

Registration – Plan Ahead: Advisors

The screenshot shows the Wayne State University registration portal. At the top, it says "WAYNE STATE UNIVERSITY" with a logo. Below that, "Student" and "Registration" are listed. The main title is "Registration". A green bar at the top asks "What would you like to do?". It lists four options: "Prepare for Registration", "Plan Ahead", "Browse Classes", and "View Registration Information". The "Plan Ahead" option is circled in green. Below each option is a brief description and a small icon.

- [Prepare for Registration](#)
View registration status, update student term data, and complete pre-registration requirements.
- [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.
- [Register for Classes](#)
Search and register for your classes. You can also view and manage your schedule.
- [View Registration Information](#)
View your past schedules and your ungraded classes.

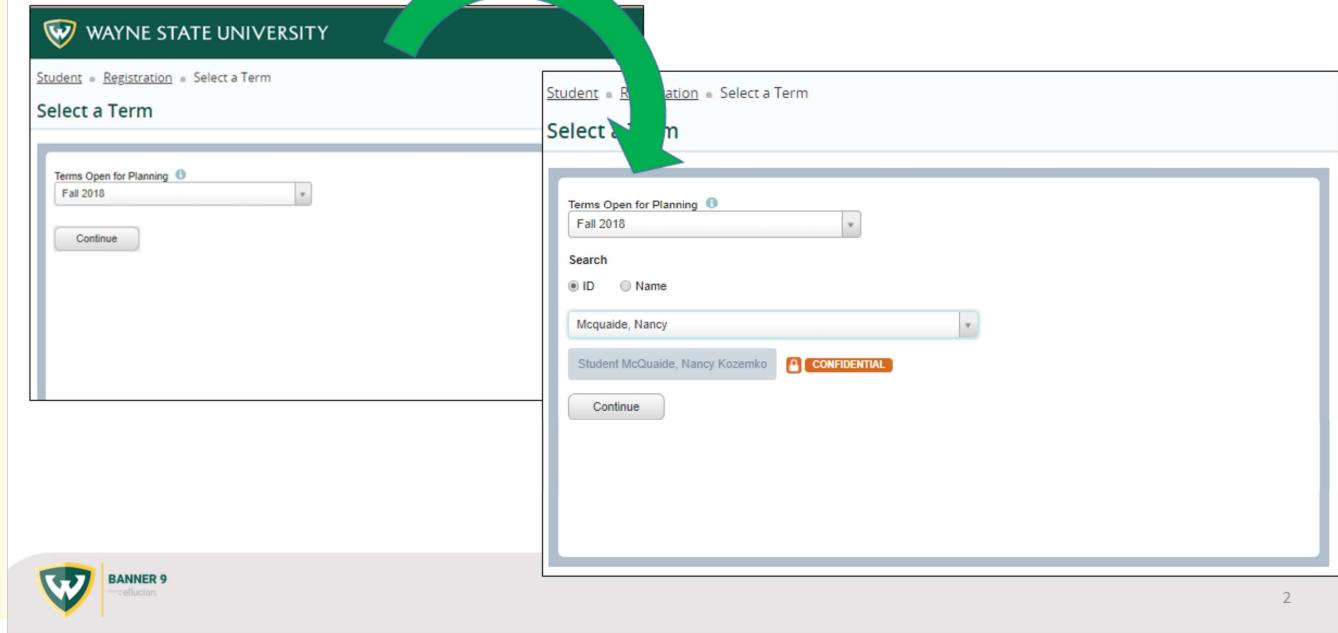
Plan Ahead

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

Instructions

1. Go to the Registration Portal (via Academica or registration.wayne.edu) and click on “Plan Ahead.” When prompted, log in with your AccessID and password. If you are also a current WSU student, you will be asked if you wish to proceed as a Student (to see your own plans) or as an Advisor (to view and create plans for other students).

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2. **Select your term, then search for a student using their AccessID or WSU ID.**

NOTE: Plans are only available by term. Once the term is not available for viewing in the Class Schedule, that term will not be available in Plan Ahead. For a long-term planning, please create a plan of work in Degree Works.

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Plans you have created for this term: 1
Term: Fall 2018
You are allowed a maximum of 5 plans for this term.

Create a New Plan

Plan: LLS Recommendations | Created by: You | Approve This Plan

CRN	Details	Title	Hours	Schedule Type	Instructor	Note
18310	ACC 3010_001	Intro Fincl Accounting	3	Lecture	Goode, Diana (Primary)	
12854	BA 2300_002	Quant Mthds1: Prob&Stat Inf	3	Lecture	Gerring, Nicole Elise (Primary)	

Total Planned Hours: 6 Records: 2

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2. Select your term, then search for a student using their AccessID or WSU ID.
3. **Select a plan to Delete/Edit or Create a New Plan.**

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The screenshot shows the Wayne State University registration portal. At the top, it says "WAYNE STATE UNIVERSITY". Below that, the navigation path is "Student > Registration > Select a Term > Select A Plan > Plan Ahead". The main title is "Plan Ahead". On the left, there's a "Find Classes" panel with fields for Subject, Course Number, Keyword, and Subject and Course Number. The "Subject" field has "Academic Pathway Excellence" selected. Below this is a "Class Schedule for Fall 2018" grid from 6am to 10am on days Sunday through Saturday. To the right of the grid is a "Fall 2018Untitled Plan" section which says "No classes have been added to this plan." A dropdown menu is open over the "Subject" field, listing various academic subjects. In the bottom right corner of the screenshot, there is a small number "4".

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2. Select your term, then search for a student using their AccessID or WSU ID.
3. Select a plan to Delete/Edit or Create a New Plan.
4. **Use the “Find Classes” panel to search for a course (for more information on how to find classes, see “How to Browse” at <https://wayne.edu/registrar/how-to-browse/>). This is what registration looks like for students when they have logged into Register for Classes from the Registration Portal (registration.wayne.edu).**

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The screenshot shows the Banner 9 Registration - Plan Ahead interface. On the left, the 'Find Classes' panel displays search results for 'Intro to Film' in English, Course Number: 2450. On the right, the 'Plan Ahead' panel shows a catalog search results grid for Fall 2018, Subject: ENG, Course Number: ENG2450, English. A green curved arrow points from the 'Find Classes' panel to the 'Plan Ahead' panel.

CRN	Subject	Course N	Title	Hours	Instructor	Meeting Time & Location	Campus	Status
10342	ENG	2450	Intro to Film Lecture	4	Anderson, Juana...	M W F 10:30 AM - 12:10 PM Typ	Ma...	31 of 35 seat. Restricted
11544	ENG	2450	Intro to Film Lecture	4	Shaver, Steven (P...	M W F 10:30 AM - 12:10 PM Typ	Ma...	16 of 35 seat. Restricted
17823	ENG	2450	Intro to Film Lecture	4	Conely, Kimberly M...	M W T R F 12:30 PM - Type: Class Building: Other	2 of 40 seats. Restricted	
10246	ENG	2450	Intro to Film Lecture	4	Cassidy, Tabitha L...	M W F 12:30 PM - 02:10 PM Typ	Ma...	28 of 70 seat. Restricted
13255	ENG	2450	Intro to Film Lecture	4	Kee, Chera Decara...	M W F 05:30 PM - 06:50 PM Typ	Ma...	10 of 35 seat. Restricted
11534	ENG	2450	Intro to Film Lecture	4	Frazier, Darryl Tho...	M W F 02:30 PM - 04:10 PM Typ	Class on: None Type: Class Building: Room: ARR Start Date: 08/29/2018 End Date: 12/15/2018	
14418	ENG	2450	Intro to Film Lecture	4	Conely, Kimberly M...	M W T R F 12:30 PM - Type: Class Building:		

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2. Select your term, then search for a student using their AccessID or WSU ID.
3. Select a plan to Delete/Edit or Create a New Plan.
4. Use the “Find Classes” panel to search for a course (for more information on how to find classes, see “How to Browse” at <https://wayne.edu/registrar/how-to-browse/>).
5. **Your plan may include a combination of courses and/or a section of a course with specified times and days. Click the “Add” button to place a course in the Summary panel. If you are selecting a specific section of a course, it will be mapped out in the Class Schedule panel.**

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Hours	Instructor	Days	Time	Type	Building	Status
4	Anderson	S M T W F S	10:30 AM - 12:10 PM	Class	Bu	Main ... 31 of 35 Restrict
4	Shaviro, Steven (Primary)	S M T W F S	10:30 AM - 12:10 PM	Class	Bu	Main ... 16 of 35 Restrict
4	Conely, Kimberly Marie (P...)	S M T W F S	-	Type: Class	Arranged (B)	Other 2 of 40 Restrict
4	Cassidy, Tabitha Lynn (Pri...)	S M T W F S	12:30 PM - 02:10 PM	Type: Class	Bu	Main ... 28 of 70 Restrict

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2. Select your term, then search for a student using their AccessID or WSU ID.
3. Select a plan to Delete/Edit or Create a New Plan.
4. Use the “Find Classes” panel to search for a course (for more information on how to find classes, see “How to Browse” at <https://wayne.edu/registrar/how-to-browse/>).
5. Your plan may include a combination of courses and/or a section of a course with specified times and days. Click the “Add” button to place a course in the Summary panel. If you are selecting a specific section of a course, it will be mapped out in the Class Schedule panel.
6. **Once you have made your selections, click on “Save Plan” and name it.**

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The screenshot shows the Wayne State University registration portal. At the top, it says "WAYNE STATE UNIVERSITY" and "Student > Registration > Select a Term > Select A Plan". On the right, it shows "Lagman-Sperl, Liza A." and "1". A green banner at the top right says "Plan approval updated." Below this, there's a section titled "Select A Plan" with a sub-section "Plans you have created for this term: 1". It shows two plans:

- Plan: Plan One** (Created by: McQuaide, Nancy Kozemko (Student))
Courses: RUS 1010_001 (Elem_Russian_1), CHI 1005 (Int_Chin_Lang&Culture). Total Planned Hours: 7.
- Plan: LLS Recommendations** (Created by: You)
Courses: BA 2300_002 (Quant_Mthds1_Prob&Stat_Inf), ACC 3010_001 (Intro_Finl_Accounting). Total Planned Hours: 6.

Buttons for "Delete" and "Edit" are visible next to the second plan. The bottom right corner of the screenshot has the number "7".

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3. Select a plan to Delete/Edit or Create a New Plan.
4. Use the “Find Classes” panel to search for a course (for more information on how to find classes, see “How to Browse” at <https://wayne.edu/registrar/how-to-browse/>).
5. Your plan may include a combination of courses and/or a section of a course with specified times and days. Click the “Add” button to place a course in the Summary panel. If you are selecting a specific section of a course, it will be mapped out in the Class Schedule panel.
6. Once you have made your selections, click on “Save Plan” and name it.
7. **When you come back to “Plan Ahead,” you will be able to see the various plans created by you and/ or the student for the term. The student can select which of their plans they prefer. Clicking on “Approve this Plan” inserts a note that the plan has been approved and provides a link to your email address.**

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Register for Classes

New Search Student: McQuaide, Nancy Kozemko ID: 000097416

Find Classes Enter CRNs Plans Schedule and Options

Register from a plan.
Term: Fall 2018

Plan One

CRN	Details	Title	Hours	Instructor	Schedule Type	Note
10954	RUS 1010, 001	Elem Russian 1	4	Sherman, Tatiana (Primary)	Lecture	View Sections Add
	CHI 1005	Int' Chin Lang&Culture	3			View Sections

Records: 2

LLS Recommendations

CRN	Details	Title	Hours	Instructor	Schedule Type	Note
12854	BA 2300, 002	Quant Mthds1: Prob&Stat Inf	3	Gerring, Nicole Elise (Primary)	Lecture	View Sections Add
18310	ACC 3010, 001	Intro Fincl Accounting	3	Goode, Diana (Primary)	Lecture	View Sections Add

Schedule **Schedule Details**

Class Schedule for Fall 2018

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							

Panels [Panels](#)

Summary

Intro:Fincl Accounting, Accounting 3010, Section 001, CRN: 18310 Dropped None

Campus: MAI Part of Term: FT Schedule Type: Lecture Instructional Method: Traditional Registration Date: 12/19/2018

Credit Hours: Bill Hours: Attempted Hours: Time Status Hours: Grade Mode:

0 0 0 S Standard Uni...

Approval Received: Override: Level:

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 18

[Submit](#)

Student View

When the student logs in to Register for Classes from the Registration Portal (registration.wayne.edu), the Plans tab will include any plans created for that term. Students will be able to choose to register or search for sections from the plans presented. They will be able to mix and match from plans, or go back to the “Find Classes” tab to search for other classes.

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