

ADVISOR: HOW TO USE PLAN AHEAD

Faculty and Advising Services



Hello Professor X.,

This is the entry page for Banner Faculty and Advisors. From here, you can navigate to the following pages using the Banner menu on the header (Alt+M) depending on your role at the institution:



Faculty Grade Entry

Submit your final grades and view previous terms.



Faculty Class List

View your classes and rosters, export or print your class rosters, view your class waitlist, email your class, view profile and academic records of students in your classes.



Advising Student Profile

Advisors can search for students, view student curriculum data, prior education and test scores, run a degree evaluation, create advising plans, and view student academic records.



Faculty Attendance Verification

Verify official census date attendance for their classes.

If you have any questions, please email the registrar@utrgv.edu.

Plan Ahead

This feature allows students to browse the class schedule, select classes, and save the plan for future registration (up to ten plans at a time). Advisors can create plans for specific student(s), which will be available to the student when they log into the “Register for Classes” area.

1. Login to the [MyUTRGV](#) portal using an approved web browser.
2. Select the Application *ASSIST*.
3. Click on **Advising Student Profile**.
4. Select a term, search by using Student ID and click on **View Profile**.

Advisee Search

Change term, search for a student, or view your advisee listing

Term
Summer I 2021

View advisee listing, or search by

Student ID
 Student Email
 Student Name

Student ID
20435466
Brownsville Vaquero


[View Profile](#) [View My Advisee Listing](#)

- Click on **Registration and Planning**.

Advising • [Advisee Search](#) • [Student Profile](#)

Student Profile - Brownsville Vaquero (20435466)

Term: Summer I 2021 | Standing: Good Standing, as of Fall 2019



Brownsville Vaquero

- Curriculum and Courses
- Prior Education and Testing
- Additional Links Below
- Registration and Planning**
- View Application to Graduate
- Final Grades
- Academic Record
- Degree Works

Bio Information

Email: brownsville.vaquero@utrgv.edu
 Phone: 956 1234567
 Gender: Male
 Date of Birth: 03/01
 Ethnicity: Hispanic or Latino
 Race: White
 Citizen: Yes
 Citizenship: United States Citizen
 Emergency Contact: Vaquero, Edinburg
 Emergency Phone: Not Provided

General Information

Level: Undergraduate
 Class: Senior
 Status: Active
 Student Type: Continuing
 Residency: Resident
 Campus: Not Provided
 First Term Attended: Fall 2017
 Matriculated Term: Not Provided
 Last Term Attended: Summer II 2020
 Leave of Absence: Not Provided

Graduation Information

Graduation Applications: [Active\(1\)](#)


Advisors


Advisors are not assigned for the selected term.


Note: If asked to select a role, then select the appropriate role you fall under.


- Click on **Plan Ahead**.

What would you like to do?

 [Register / Drop Classes](#)
Search and register for classes. Drop classes. View and manage your schedule.

 [Browse Classes](#)
Looking for classes? In this section you can browse classes you find interesting.

 [Plan Ahead](#)
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.

 [Browse Course Catalog](#)
Look up basic course information like subject, course and description.

- Select a **Term** for which a plan will be created for, enter student ID and click on **Continue**.

Select a Term

Terms Open for Planning ⓘ
 Summer I 2021

Search

All Students ▾ by ID Name

Vaquero, Brownsville ▾

Student Brownsville Vaquero

Continue

8. Click on **Create a New Plan**.

Select A Plan [New Search](#) Student: Brownsville Vaquero ID: 20435466

Plans you have created for this term: 0
Term: Summer I 2021
You are allowed a maximum of 10 plans for this term.

[Create a New Plan](#)

NOTE: Plans are only available by term. Once the term is made available for viewing in the Class Schedule, that term will be available in Plan Ahead.

9. Use the **Find Classes** panel to search for a course. This is what registration looks like for students when they have logged into Register for Classes from the Registration Portal.

Find Classes

Enter Your Search Criteria
Term: Summer I 2021

Subject

Course Number

Keyword

[Clear](#) [Advanced Search](#)

- a. Click on the Subject box. A drop-down list will populate, and you can select the subject you are looking for. If you know the subject, you may also type it in.
- b. Click on **Search**.

10. Search results will be displayed.

Find Classes

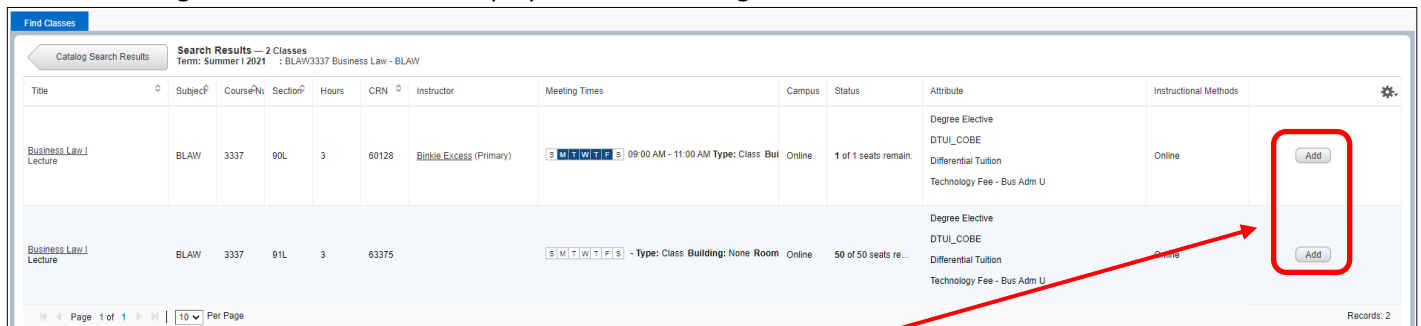
Search Results — 5 Courses
Term: Summer I 2021 Subject: Business Law - BLAW

Title	Subject Description	Course Number	Hours	Description	
Business Law I	Business Law - BLAW	3337	3	The study of the development and functi...	<input type="button" value="View Sections"/> <input type="button" value="Add Course"/>
Business Law II	Business Law - BLAW	3338	3	A continuation and expansion of the stu...	NOT OFFERED FOR TERM
Topics In Business Law	Business Law - BLAW	4331	3	Each course will address a separate bu...	NOT OFFERED FOR TERM
Legal Environment of Business	Business Law - BLAW	6301	3	This course is an intensive study of the l...	NOT OFFERED FOR TERM
International Commerce Law	Business Law - BLAW	6331	3	This course examines the sources of int...	NOT OFFERED FOR TERM

Page 1 of 1 | 10 Per Page Records: 5

- a. If no course is being offered for the term, then it displays: **NOT OFFERED FOR TERM**

b. Clicking on **View Sections** will display all sections being offered for the term.

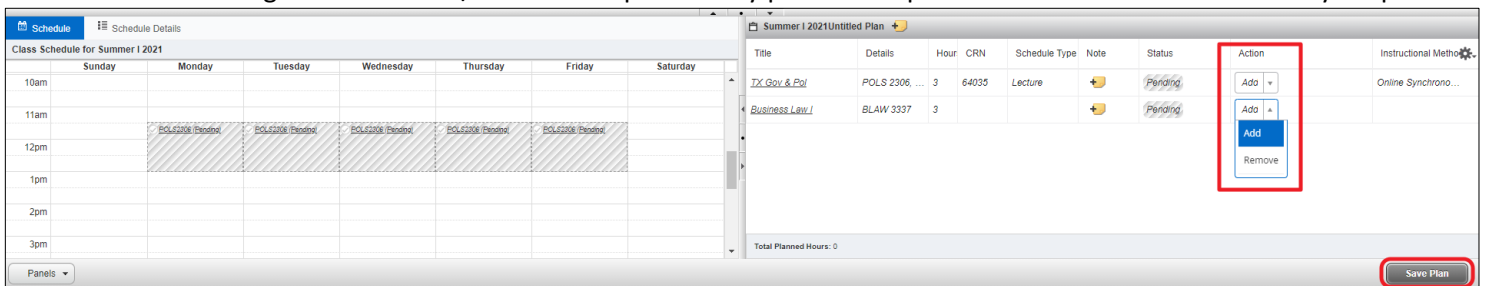


- Click on **Add** to place section in your preliminary plan.
- To do a new course search click on **Catalog Search Results**, then **Search Again** to return to the Find Classes panel.

c. Clicking on **Add Course** will place a course in the preliminary plan to serve as a guide to the student, so student could consider registering for this course. Should the department offer classes for the term, then the student can search a specific section when registration opens.

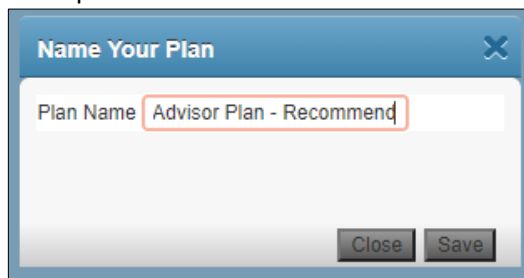
- Click on **Add Course** to place course in your preliminary plan.
- Click on **Search Again** to search for new course to add to preliminary plan.

d. Adding the course and/or course to preliminary plan will require to take an **Action** and to save your plan.



Note: At this time course/section selection are in a pending status.

- Make sure the Action is set to Add.
- Click on **Save Plan** to get prompt to Name Your Plan.
- Enter plan name and click **Save**.



Advisor has now saved a plan for the student to use as a guide for the upcoming registration term. This will help the student in registering in a timely manner and provide a guide when it is the student's turn to register . After **saving**, the status changes from 'Pending' to 'Planned'.

The screenshot displays two panels. The left panel, titled 'Class Schedule for Summer I 2021', shows a weekly grid from Sunday to Saturday. A red oval highlights a row of five purple blocks, each labeled 'POL423204 (Planned)', spanning from Monday to Friday at the 12pm slot. The right panel, titled 'Advisor Plan - Recommend', shows a table of planned classes with a red box around the 'Planned' status column.

Title	Details	Hour	CRN	Schedule Type	Note	Status	Action	Instructional Method
Business Law I	BLAW 3337	3				Planned	None	
TX Gov & Pol	POLS 2306...	3	64035	Lecture		Planned	None	Online Synchrono...

Note: An advisor may create 10 plans for a student per term.

NOTE: These plans are only suggestions to the student. The student will not be required to follow your approved plan, nor will they be prevented from registering for classes not on the plan.