



Planning Your Schedule

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What is Schedule Planning?

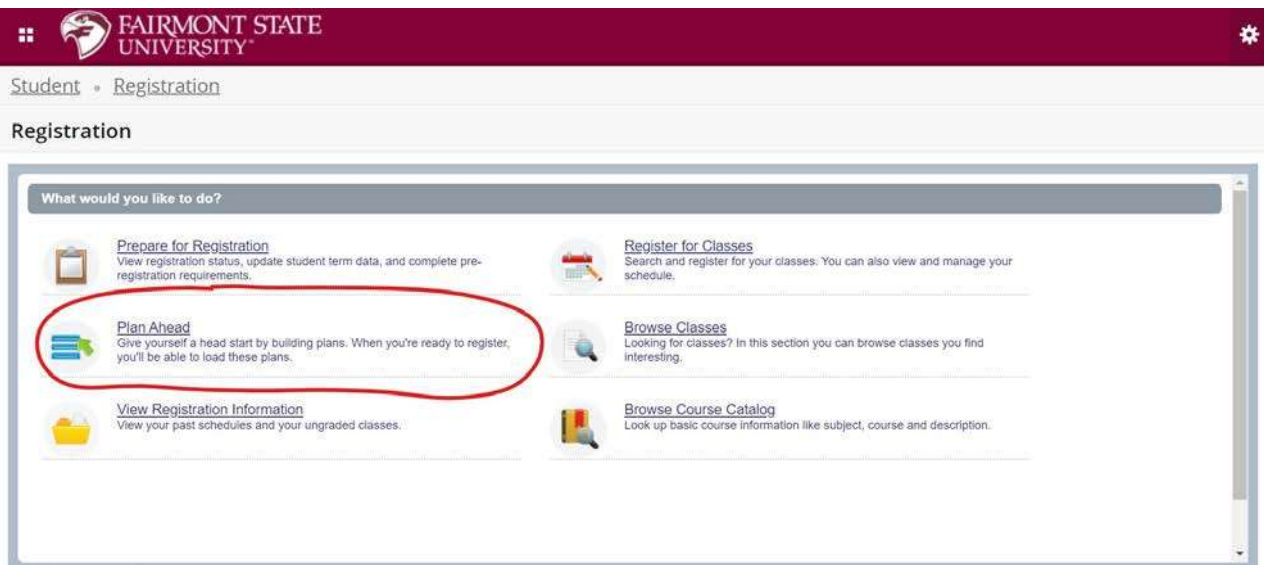
Schedule Planning is a new feature that allows you to build possible schedules in advance of registration. Your advisor may approve your plans as well as create plans for you. When your window for registration opens, you can register more quickly by registering from your plans.

****NOTE:** Saving a class on your plan does not guarantee you will be able to register for it. No registration errors (e.g., prerequisites, time conflicts, etc.) are checked when you add a class to your plan. Error-checking only occurs upon the SUBMIT at the time of registration.

Accessing Schedule Planning

Schedule planning can be accessed by choosing the *Student* tab in FELIX and clicking on *Student Registration* ****New Look****.

To view or create schedule plans, choose *Plan Ahead*.



The screenshot shows the Fairmont State University Student Registration interface. At the top, there is a maroon header with the university logo and name. Below the header, the navigation path is "Student • Registration". The main content area is titled "Registration" and contains a section titled "What would you like to do?". This section lists several options:

- 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. (This option is circled in red in the image.)
- Register for Classes**: Search and register for your classes. You can also view and manage your schedule.
- 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.
- Browse Course Catalog**: Look up basic course information like subject, course and description.

Choosing the Term

You will be prompted to select a term for planning. Choose the appropriate term from the drop-down box and click CONTINUE.

[Student](#) • [Registration](#) • [Select a Term](#)

Select a Term

Terms Open for Planning ⓘ

Fall 2020 ▾

Continue

Creating a Plan

To begin creating a new plan, click CREATE A NEW PLAN. You are permitted to create a maximum of 20 plans per term.

[Student](#) • [Registration](#) • [Select a Term](#) • [Select A Plan](#)

Select A Plan

Plans you have created for this term: 0

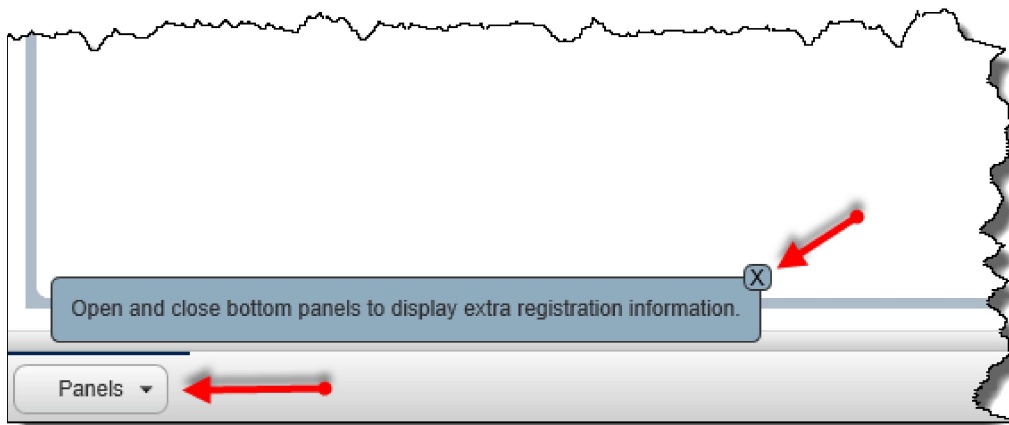
Term: Fall 2020

You are allowed a maximum of 10 plans for this term.

[+ Create a New Plan](#) ←

Planning Panels

The Plan Ahead page will open with the Schedule panel grid and Plan listing minimized. You can open the Schedule and Plan panels by clicking on the **PANELS** button, as directed by the informational message. You can close this message by clicking on the X. If you choose not to expand your panels at this time, they will expand automatically when you add your first class to your registration plan.



The planning panels are:

- Find classes panel (top): This is where you search for the classes to add them to your plan.
- Schedule panel (bottom left): This displays a weekly grid or list view of the classes that are either saved on your plan or pending.
- Plan panel (bottom right): This displays any classes you have already saved to your plan or have been added but not yet saved. The current status is displayed, along with an Action column. A **SAVE PLAN** button is below the Plan panel.

A screenshot of the Plan Ahead page interface. The page is titled "Plan Ahead" and has a breadcrumb trail: "Student • Registration • Select a Term • Select A Plan • Plan Ahead". The "Find Classes" panel is at the top, with the heading "Enter Your Search Criteria" and "Term: Fall 2020". It contains input fields for "Subject", "Course Number", "Keyword (Partial Words)", and "Core Attributes", along with "Search", "Clear", and "Advanced Search" buttons. The "Schedule" panel is at the bottom left, showing a "Class Schedule for Fall 2020" with a grid for days of the week (Sunday through Saturday) and times (6am through 11am). The "Plan" panel is at the bottom right, showing "No classes have been added to this plan." and a "Total Planned Hours: 0" at the bottom. A "Save Plan" button is located at the bottom right of the Plan panel. Red arrows point to the "Find Classes panel", "Schedule panel", "Plan panel", and "Save Plan" button.

Adding Classes to Your Plan

Use the default basic search or Advanced Search to search for classes to add to your plan.

****NOTE:** If you choose **ADD COURSE**, the general course will be added to your plan, but it will not be a specific section offering with a particular meeting time. When you attempt to register from the plan, you will need to view the available sections and pick one at that time. **It is recommended that you choose VIEW SECTIONS** to select a specific section while building your plan in advance of registration so that you can register more quickly when your registration window opens.

Click the **ADD** button next to the section that you wish to add to your plan.

The class will be added to the Schedule panel grid in gray and added to the Plan panel listing with a status of “Pending”. Be certain to check the grid for overlapping meeting times as you add sections. Overlapping meeting times result in errors and will prevent registration.

When you are ready to save the plan, click **SAVE PLAN** at the bottom right in the Plan panel. Enter the name of your plan and click **SAVE**.

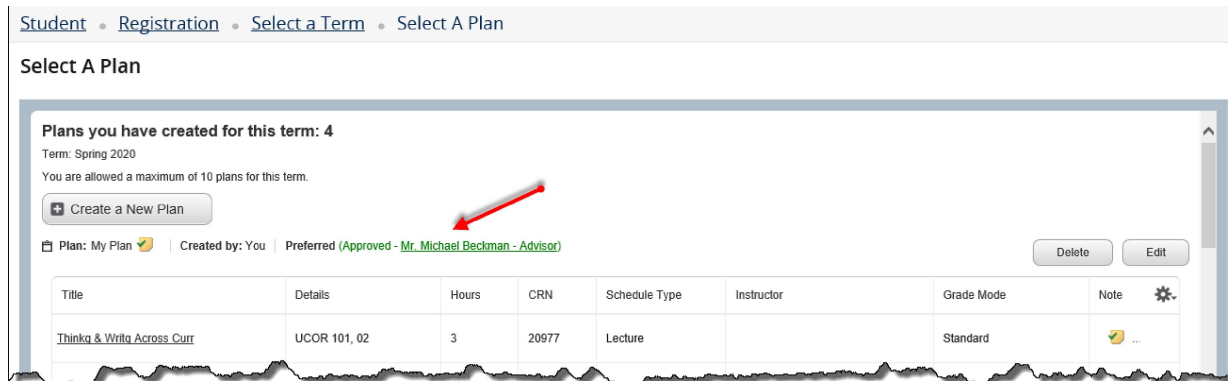
You will receive a “Save Successful” message, and the name in the Plan panel will change from the default Term-Untitled plan to your plan name. In addition, the status of your classes on the plan will change from “Pending” to “Planned” and will be shown in a solid color with a green checkmark in the Schedule panel grid.

Plans and Your Advisor

Your advisor is able to view your plans (including your notes) and mark them as approved for registration. Your advisor can also create plans for you. Consult your advisor if you have questions about how they will work with your plans.

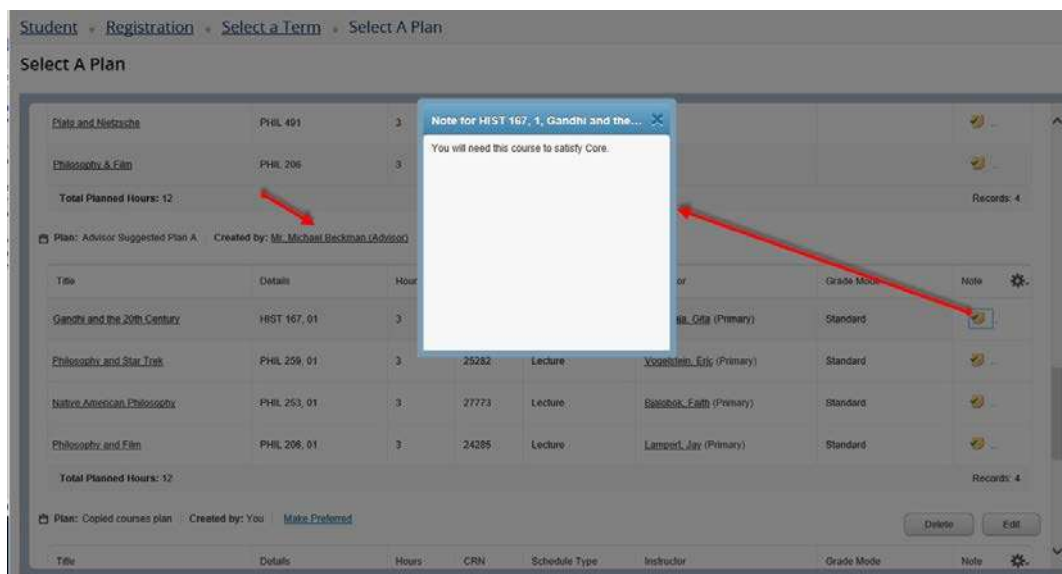
Approved Plans

If your advisor has approved your plan, it will display on the Select A Plan page.



Advisor-Created Plans

Advisors can also create suggested registration plans for you, which you can view on the *Select A Plan* page. If your advisor put notes on the plan or courses, the “notes” icon will have a green checkmark. You can click on the “notes” icon to view the notes.



Registration with Plans

If you created any registration plans before registering, you can access them on the **Plans** tab. Your preferred plan will appear first, followed next by any plans approved by your advisor, and then any other plans created for the term. Your preferred plan will be expanded to view all the classes in the plan. To expand a different plan, click on its title.

To add all the classes from your plan to the summary, click the **ADD ALL** button that is displayed on the same line as the plan title.

To add individual classes from the plan, click the **ADD** button displayed on the same line as the class.

Clicking **VIEW SECTIONS** will display all sections of the class offered in the term, so that you can add a different section of the class than the one on your plan if desired.

Submitting Your Registration

When a class is added to your Summary panel, it is in a pending registration status. You will also see it in gray on the Schedule grid panel. You may have to scroll down to the appropriate time block to see it. Be certain to check the grid for overlapping meeting times as you add sections. Overlapping meeting times result in errors and will prevent registration.

You can now click **SUBMIT** in the Summary panel to submit the registration or continue building your schedule.

**** NOTE: You are not registered for the class until you have successfully submitted your registrations in the Summary panel and the status changes to "Registered".**