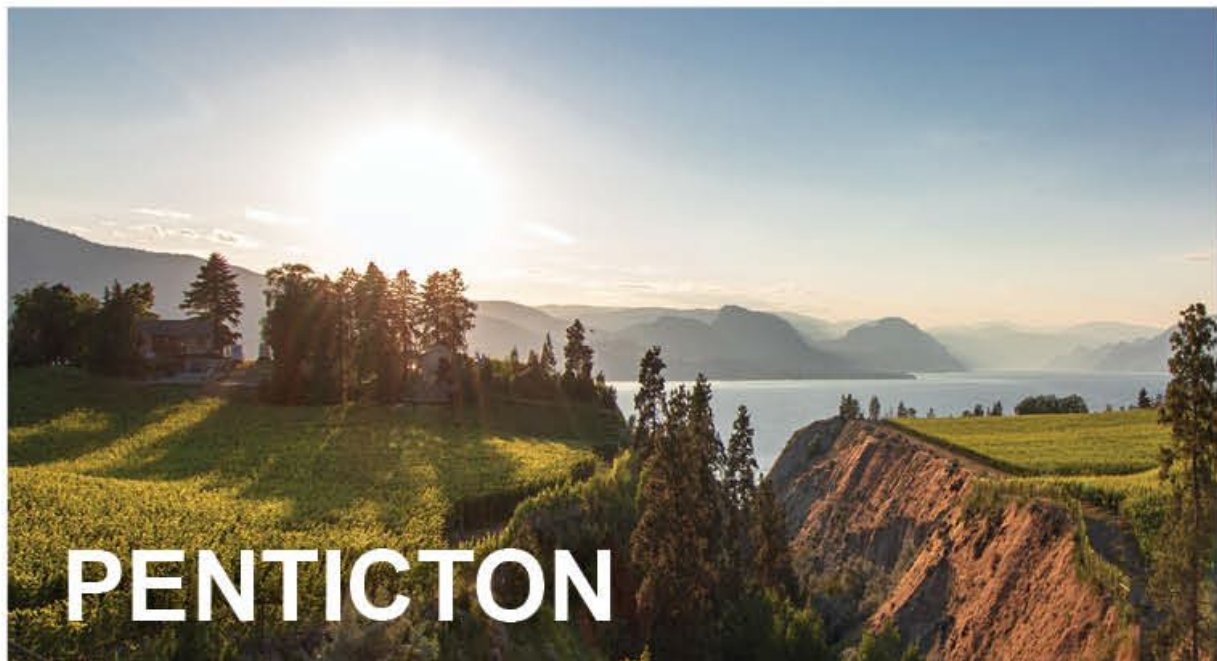


HOW TO USE **PLAN AHEAD** | WELCOME TO OC





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

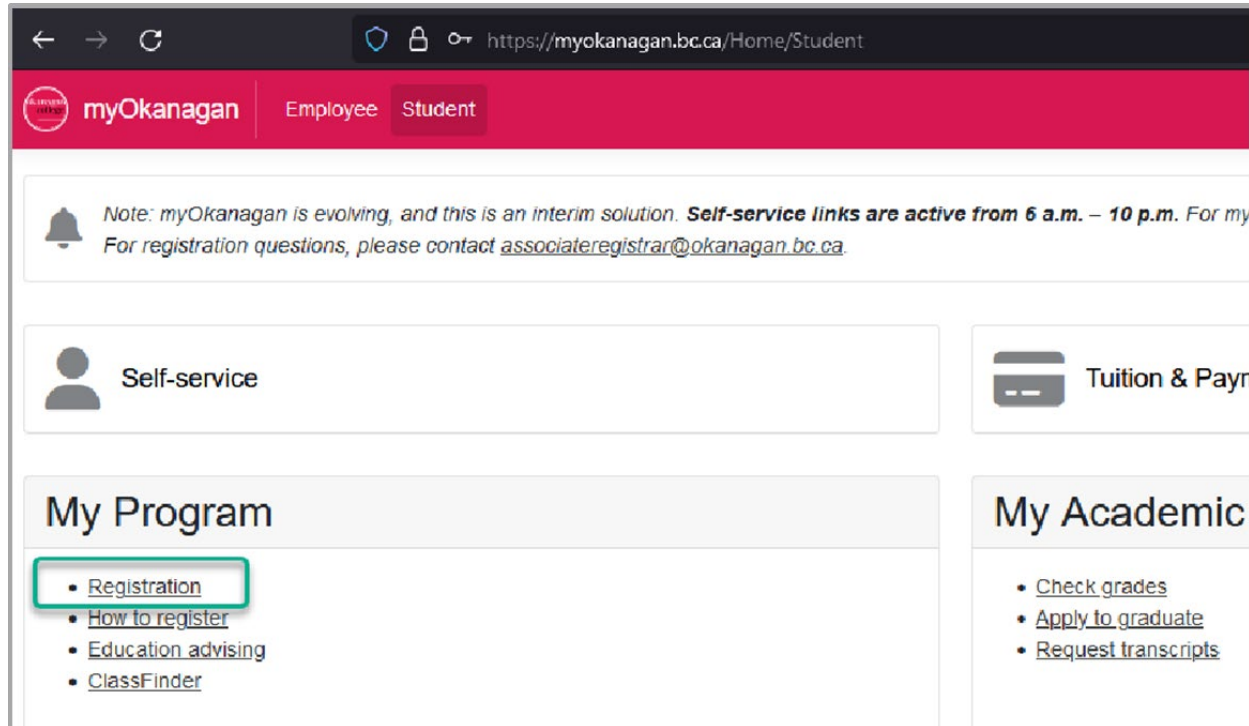


Once a semester's schedule has been posted, the 'Plan Ahead' option allows you to browse the class schedule, select classes, and build a plan for an upcoming semester. Students can make and save up to five plans per semester.

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?



← → ↻ https://myokanagan.bc.ca/Home/Student

myOkanagan Employee Student

Note: myOkanagan is evolving, and this is an interim solution. **Self-service links are active from 6 a.m. – 10 p.m.** For my...
For registration questions, please contact associateregistrar@okanagan.bc.ca.

Self-service

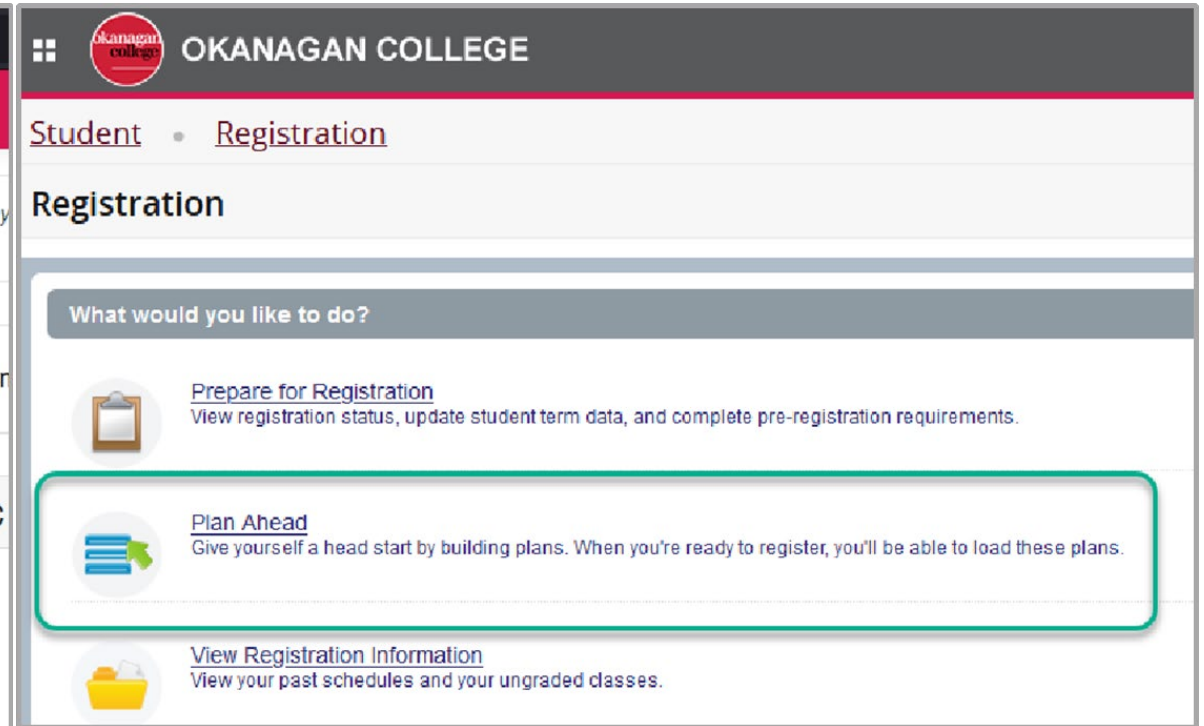
Tuition & Payr

My Program

- [Registration](#)
- [How to register](#)
- [Education advising](#)
- [ClassFinder](#)

My Academic

- [Check grades](#)
- [Apply to graduate](#)
- [Request transcripts](#)



OKANAGAN COLLEGE

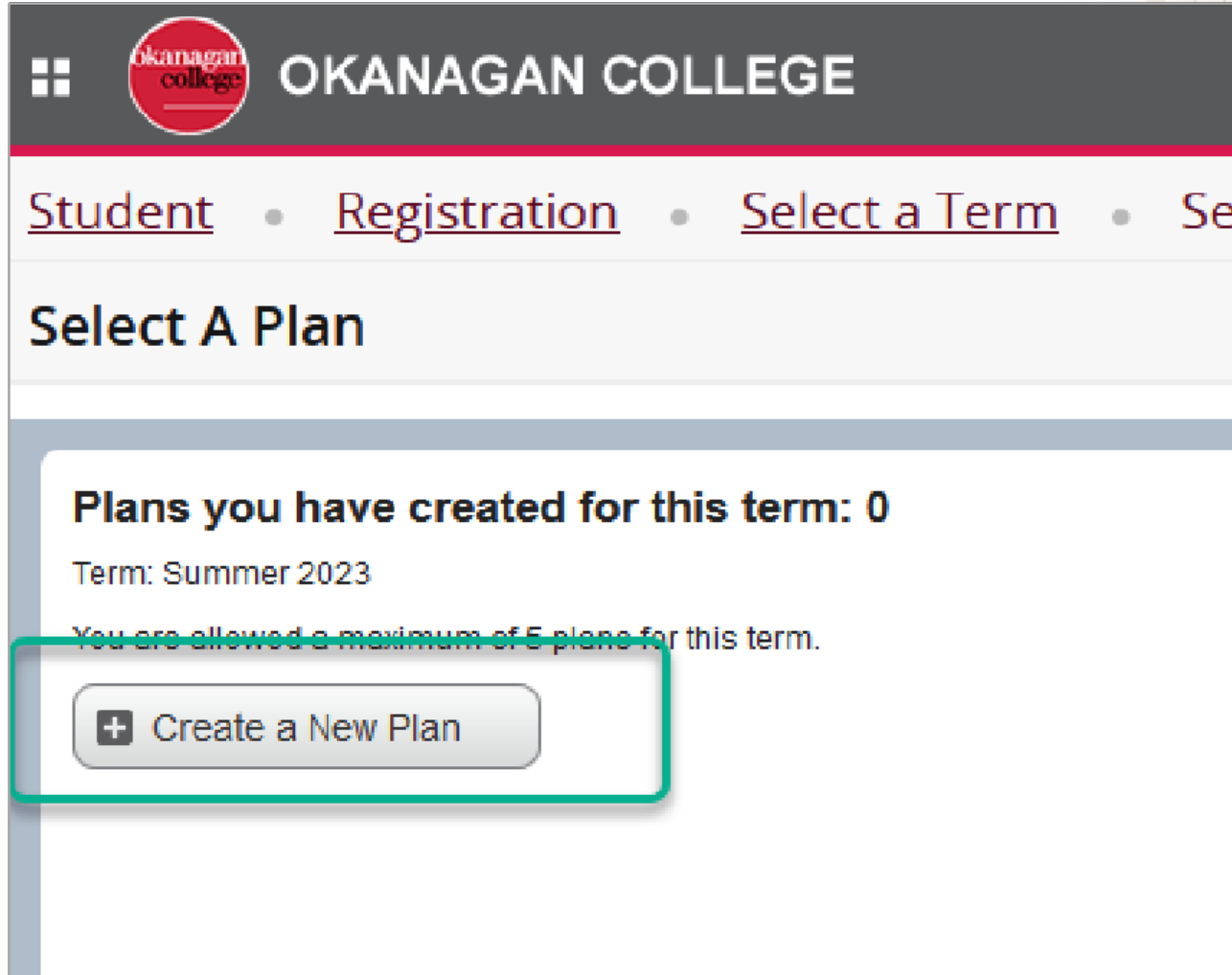
Student • [Registration](#)


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.

Creating a plan



 OKANAGAN COLLEGE

[Student](#) • [Registration](#) • [Select a Term](#) • [Sell](#)

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?

Enter Your Search Criteria
Term: Summer 2023

Subject

Course Number

Keyword

Search

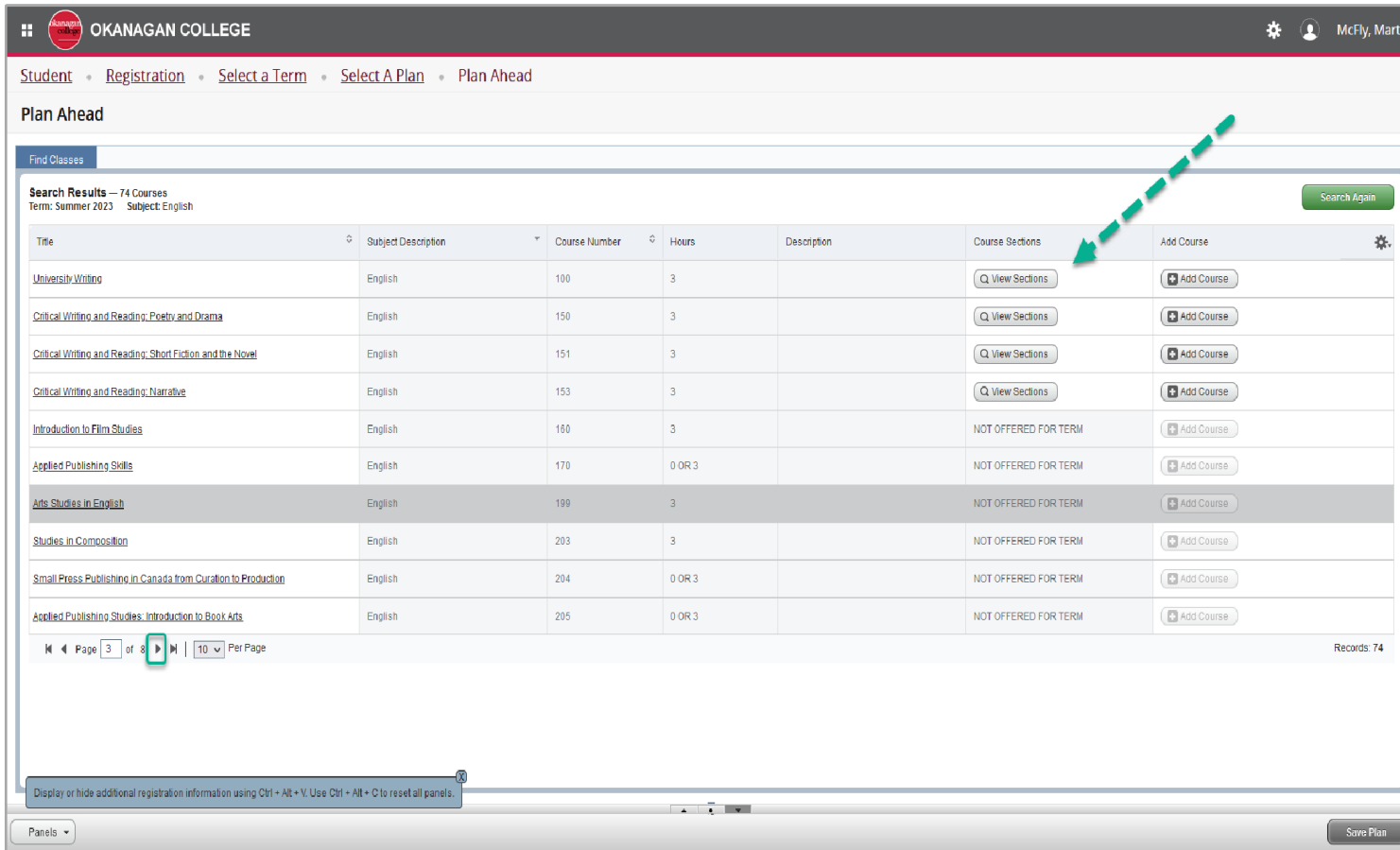
[Clear](#)

[▶ Advanced Search](#)

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



OKANAGAN COLLEGE

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

Plan Ahead

Find Classes

Search Results — 74 Courses
Term: Summer 2023 Subject: English

Title	Subject Description	Course Number	Hours	Description	Course Sections	Add Course
University Writing	English	100	3		View Sections	Add Course
Critical Writing and Reading: Poetry and Drama	English	150	3		View Sections	Add Course
Critical Writing and Reading: Short Fiction and the Novel	English	151	3		View Sections	Add Course
Critical Writing and Reading: Narrative	English	153	3		View Sections	Add Course
Introduction to Film Studies	English	160	3		NOT OFFERED FOR TERM	Add Course
Applied Publishing Skills	English	170	0 OR 3		NOT OFFERED FOR TERM	Add Course
Arts Studies in English	English	199	3		NOT OFFERED FOR TERM	Add Course
Studies in Composition	English	203	3		NOT OFFERED FOR TERM	Add Course
Small Press Publishing in Canada from Curation to Production	English	204	0 OR 3		NOT OFFERED FOR TERM	Add Course
Applied Publishing Studies: Introduction to Book Arts	English	205	0 OR 3		NOT OFFERED FOR TERM	Add Course

Page 3 of 8 | 10 Per Page

Records: 74

Display or hide additional registration information using Ctrl + Alt + V. Use Ctrl + Alt + C to reset all panels.

Panels

Save Plan

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?

Find Classes												
Search Results — 4 Classes												
Term: Summer 2023 Subject and Course Number: ENGL100 English												
Title	Subject Descr	Course N	Section	Hours	CRN	Term	Faculty/Instructor	Meeting Times	Campus	Status	Linked Sections	Add
University Writing Lecture	English	100	001	3	20222	Su...	Johnston, Sean (...)	<div> <div>SMTWTFSS</div> <div>08:30 AM - 11:50 AM</div> <div>Type: Class</div> <div>Building: Health Sciences Centre</div> <div>Room: 107</div> <div>Start Date: 05/15/2023</div> <div>End Date: 06/23/2023</div> </div>	Kelo...	<div> <div>FULL: 0...</div> <div>98 of 99...</div> <div>Restriction!</div> </div>		Add
University Writing Lecture	English	100	002	3	20252	Su...	Johnston, Sean (...)	<div> <div>SMTWTFSS</div> <div>08:30 AM - 11:50 AM</div> <div>Type: Class</div> <div>Building: Centre For Learning</div> <div>Room: 202</div> <div>Start Date: 07/10/2023</div> <div>End Date: 08/21/2023</div> </div>	Kelo...	<div> <div>FULL: 0...</div> <div>99 of 99...</div> <div>Restriction!</div> </div>		Add
University Writing On-line	English	100	D11	3	20150	Su...	Walters, Timothy (...)	<div> <div>SMTWTFSS</div> <div>-</div> <div>Type: Class</div> <div>Building: None</div> <div>Room: None</div> </div>	Dist...	<div> <div>1 of 20 seat...</div> <div>99 of 99 wait...</div> </div>		Add

Plan Ahead

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.

Find Classes

Catalog Search Results

Search Results — 2 Classes
Term: Summer 2023 Subject and Course Number: HIST112 History

Course Title	Subject	Course Number	Section Number	Term	Days	Instructor	Time	Room	Days	Status	Action
Canada to 1867 Lecture	History	112	001	3	20225	Su...	Hisdal, Howard (...)	01:00 PM - 04:20 PM		FULL: 0... 82 of 99... Restriction!	Add

01:00 PM - 04:20 PM
Type: Class
Building: Lab Building
Room: 234
Start Date: 05/15/2023
End Date: 06/23/2023

Summer 2023Untitled Plan +

Title	Details	Hour	CRN	Schedule Type	Note	Status	Action
Canada to 1867	HIST 112, ...	3	20225	Lecture	+	Pending	Add
University Writing	ENGL 100, ...	3	20150	On-line	+	Pending	Add

Total Planned Hours: 0

Save Plan

Class Schedule for Summer 2023

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1pm			HIST112 (Pending)		HIST112 (Pending)		
2pm							
3pm							
4pm							

You can make notes on each 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.

Class Details for Calculus I Mathematics 112 001							
Term: 202310 CRN: 10658							
Class Details							
Course Information							
Restrictions							
Faculty/Meeting Times							
Enrollment/Waitlist							
Corequisites							
Prerequisites							
Cross Listed Courses							
Linked Sections							
Catalog							

Catalog Prerequisites							
And/Or	Test	Score	Subject	Course Number	Level	Grade	
	(Mathematics	012	Developmental	67	
Or	Principles of Mathematics 12	67					
Or	Pre-Calculus 12	67					
Or			Mathematics	120	Academic	50)

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

What is a Linked section?

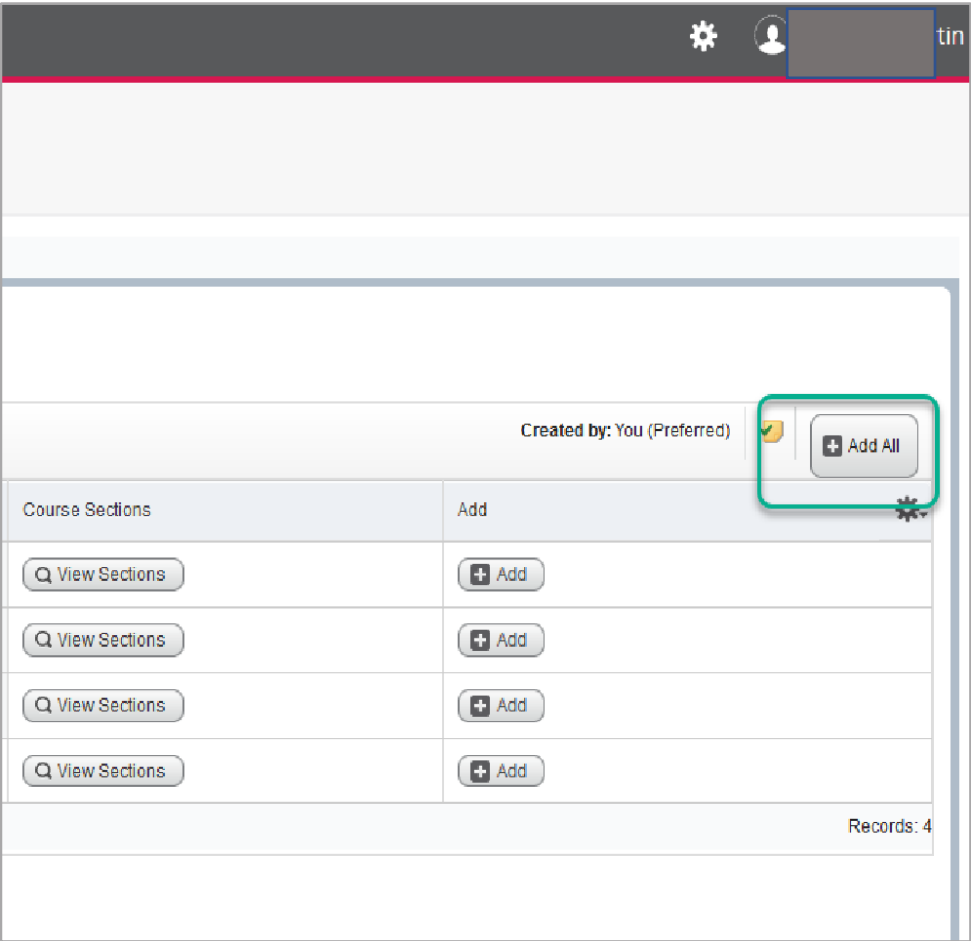
Some courses have more than a lecture section, most often it is a lab section where students do experiments.

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.



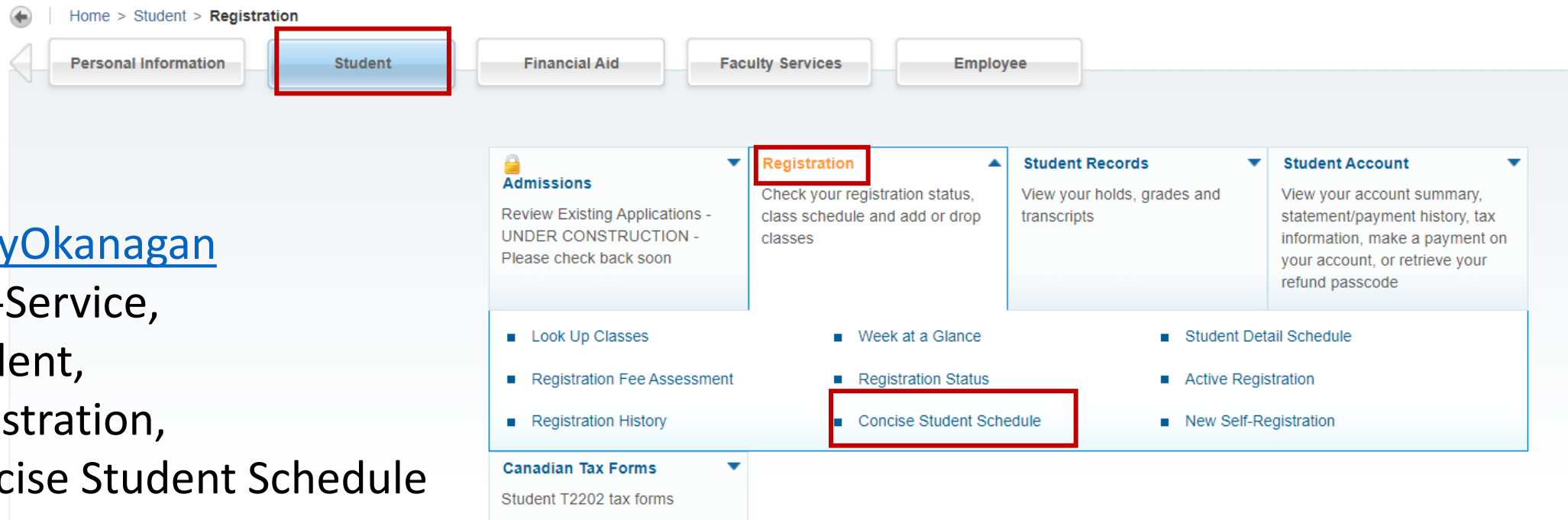
Take advantage of the Plan Ahead functionality for ease of registration.

- 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](#).