅 spring 2023 plan ⊕
Class Schedule for Spring 2023   Title   CRN   Hours Details   Status   Instructional Methods   Schedule Type ⚙.

a.

7.) In the search results, click on View Sections.

Subject	Course Number	Title	Hours	Description	Course Sections	Add Course
ENG	101	College Composition I	3	Composing expository and argumentative essays for specific audiences. Emphasis on the processes of w	🔍 View Sections	[+] Add Course

a.

8.) Add the section you want.

Subject/Number	Title	Hours	Choice Description	Course Sections
▶ COM 134	▶ Interpersonal Commu…	3		🔍 View Sections

a.

Note: The Plan Ahead feature does not check prerequisites or other requirements at the time you add the classes to the plan. Prerequisites are checked at the time you register for the course.

9.) The class will show up in the lower registration cart panel as a "pending" course. Save the plan. You can give it a name to reference later.

Fall 2022Untitled Plan						
Title	CRN	Hours	Details	Status	Instructional Methods	Schedule Type
College Composition I	30340	3	ENG 101, 709	Pending	Online	Lecture
Two-Dimensional Design	31445	3	ART 112, 704	Registered	Online	Lecture/Lab

Total Planned Hours: 0 | Registered and CEU Hours: 3

Save Plan

a.

10.) Saving the plan converts the course status to "Planned".

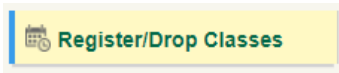a. NOTE: YOU ARE NOT REGISTERED FOR THIS COURSE FROM THE PLAN

spring 2023 plan						
Title	CRN	Hours	Details	Status	Instructional Methods	Schedule Type
College Algebra	11911	3	MAT 152, 701	Planned	Online	Lecture
Interpersonal Communication	12031	3	COM 134, 703	Planned	Online	Lecture
World History: Globalization ...		3	HIS 205	Planned		
World History: Globalization t...	12979	3	HIS 205, 101	Planned	Classroom Based	Lecture

You will need to go back to the main registration page and choose "Register/Drop Classes" to add classes from your plan to the register cart and click "Submit" to register.
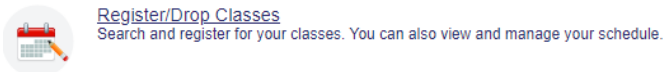
How to Add Classes from a Plan to Your Registration Cart:

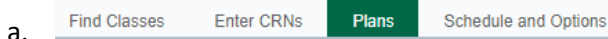*This does not register you for your classes. It only adds them to your plan shopping cart for later*

1.) Login to your myYC Portal
2.) Select Register/Drop Classes

   a. 📅 **Register/Drop Classes**

3.) Select Register/Drop Classes

   a. Register/Drop Classes
   Search and register for your classes. You can also view and manage your schedule.

4.) Click on the Plans tab

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

5.) Click Add+ next to the classes you want to add to your registration card.

   a.
   Register from a plan.
   Term: Fall 2022

   Plan: Fall 2nd 8 weeks

CRN	Course	Title	Credits	Class Delivery	Instructor	Schedule Type	Course Sections	Add
30795	BRW 110, 201	Brewing Equipment an...	4	Classroom & Web	Allen, John (Primary)	Lecture/Lab	🔍 View Sections	➕ Add
31073	ENG 101, 710	College Composition I	3	Online	Yargo-Gatchell, Jan...	Lecture	🔍 View Sections	➕ Add

6.) Review your cart to make sure the classes you added are showing in the cart. They will have a pending status.

   a.
🗐 Summary							Tuition and Fees
CRN	Course	Title	Delivery Method	Credit	Enrollment Status	Change Enrollment Status	⚙
31073	ENG 101, 710	College Composition I	Online	3	Pending	**Web Registered** ▾	
30795	BRW 110, 201	Brewing Equipment and ...	Classroom & Web	4	Pending	**Web Registered** ▾	
31445	ART 112, 704	Two-Dimensional Design	Online	3	Registered	None ▾	

   Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 18

   Submit

7.) Click Submit to register for the classes. If you are unable to register for the class due to prerequisite requirements, etc. a notification will pop up.