HOW TO USE

PLAN AHEAD

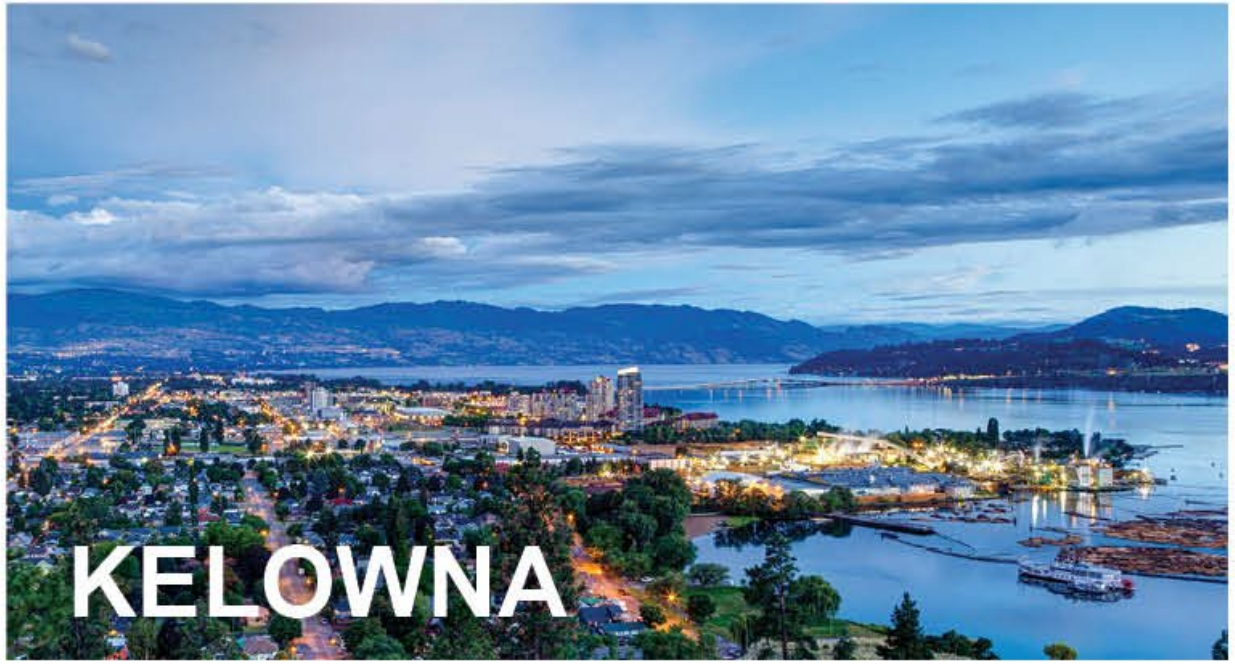
WELCOME TO OC

okanagan college

SALMON ARM

VERNON

PENTICTON


KELOWNA

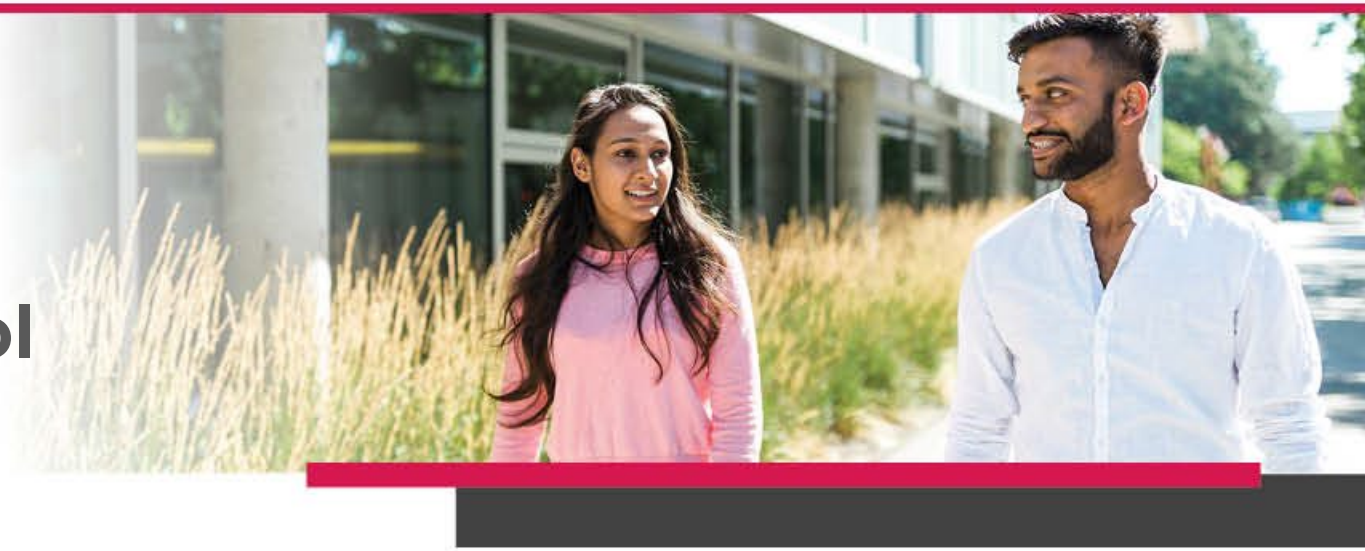
CONTENT FOR THIS SESSION

- Education Advisor's role
- How to use Plan Ahead to make a course schedule
- How to register when your enrollment time ticket starts
- Making changes to your schedule

EDUCATION ADVISORS ARE HERE TO HELP YOU WITH

- Program information and requirements
- Academic planning and pathways to transfer
- Course selection and prerequisites
- Graduation requirements
- Academic policy
- Referrals to other student services

Making registration easier with the Plan Ahead self-service tool

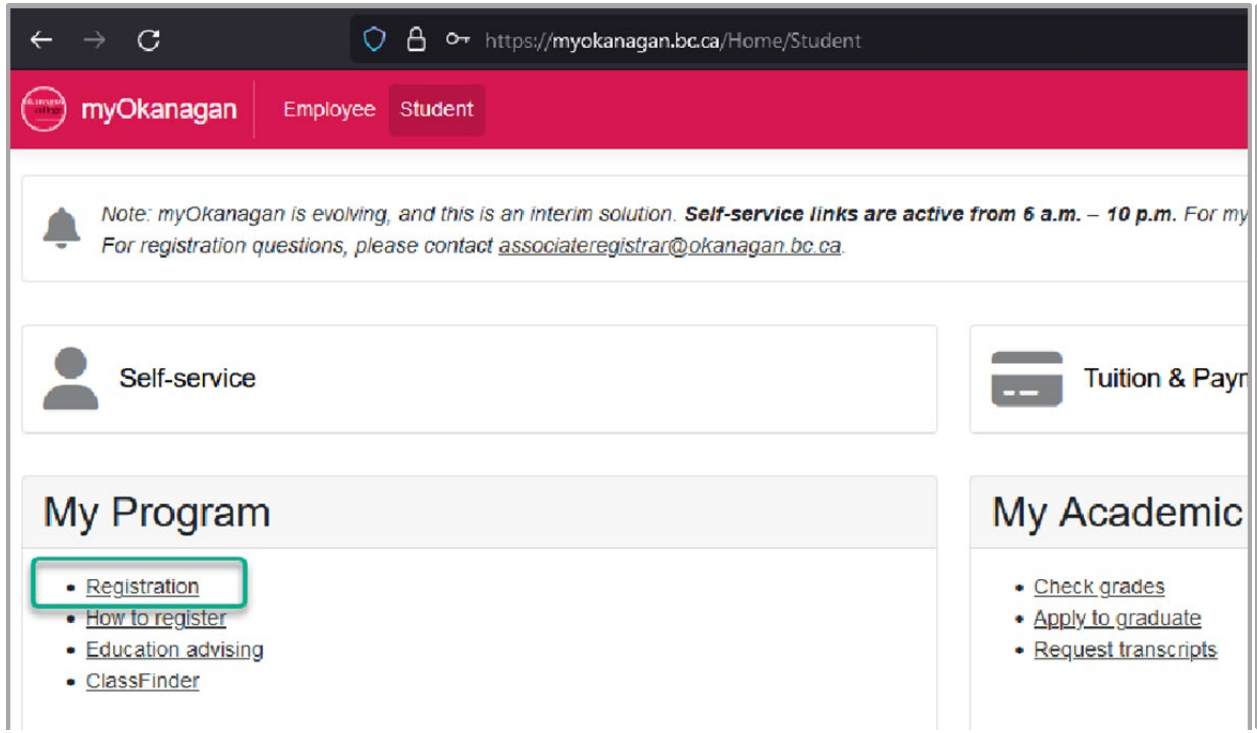


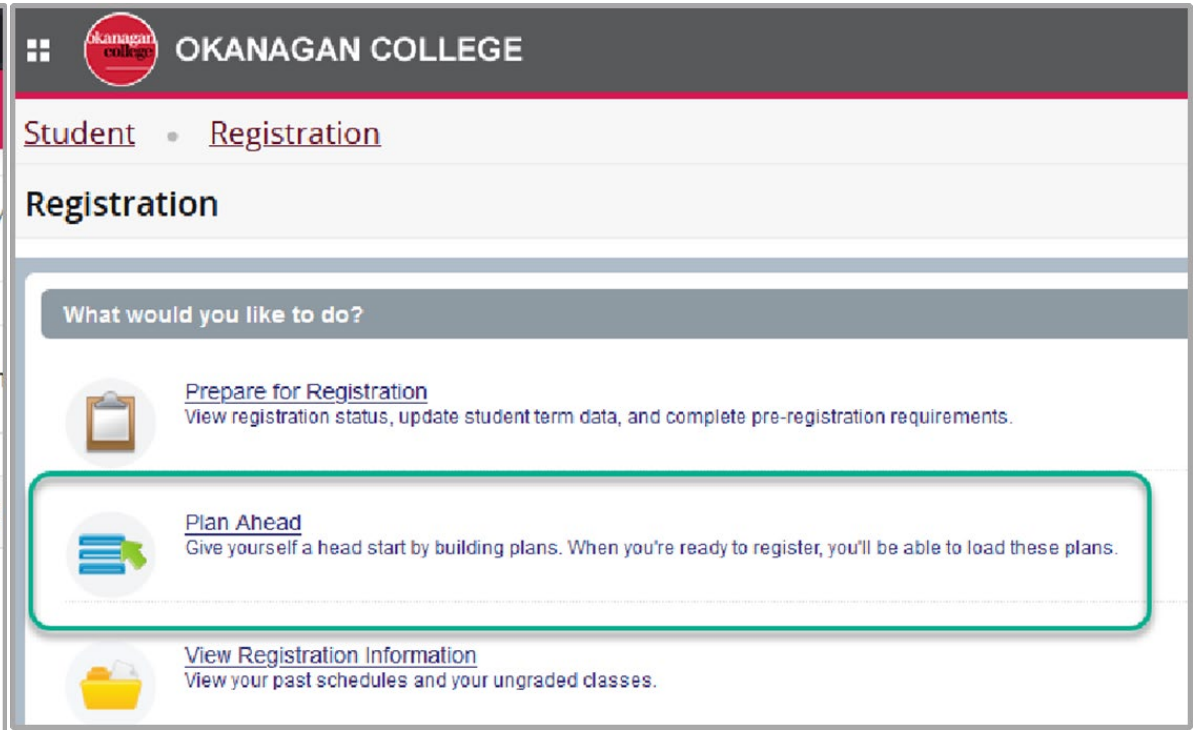
Once a semester's schedule has been posted, the 'Plan Ahead' option allows you to browse the class schedule, select classes, and build a plan for an upcoming semester. Students can make and save up to five plans per semester.

Once your registration window opens, you can register for some or all of your courses directly from your plan.

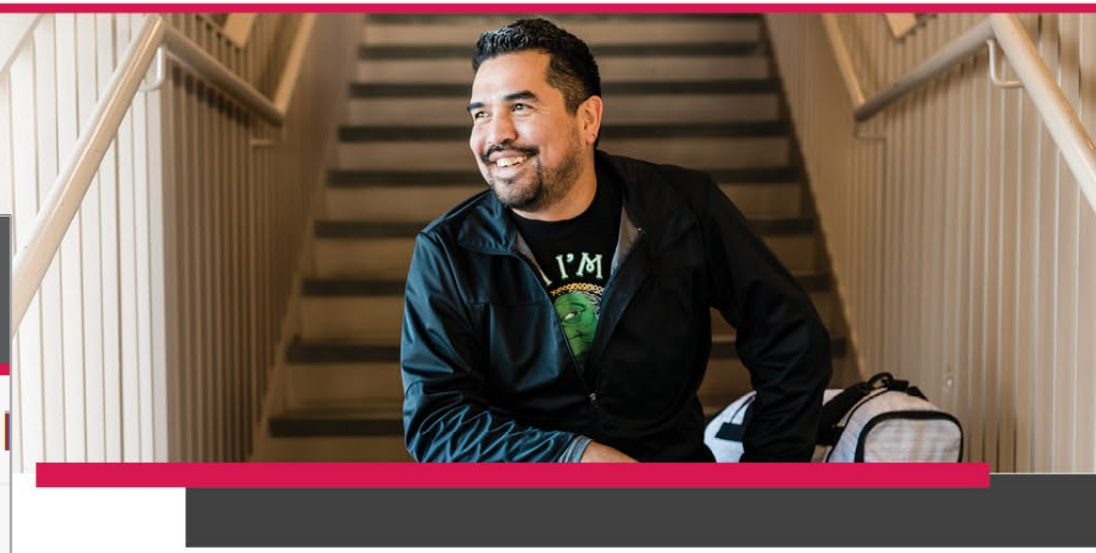
Important note: Creating a plan does not check for financial holds, prerequisites, co-requisites, or anything that might prevent registration.

Where do I find Plan Ahead?





Creating a plan



OKANAGAN COLLEGE

Student • Registration • Select a Term • Sel

Select A Plan

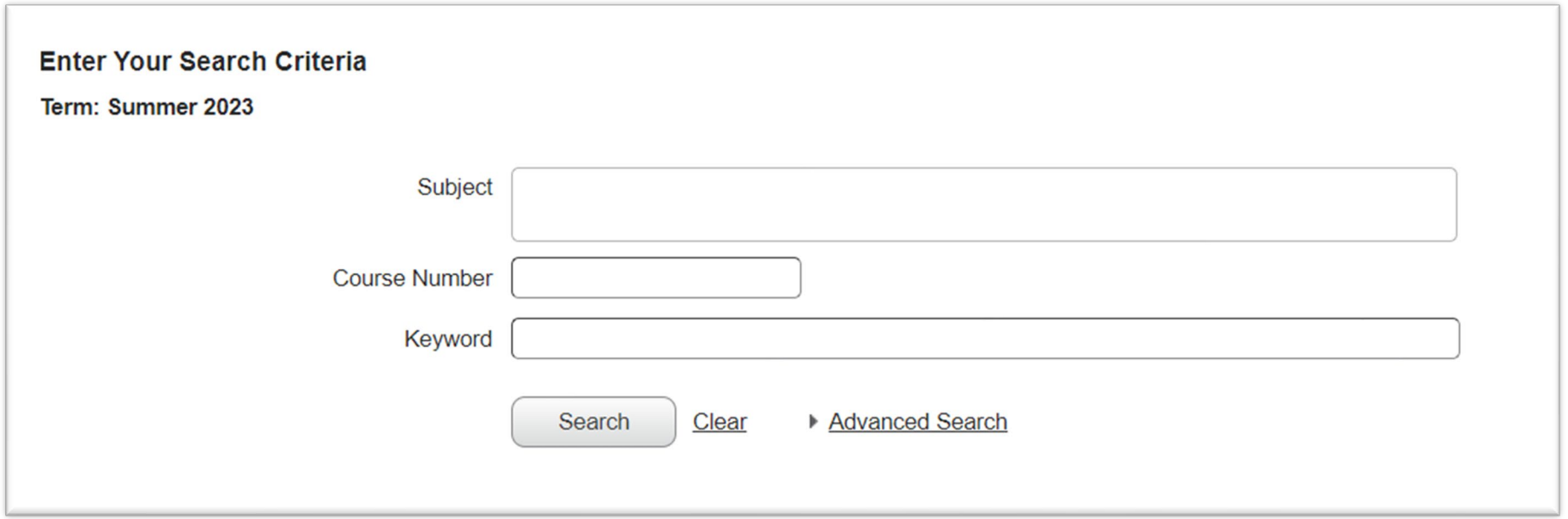
Plans you have created for this term: 0

Term: Summer 2023

You are allowed a maximum of 5 plans for this term.

Create a New Plan

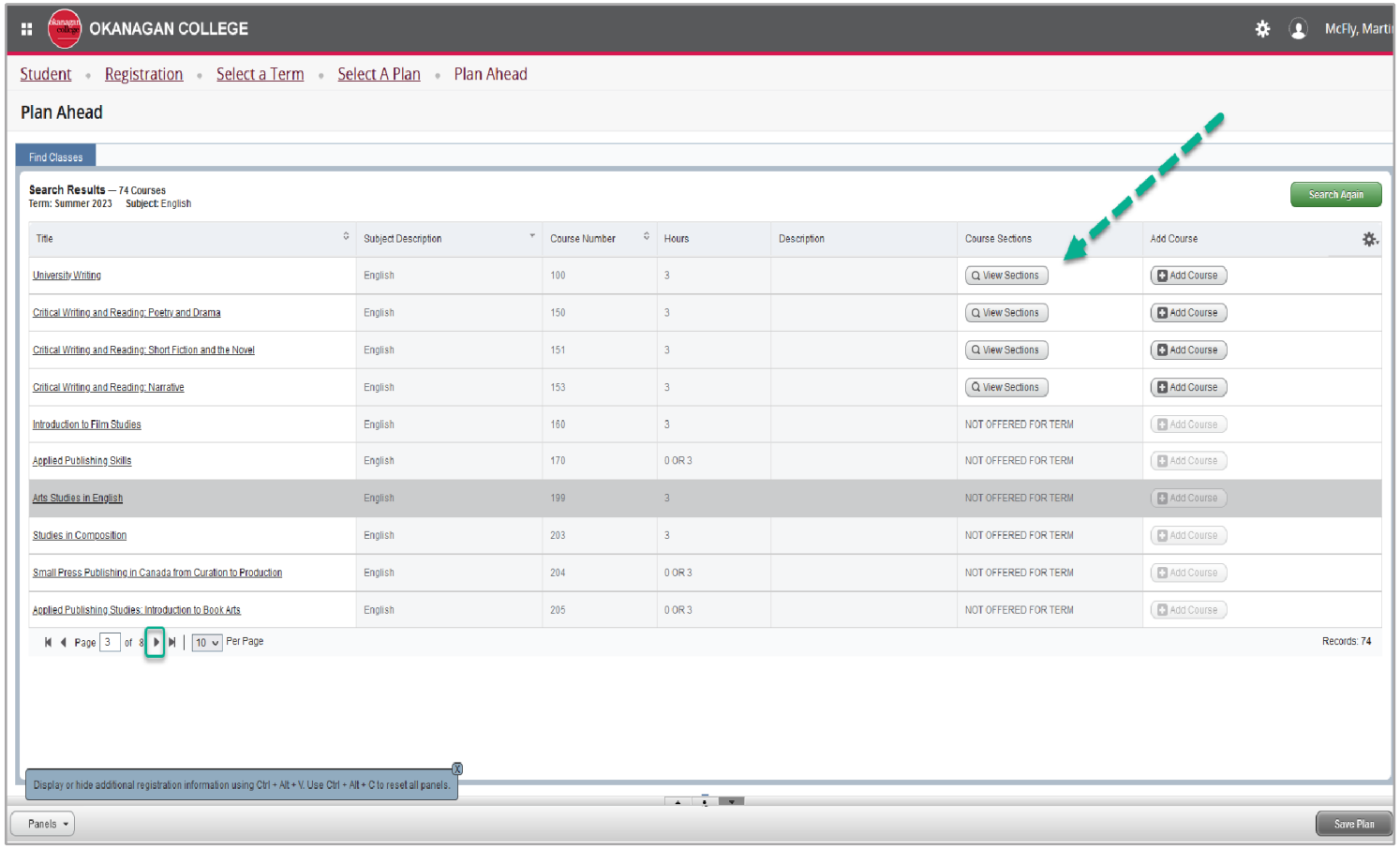
How do I find classes?



Tips for subject search:

- Partial words will auto-populate subject options.
- You can search for multiple subjects at the same time.
- You can leave criteria fields like course number blank to see all subject options.
- You can use a % sign as a wildcard, for example put “1%” in the course number box to see all first-year courses of a subject.

Course selection



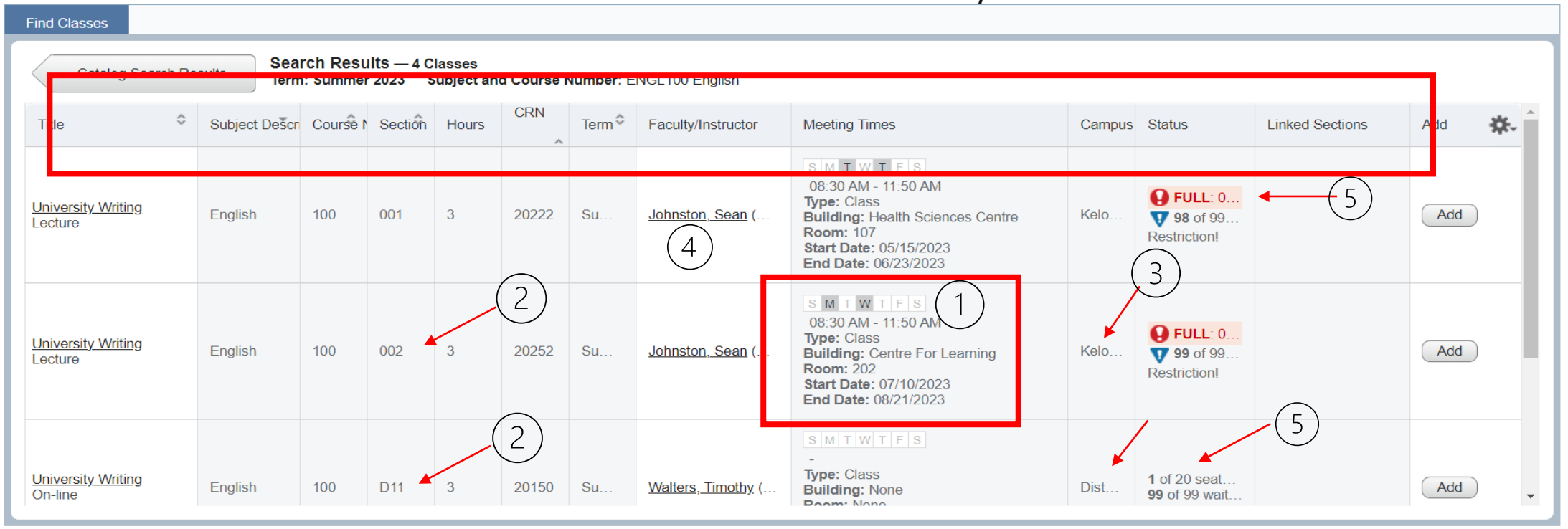
Once you have chosen your desired subject, Click on **View Sections**.

Choose the course section you want to include in your plan. (Each course section includes the same content, but is held in different classes, on specific dates, times, locations and delivery modes).

View sections search results

The search results provide a lot of information to consider

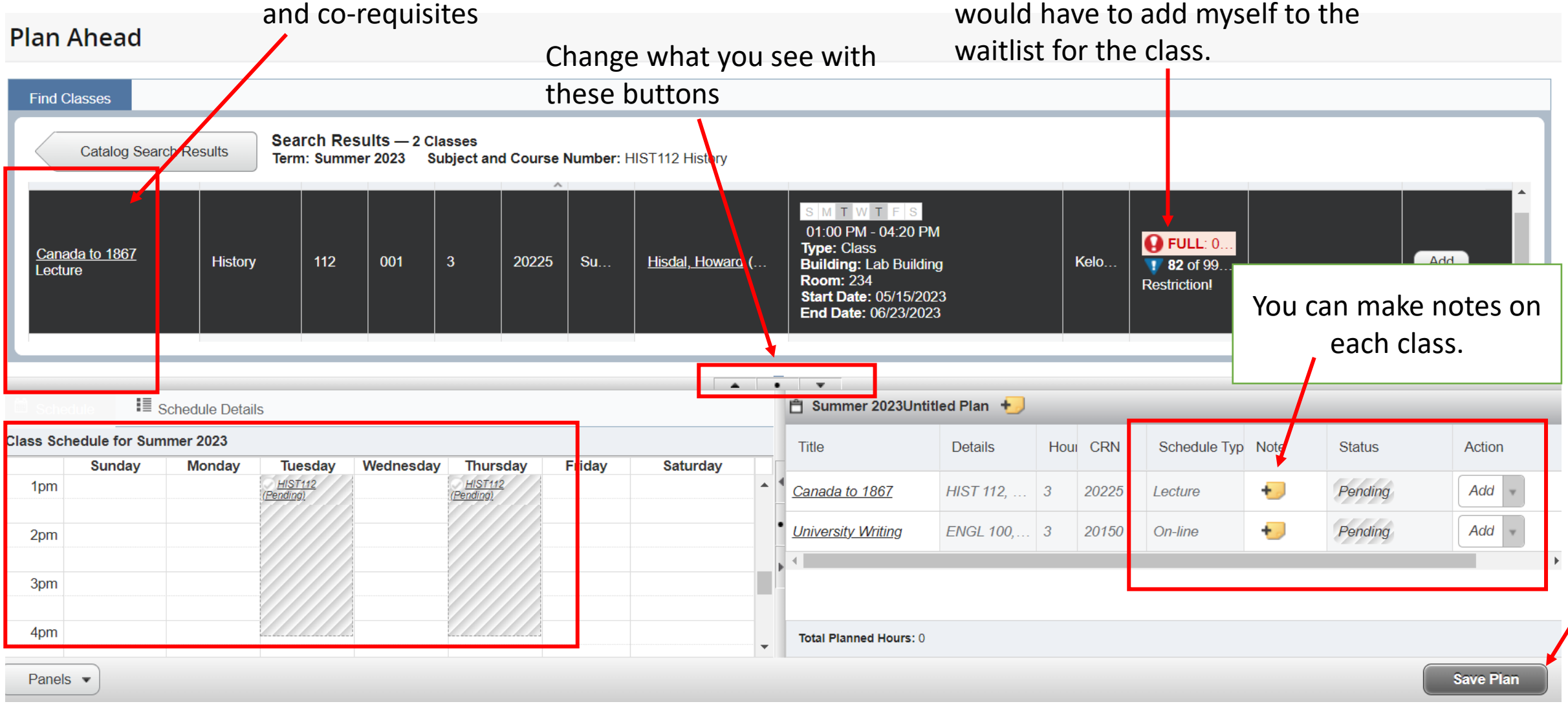
1. When does the class meet – what day and time?
2. Is the class in person, online or distance education? Distance courses will have no meeting time; online courses may have set times to attend class.
3. What campus offers that section?
4. Who is the instructor?
5. How many seats are still available?



Click on the course title for the course description, pre-requisites and co-requisites

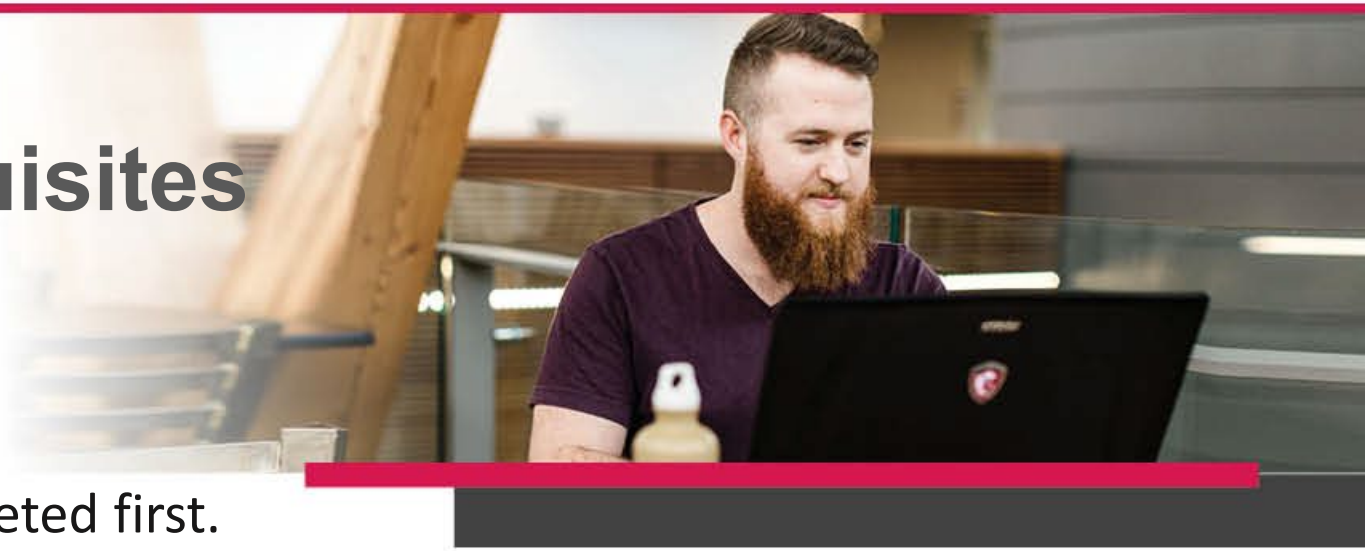
Change what you see with these buttons

This class is full, if I followed through with the registration, I would have to add myself to the waitlist for the class.



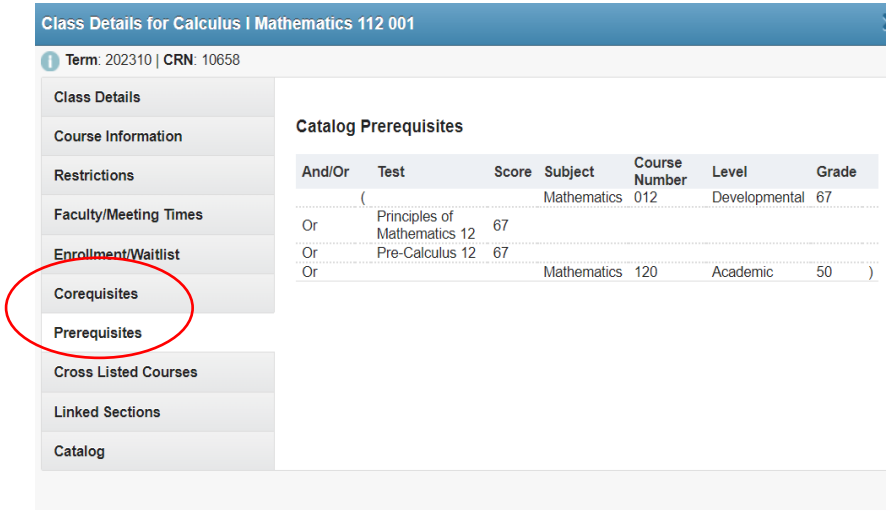
Click on Save Plan, give your plan a name.

How to check the pre-requisites on a class



Pre-requisites are courses that must be completed first. Occasionally you'll see "co-requisites", courses that must be taken together. Check for these as you plan your courses to avoid disappointment!

In the example to the right, you'll see that Math 112 requires Pre-calculus 12 at a minimum of 67% to take the class. Other accepted pre-requisites are listed.

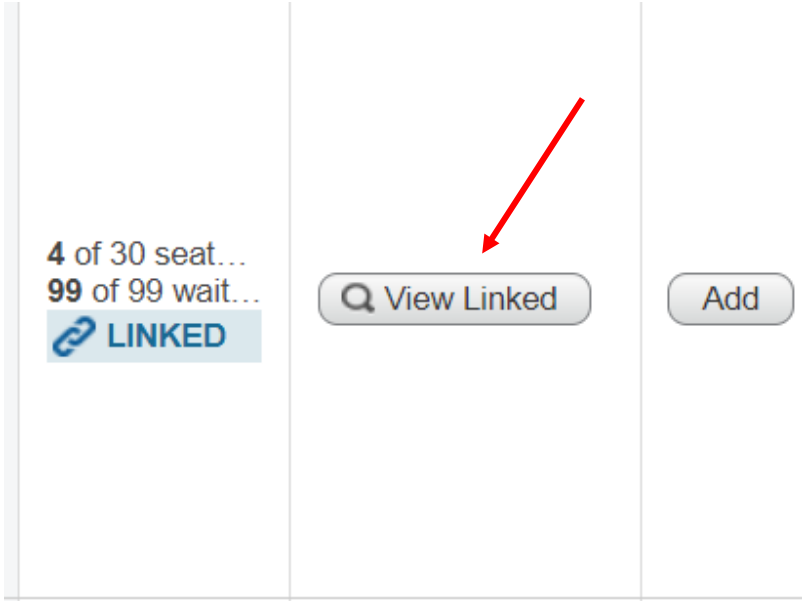


Remember: Plan Ahead and Registration do not check for pre-requisites.

What is a Linked section?

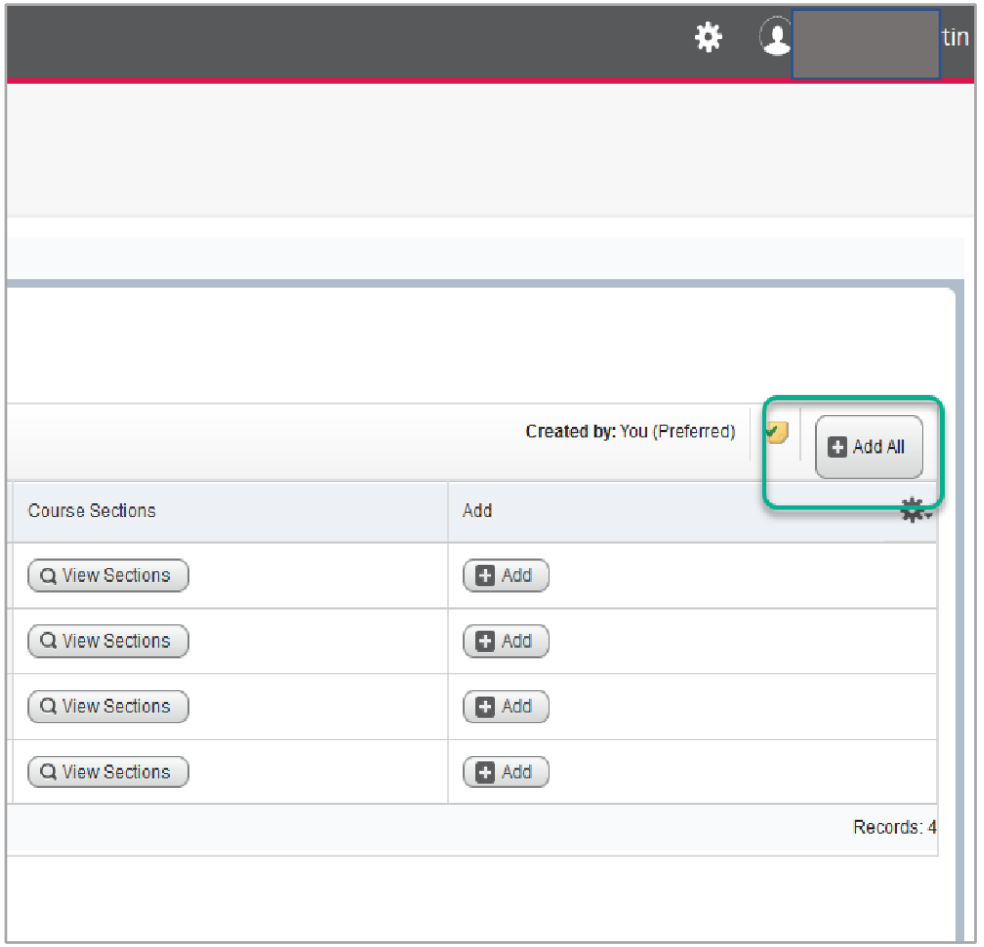
Some courses have more than a lecture section, most often it is a lab section where students do experiments.

If a course has the “LINKED” symbol, you must include a Linked Section in your plan. This is true for registration as well. Just click on “view linked” and you will see the possible choices to go with the lecture, add the one you prefer.



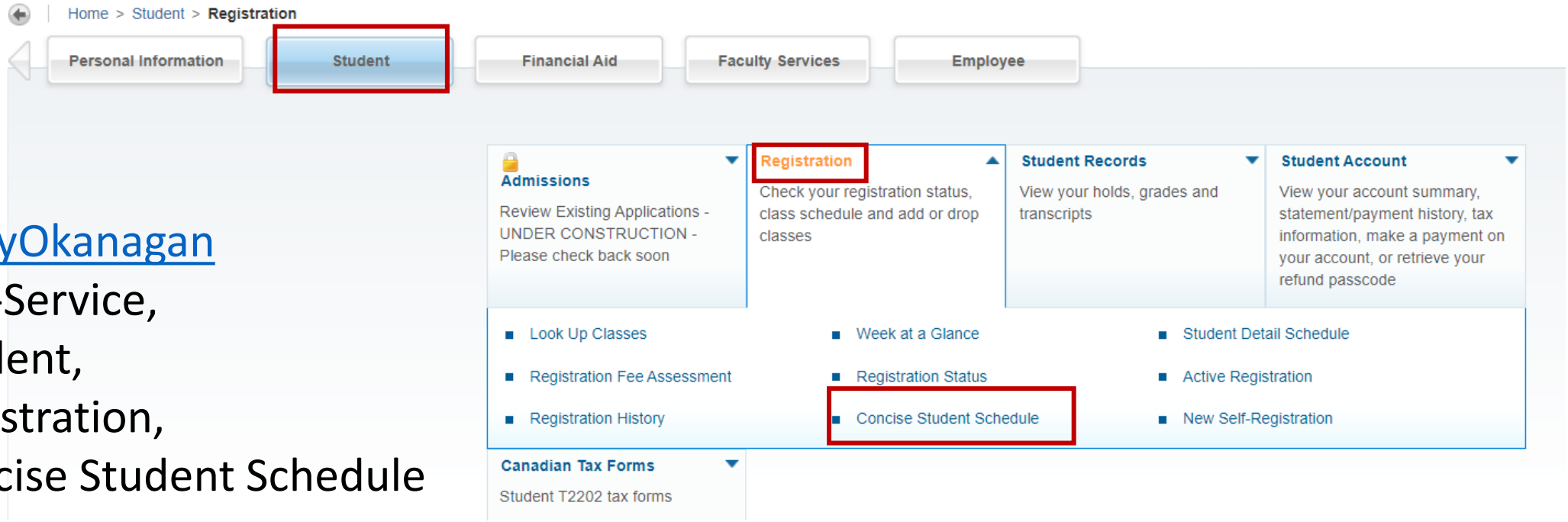
Take advantage of the Plan Ahead functionality for ease of registration.

1. Choose the Register for Classes option then select the appropriate semester.
2. Select the Plans tab to view the plans you have created.
3. Select the plan you wish to register from.
4. Register for the entire plan by selecting Add All. If you prefer, you can select individual classes by selecting the Add option after each class.
5. Classes will appear in the summary panel in a *Pending* state. Select Submit to register.
6. Registration checking occurs at this point. Any error messages will appear in the upper right corner.
7. Select Remove in the Action column for any class that cannot be registered at that time.
8. Search for any additional classes as necessary until your schedule is finalized.



How to find your schedule

- Log into myOkanagan
- select Self-Service,
- select Student,
- select Registration,
- select Concise Student Schedule



Making changes to your schedule

Students can add or drop courses until the second week of Fall and Winter semesters. Dropping a course means you will get a refund, usually transferred to next semester's fees.

Drop and withdrawal deadlines can be found in important dates – select the current or intended academic year or program schedule to find the most relevant dates for you.

Pro tip: These dates are strict, so note them in your calendar!

A withdrawal happens after the drop period ends, with no refund, check for the final date to do this. It results in a 'W' on your transcript. The 'W' means that you were registered in a course in a particular semester. It does not affect your grade average.

There may not be any consequences for dropping a course, however if you are required to be a full-time student (because of funding) if you drop a course, you may not be considered a full-time student. Some courses are only offered once per year, so you may need to wait until next year to take the course again.

Contact an Education Advisor to discuss your situation.

Important dates www.okanagan.bc.ca/dates

Academic schedules

- 2022-23 Academic Schedule
- 2023-24 Academic Schedule

Other important dates

- Registration dates
- Fee payment dates
- Exam schedules

2022-23 program schedules

- Adult Upgrading (Adult Basic Education)
- Adult Special Education
- Certified Dental Assistant
- Early Childhood Education
- English Language
- Health Care Assistant
- Human Service Work
- Office Administration
- Pharmacy Technician
- Practical Nursing Diploma
- Therapist Assistant

2023-24 program schedules

- Adult Special Education
- Adult Upgrading
- Certified Dental Assistant
- Early Childhood Education
- English Language
- Health Care Assistant
- Human Service Work
- Office Administration
- Pharmacy Technician
- Practical Nursing Diploma
- Therapist Assistant

Last day to add or drop a course in Fall: September 15

Last to withdraw from a class in Fall: October 27

HOW TO CONTACT US

To make an appointment with an Education Advisor
https://okanagan.libcal.com/

To make an appointment with a Business Advisor please email
businessadvising@okanagan.bc.ca

For quick questions email

educationadvising@okanagan.bc.ca
businessadvising@okanagan.bc.ca

Or join a virtual drop-in session.
See the schedule here.

okanagan college