Create a Registration Plan using “Plan Ahead”

Register for Courses using “Plan Ahead”

Register for Courses Directly
Create a Registration Plan using “Plan Ahead”
REGISTRATION

What would you like to do?

- **Prepare for Registration**
  View registration status, update student term data, and complete pre-registration requirements.

- **Plan Ahead**
  Once you've a head start by building plans. When you're ready to register, you'll be able to load your plans.

- **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.

- **Register for Classes**
  Search and register for your classes. You can also view and manage your schedule.

- **Degree Details**
  Stay on track for graduation by reviewing your degree requirements.

- **View Registration Information**
  View your past schedules and your ungraded classes.
SELECT A TERM

Terms Open for Planning

Spring 2016

Continue
Plans you have created for this term: 0

Term: Spring 2016

You are allowed a maximum of 2 plans for this term.

Create a New Plan
Searching for courses

Type name of the Subject you would like to search.
You can enter multiple subjects at the same time.
Or you can enter a single course number.
Or you can enter a Keyword, such as "Introduction"
The Advanced Search allows you to search on many options, such as: college, course title, course attribute, etc.
You can select either one search criteria, or multiple search criteria in each search option.

Click Search after enter your criteria.
Note that your **Plan Ahead Search Results** will look slightly different than if you searched using **Browse for Courses**. Courses that appear here are from the Bulletin, and may *not* necessarily be offered in the term for which you are planning. You will be able to add courses directly into your Plan from here.
Clicking on the course link will display the course details.
## Search Results — 63 Courses

**Term:** Spring 2016  |  **Subject:** History  |  **Attribute:** Advanced History Core

<table>
<thead>
<tr>
<th>Course</th>
<th>Department</th>
<th>CRN</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>EUROPE IN CRISIS 1880-1914</td>
<td>History</td>
<td>3010</td>
<td>4</td>
<td>This course investigates the cultural, political, and social changes that...</td>
</tr>
<tr>
<td>MEDIEVAL FRANCE</td>
<td>History</td>
<td>3012</td>
<td>4</td>
<td>Covers the distinctive characteristics of medieval society.</td>
</tr>
<tr>
<td>MEDIEVAL CRITICAL &amp; LAWY</td>
<td>History</td>
<td>3014</td>
<td>4</td>
<td>This course is designed to explore the history of medieval critical and...</td>
</tr>
<tr>
<td>THE BLACK DEATH, 1348-1450</td>
<td>History</td>
<td>3051</td>
<td>4</td>
<td>The Black Death had a profound impact on Europe.</td>
</tr>
</tbody>
</table>

### Class Schedule for Spring 2016

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>9am</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7am</td>
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<td>8am</td>
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<td></td>
</tr>
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<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*No classes have been added to this plan.*

**Total Planned Hours:** 0
You can add as many courses as you want to your Plan by clicking **Add Course**.
You can add as many courses as you want to your Plan by clicking **Add Course**.

- You can add a note to a course.
You can also view and add course sections to your Plan by clicking **View Sections**.
You can also view and add course sections to your Plan by clicking **View Sections**, then click add.
When adding course sections to your Plan the sections will appear in the **Schedule Pane**.
You can add as many courses as you want to your Plan by clicking **Add Course**.

- You can remove a course from your Plan.
- Once you are done with your Plan, click **Save Plan**.
You can add as many courses as you want to your Plan by clicking **Add Course**.
- You can remove a course from your Plan.
- Once you are done with your Plan, click **Save Plan**.
- Then name your Plan and click **Save**.
- You will see a confirmation after saving:
Register for Courses using “Plan Ahead”
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You can register for courses that you added to your Plan with sections by clicking *Add*. 
The course will appear as *Pending* and appear in the Schedule Pane. You can also select View Sections for courses that were saved to your Plan without a section. To see how to register for courses from a section search, see [Register for Classes Directly](#).
After you finish adding courses from your Plan click *Submit*.
- The status of your course will change to *Registered*.
- If the course is closed, or if you are ineligible to register for the course, you will receive an error message.
- Registered courses will appear in the Schedule Pane.
- You will see a confirmation after saving:
Register for Courses Directly
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How would you like to search?

- Term
- Date Range

Terms Open for Registration

Spring 2016

Continue
You will next see the search for courses. It is recommended that you use Advanced Search.
To learn how to search for courses, click here.
You can register for courses directly from your search results.

- Click *Add* to register for a course.
- Courses not available for registration will be grayed-out.
- Courses that are Full will be indicated.
- Pay particular attention to days, times, & locations of courses.
After clicking **Add**, the course will appear as **Pending** in both the Summary Pane and Schedule Pane.
Click Submit to register for courses. Once submitted you will receive a Save Successful message and the courses will appear as Registered and no longer grayed-out on the Schedule Pane.
If you are making changes to your schedule, make sure that *Conditional Add and Drop* is checked. This will ensure that you do not lose your seat in the course you are dropping if you are unable to add a new course.
You can also register by entering the CRN directly. To add multiple CRNs, click +Add Another CRN. After you entered all the CRNs, click Add to Summary.
The added course(s) will appear as **Pending** in both the Summary Pane and Schedule Pane. Make sure to click Submit to register for the added course(s).
The Schedule and Options tab allows you to view your schedule in Summary, Graphical, and Detail formats. You can also e-mail your schedule or print it.
If you experience any technical issues during registration, please contact IT Customer Care at (718) 817-3999.

Academic issues should always be addressed with either your academic advisor or with your dean’s office.