How to Create a Registration Plan using Plan Ahead

Step 1: Login
   a. Login to MyHumber

Step 2: check Academic Progress for your course requirements
   b. Click Student
   c. Click Academic Progress
   d. Check your Academic Progress and find out your course requirements for your program and the semester you are in:

Step 3: Plan Ahead
   a. Click Student
   b. Click Registration
   c. Click Plan Ahead
   d. Select a Term
Step 4: Creating a New Plan

a. Click on “Create a New Plan”

b. Type in the “Subject” and “Course Number” of a course requirement based on your Academic Progress, (Example: for BISM 100, type in BISM for Subject, 100 for Course Number), and then “Search”.

Step 5: Viewing Sections of a Class

a. Click “View Sections” to see all scheduled sections of the course

Step 6: Section Details

a. Check “Meeting Times” field for course details such as date, time and location
b. Select one of the sections by clicking the “Add” button

c. Click on the course title to view additional course information, such as:
   i. Class Details
   ii. Restrictions
   iii. Prerequisites
   iv. Fees, etc

Step 7: Saving a Plan

Click “Save Plan” button located at the bottom of the page

Note: You will be able to create up to two plans
Important to Remember if you created a Plan

a. When creating a Plan, your courses will display “Pending” status

b. Pre-requisite, restriction or schedule conflict is not checked at this time

c. You will not be able to Register for your Planned Courses until registration opens for your program
   a. Check when you register at http://humber.ca/registration/