

PLAN AHEAD

Making registration easier with the Plan Ahead Self-service tool



Okanagan College
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What is Plan Ahead

The 'Plan Ahead' option in Banner Self-service allows you to build your schedule before your registration date. Once your registration window opens, you can register some or all of your courses directly from your plan.

This feature allows students to browse the class schedule, select classes, and save the plan for upcoming registration. You can save up to five plans.

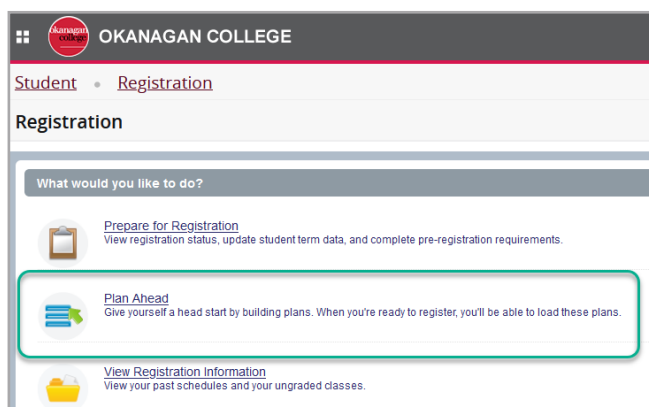
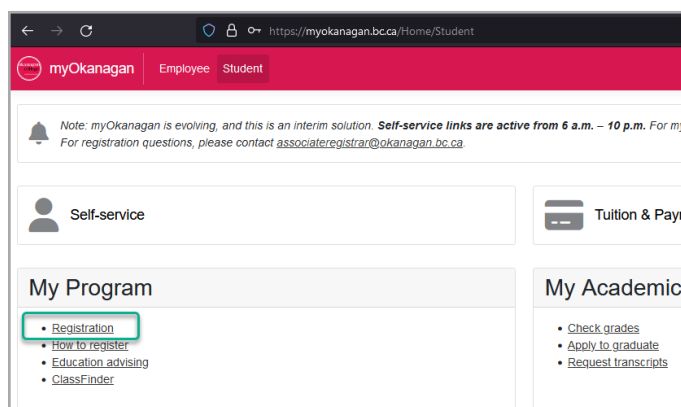
Important note: Creating a plan does not check for holds, prerequisites, co-requisites, or anything that might prevent registration.

Where do I find Plan Ahead?

Login to myOkanagan: <https://myokanagan.bc.ca>

Under My Program, click on Registration. This will open Banner Self-service in another window.

In the Registration section, click on Plan Ahead.



Creating a plan

Choose the term you intend to register for, then click Continue.

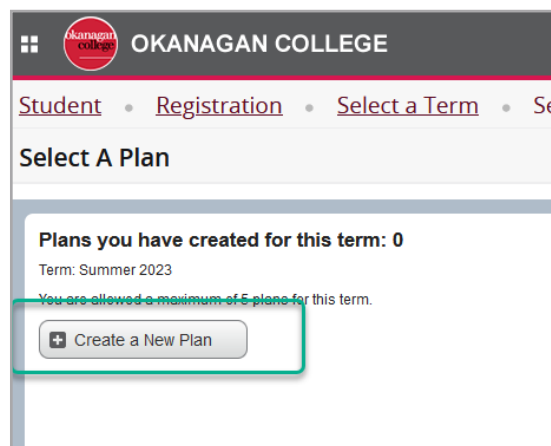
A window will pop up showing how many plans you have built so far for that term (you can create up to five). Click Create a New Plan.

If you have created multiple plans, use the pull-down to select the term you want to create a plan for.

In the Find Classes window, type in the course subject – and the system will auto-populate subjects to choose from.

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



Course selections

Once you have chosen your desired subject, choose the course and 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). Click on View Sections.

The screenshot shows the 'Plan Ahead' interface on the Okanagan College website. The breadcrumb trail is: Student > Registration > Select a Term > Select A Plan > Plan Ahead. The 'Find Classes' section shows search results for 74 courses in Summer 2023, subject English. The table lists various English courses with columns for Title, Subject Description, Course Number, Hours, Description, Course Sections, and Add Course. A green dashed arrow points to the 'View Sections' button for the first course, 'University Writing'. The 'Add Course' button for this course is disabled. The interface also includes a search bar, a 'Search Again' button, and a 'Save Plan' button at the bottom right.

| 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 |

The Course Section view gives you a lot of information to consider:

- When does the class meet – what day and time?
- Is the class in person or online?
- What campus offers that section?
- Who is the instructor?
- How many seats in the class are available?

The screenshot shows the 'View Sections' view for the 'University Writing' course. The breadcrumb trail is: Student > Registration > Select a Term > Select A Plan > Plan Ahead. The 'Find Classes' section shows search results for 4 classes in Summer 2023, subject ENGL100 English. The table lists details for four sections, including Title, Subject Description, Course Num, Section, Hours, CRN, Term, Faculty/Instructor, Meeting Times, Campus, Status, Linked Sections, and Add. The 'Add' button for the first section is highlighted with a red box. The interface also includes a search bar, a 'Search Again' button, and a 'Save Plan' button at the bottom right.

| Title | Subject Description | Course Num | Section | Hours | CRN | Term | Faculty/Instructor | Meeting Times | Campus | Status | Linked Sections | Add |
|----------------------------|---------------------|------------|---------|-------|-------|----------|----------------------------|--|---------|------------------------|-----------------|---------------------|
| University Writing Lecture | English | 100 | 001 | 3 | 20222 | Summe... | Johnston, Sean (Primary) | SUWTF 08:30 AM - 11:50 AM Type: Class Building: Kelowna | Kelowna | 25 of 25 seats remain. | | Add |
| University Writing Lecture | English | 100 | 002 | 3 | 20252 | Summe... | Johnston, Sean (Primary) | SUWTF 08:30 AM - 11:50 AM Type: Class Building: Kelowna | Kelowna | 25 of 25 seats remain. | | Add |
| University Writing On-line | English | 100 | D11 | 3 | 20150 | Summe... | Walters, Timothy (Primary) | SUWTF 08:30 AM - 11:50 AM Type: Class Building: None Room: None Distanc... | | 20 of 20 seats remain. | | Add |
| University Writing On-line | English | 100 | D12 | 3 | 20151 | Summe... | Walters, Timothy (Primary) | SUWTF 08:30 AM - 11:50 AM Type: Class Building: None Room: None Distanc... | | 20 of 20 seats remain. | | Add |

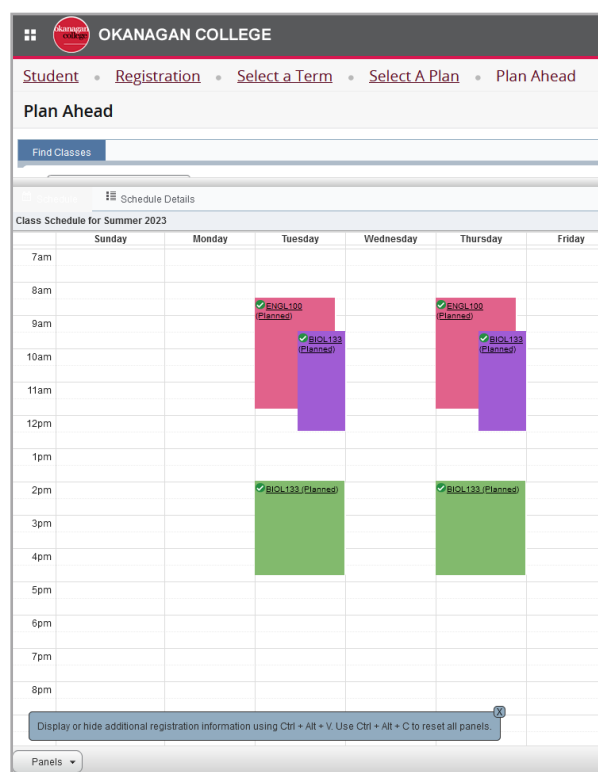
Choose a specific section to add to your plan by clicking Add. Classes will appear in your plan, located in the lower-right corner of the registration screen, in grey *Pending* status.

Pro tips:

- Plan Ahead shows a timetable in the lower-left corner of the registration window. Do you see any course sections that conflict, or overlap, each other?
- Courses with labs will feature an additional indicator called "Linked." This will remind you to select a lab date/time at the same time as your course section. Check out your options by clicking the Linked Options button.
- Plan Ahead doesn't keep track of prerequisites, overrides, etc., so you are still responsible for checking into these aspects of classes.

Once you are finished the plan, click Save Plan. That's when courses you have chosen become *Planned*, or shaded in green.

And that's it! You can save up to five plans with different classes/sections, to make registration day a bit smoother.



Registration

We recommend you 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.
 - a. 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.

