
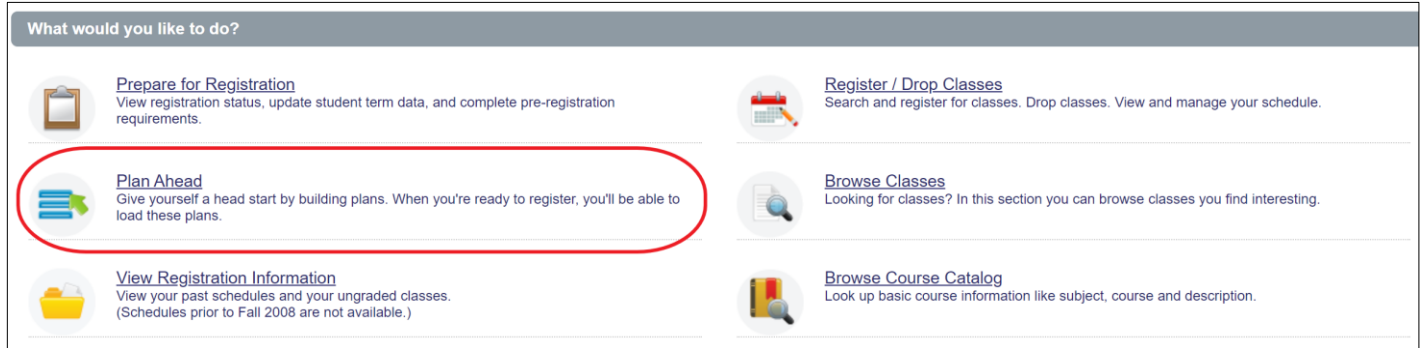


SELF-SERVICE: USING PLAN AHEAD

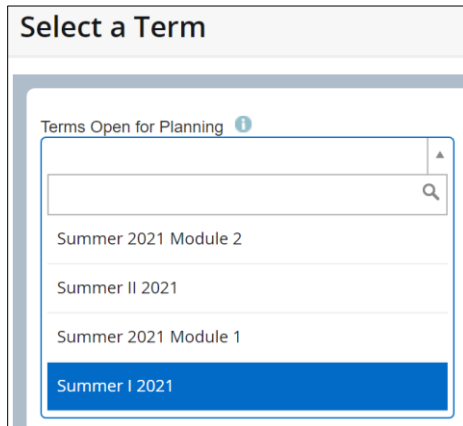
1. Login to the [MyUTRGV](#) student portal using an approved web browser. Banner 9 Self-Service Registration is recommended on this web browser: 
2. Select the Application *ASSIST*
3. Select Student **Self Service**.
4. Click on **Registration**.
5. Click on the **Plan Ahead**.



What would you like to do?

- [Prepare for Registration](#)
View registration status, update student term data, and complete pre-registration requirements.
- [Register / Drop Classes](#)
Search and register for classes. Drop classes. View and manage your schedule.
- [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 Classes](#)
Looking for classes? In this section you can browse classes you find interesting.
- [View Registration Information](#)
View your past schedules and your ungraded classes. (Schedules prior to Fall 2008 are not available.)
- [Browse Course Catalog](#)
Look up basic course information like subject, course and description.

6. Choose a term from the drop-down list and then click '**Continue**.'



Select a Term

Terms Open for Planning ⓘ

Summer 2021 Module 2

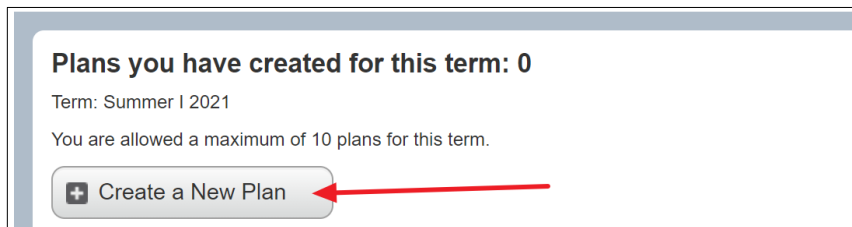
Summer II 2021

Summer 2021 Module 1

Summer I 2021

Note: Only available terms to create a plan will listed here.

7. Click **Create a New Plan** to create a plan for future registration use.



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: A student can create a total of 10 plans per term.

8. Search for classes using the **Find Classes** tab, then click **Search**.

- a. Using *Subject* option.
 - Click in the empty box and a drop-down list will appear.
 - Click the subject you are interested and click **Search**.
- b. Using *Course Number* option.
 - Type in the course number you are interested in and click **Search**.
 - Note: this search should be used in combination with other option to return better results.*
- c. Using *Keyword* option.
 - Type in a word to search course description that may have this word.

9. Search results will be listed.

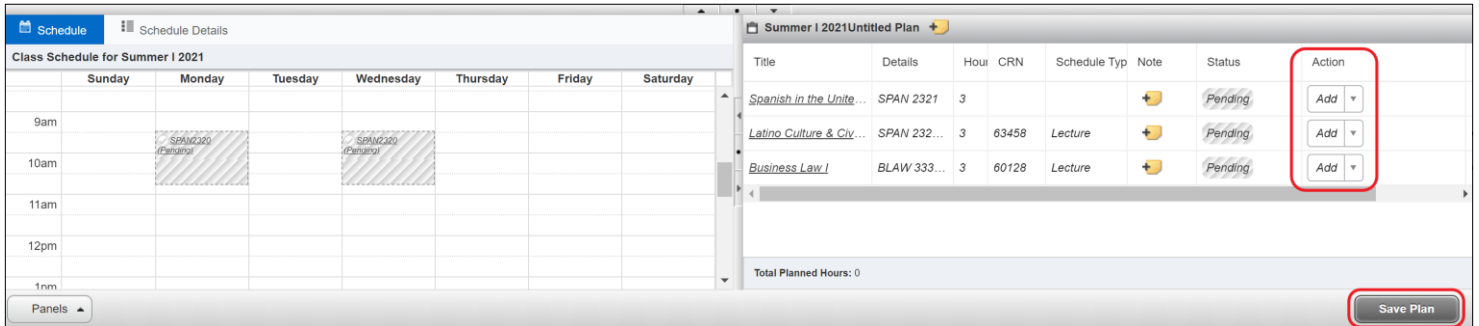
Title	Subject Description	Course Number	Hours	Description
Business Law I	Business Law - BLAW	3337	3	The study of the development and functioning of our legal environment. The development of ...
Business Law II	Business Law - BLAW	3338	3	A continuation and expansion of the study of rules of law in a business society. Prerequisites...
Topics In Business Law	Business Law - BLAW	4331	3	Each course will address a separate business law topic as determined by the instructor and ...
Legal Environment of Business	Business Law - BLAW	6301	3	This course is an intensive study of the legal environment of business. The course begins wi...
International Commerce Law	Business Law - BLAW	6331	3	This course examines the sources of international business law, comparative law among the...

- 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.

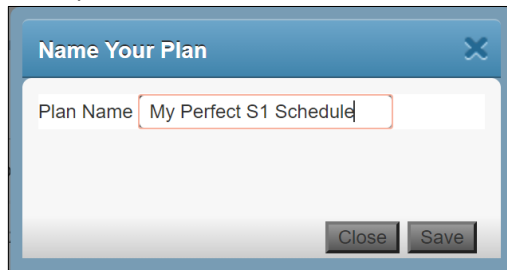
Title	Subject	Course N	Section	CRN	Instructor	Meeting Times	Campus	Status	Attribute	Instructional Methods
Business Law I Lecture	BLAW	3337	90L	60128		S M T W T F S	Online	50 of 50 seats r...	Degree Elective DTUI_COBE Differential Tuition Technology Fee - Bus Adm U	Online
Business Law I Lecture	BLAW	3337	91L	63375		S M T W T F S	Online	50 of 50 seats r...	Degree Elective DTUI_COBE Differential Tuition Technology Fee - Bus Adm U	Online

- Click on **Add** to place section in your preliminary plan.
- Click on **Catalog Search Results**, then **Search Again** to start a new course search.

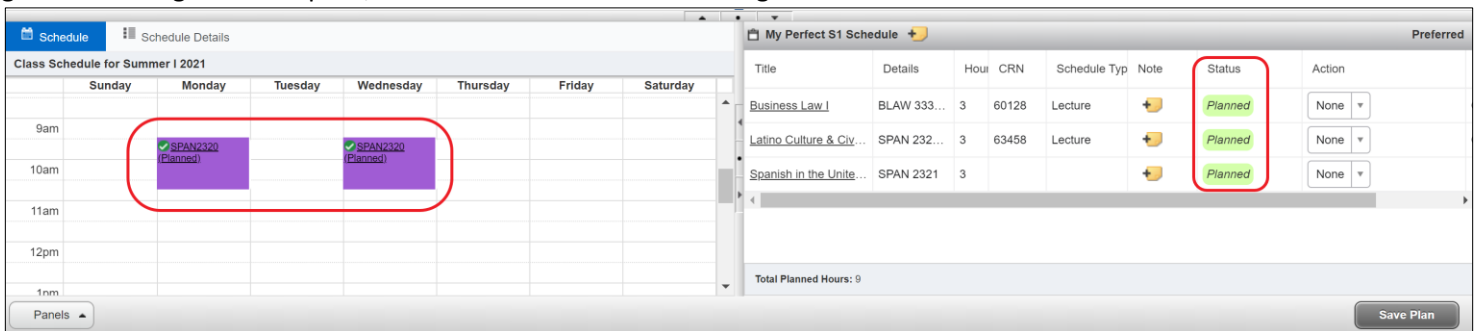
- c. Clicking on **Add Course** will place a course in a preliminary plan to serve as a guide to the student to consider registering for this course(s) in the upcoming term. Should the department offer classes for the term, then the student can search a specific section when registration opens.
 - Click on **Add Course** to place course in your preliminary plan.
 - Click on **Search Again** to search for new sections to add to preliminary plan.
- d. Adding the classes to preliminary plan will require to take an **Action** and to save your plan.



- 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**.

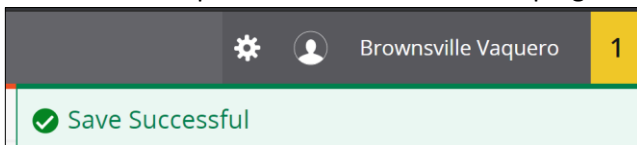


Student has saved a plan to use in an upcoming registration term. This will assist student in registering faster and provide a guide when registration opens, and it is the student's turn to register.



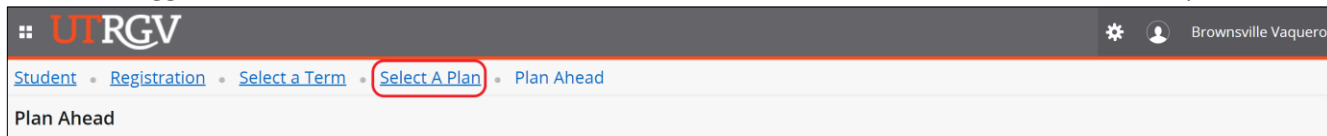
Note: After saving the status changes from pending to Planned and the class is now a solid color in the Schedule box. Also, saving this plan does not mean that you are now enrolled for the classes.

Confirmation of plan saved is noted in the top right corner.



How do I view my newly saved plan?

1. While still logged in, student can click on **Select Plan** and student will be able to see recent created plan*.



2. To view plan after student has logged out and logs in at a later time.
 - a. Login to the [MyUTRGV](#) student portal using an approved web browser.
 - b. Select the *ASSIST* application.
 - c. Select Student Self Service
 - d. Click on **Registration**.
 - e. Click on the **Plan Ahead**.
 - f. Select a Term.
 - g. Student can now view saved plan(s)*

*Plan(s) created:

The screenshot shows the 'Select A Plan' page. It displays a table of plans created for the current term (Summer I 2021). The table has columns for Title, Details, Hours, CRN, Schedule Type, Instructor, Grade Mode, Note, and Instructional Methods. A 'Create a New Plan' button is highlighted with a red box. 'Delete' and 'Edit' buttons are highlighted with green and blue boxes respectively. A red arrow points from the 'Create a New Plan' button to the table, and green and blue arrows point from the 'Delete' and 'Edit' buttons to the table.

Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	Note	Instructional Methods
Business Law I	BLAW 3337, 90L	3	60128	Lecture		Standard Letter		Online
Latino Culture & Civilization	SPAN 2320, 90L	3	63458	Lecture		Standard Letter		Online Asynchronous
Spanish in the United States	SPAN 2321	3						

Total Planned Hours: 9
Records: 3

- h. You can Create a New Plan by clicking on *Create a New Plan*.
- i. You can delete your plan by clicking *Delete*.
 - Clicking *Delete* is final a final action.
- j. You can edit your plan by clicking *Edit*.
 - Follow Steps 8-9 to complete any edit.