SELF-SERVICE: REGISTER USING A SAVED PLAN

1. Login to the MyUTRGV student portal using an approved web browser.
   Banner 9 Self-Service Registration is recommended on this web browser:

2. Select the Application ASSIST.
3. Select Student Self Service.
4. Click on Registration.
5. Click on the Register / Drop Classes.

6. Choose a term from the drop-down list and then click ‘Continue.’
7. Click on **Plans** to view previously saved plan(s).

   ![Register for Classes](image)

   **Register for Classes**

   - Click on **Add All** to place sections into the preliminary schedule.
     - **Note:** you are not yet registered for the class(es) after clicking on **Add All**.

   - Click on individual **Add** to place the class(es) in the preliminary schedule.
     - **Note:** you are not yet registered for the class(es) after clicking on **Add**.

   - Student may click on **View Sections** to select other sections and add to preliminary schedule.
8. Depending on the option taken in Step 7, the selected class(es) will be placed in the preliminary schedule.

Notice how the classes status are showing as pending.

9. Ensure that the Action is set to Add, then click on Submit.

   a. It is during this submission that your classes are reviewed if you may register for them. It will check if classes are open, check prerequisite, co-requisites and any other class requirements.
      - If any restriction is encountered, then this alert will be noted in the top right corner.
      - If no restrictions, then you will be registered for the classes.

10. Student is now registered for the classes from a previously saved plan.