

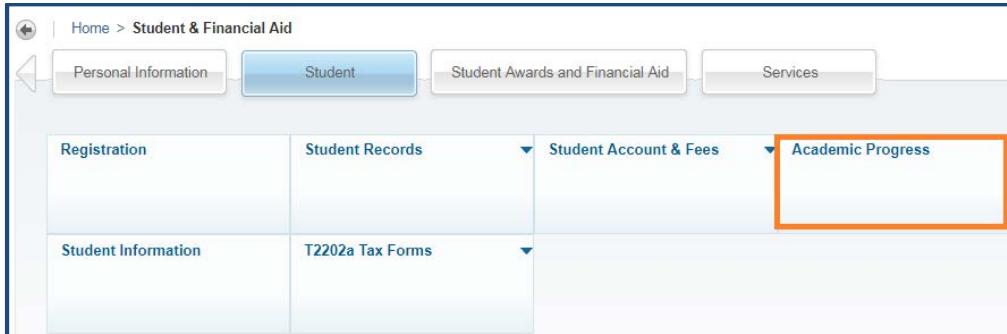
## How to Create a Registration Plan using Plan Ahead

### Step 1: Login

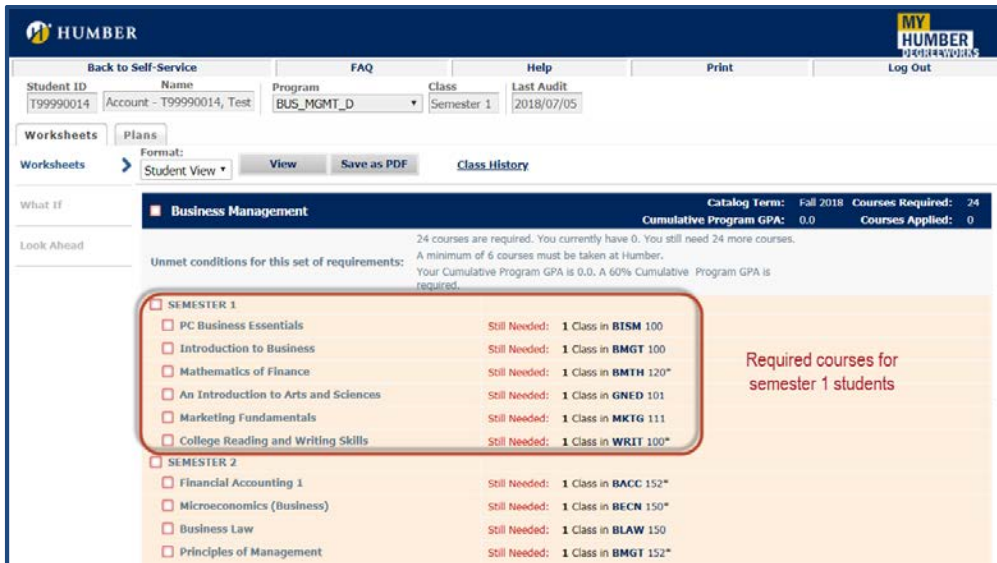
- a. Login to [MyHumber](#)

### 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:



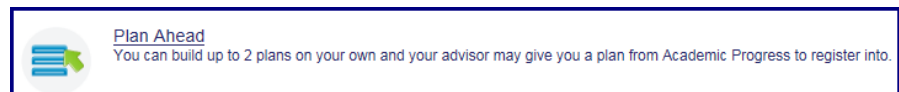
The screenshot displays the 'Business Management' academic progress page. A red box highlights the 'Required courses for semester 1 students' section. The page shows the student's ID (T99990014), program (BUS\_MGMT\_D), and semester (Semester 1). It indicates that 24 courses are required, and the student currently has 0 courses applied. The required courses for Semester 1 are listed as follows:

Course Name	Still Needed
<input type="checkbox"/> PC Business Essentials	1 Class in <b>BISM 100</b>
<input type="checkbox"/> Introduction to Business	1 Class in <b>BMGT 100</b>
<input type="checkbox"/> Mathematics of Finance	1 Class in <b>BMTH 120*</b>
<input type="checkbox"/> An Introduction to Arts and Sciences	1 Class in <b>GNED 101</b>
<input type="checkbox"/> Marketing Fundamentals	1 Class in <b>MKTG 111</b>
<input type="checkbox"/> College Reading and Writing Skills	1 Class in <b>WRIT 100*</b>

Required courses for semester 1 students

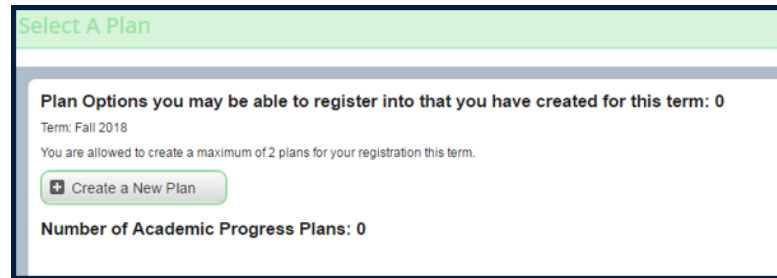
### Step 3: Plan Ahead

- 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**”



**Select A Plan**

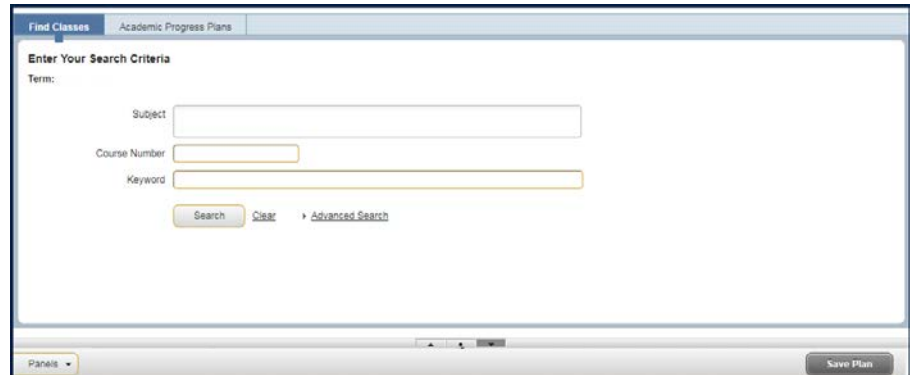
Plan Options you may be able to register into that you have created for this term: 0

Term: Fall 2018  
You are allowed to create a maximum of 2 plans for your registration this term.

[+ Create a New Plan](#)

**Number of Academic Progress Plans: 0**

- 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**”.



**Find Classes** Academic Progress Plans

Enter Your Search Criteria

Term:

Subject

Course Number

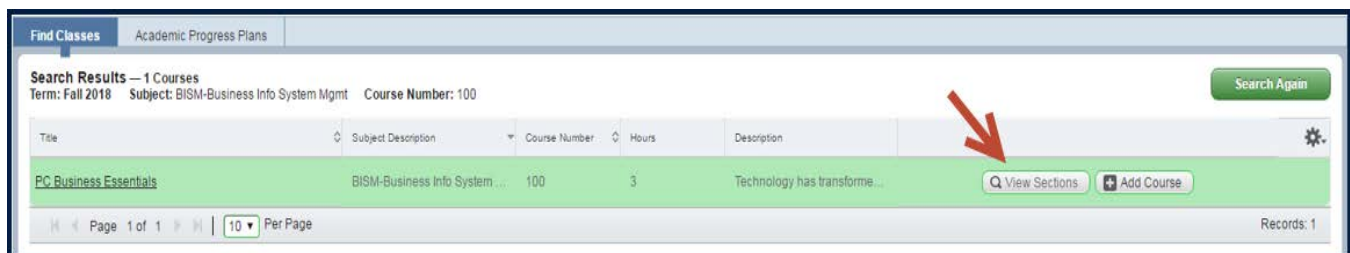
Keyword

[Search](#) [Clear](#) [Advanced Search](#)

Save Plan

### Step 5: Viewing Sections of a Class

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



**Find Classes** Academic Progress Plans

**Search Results — 1 Courses**

Term: Fall 2018 Subject: BISM-Business Info System Mgmt Course Number: 100 [Search Again](#)

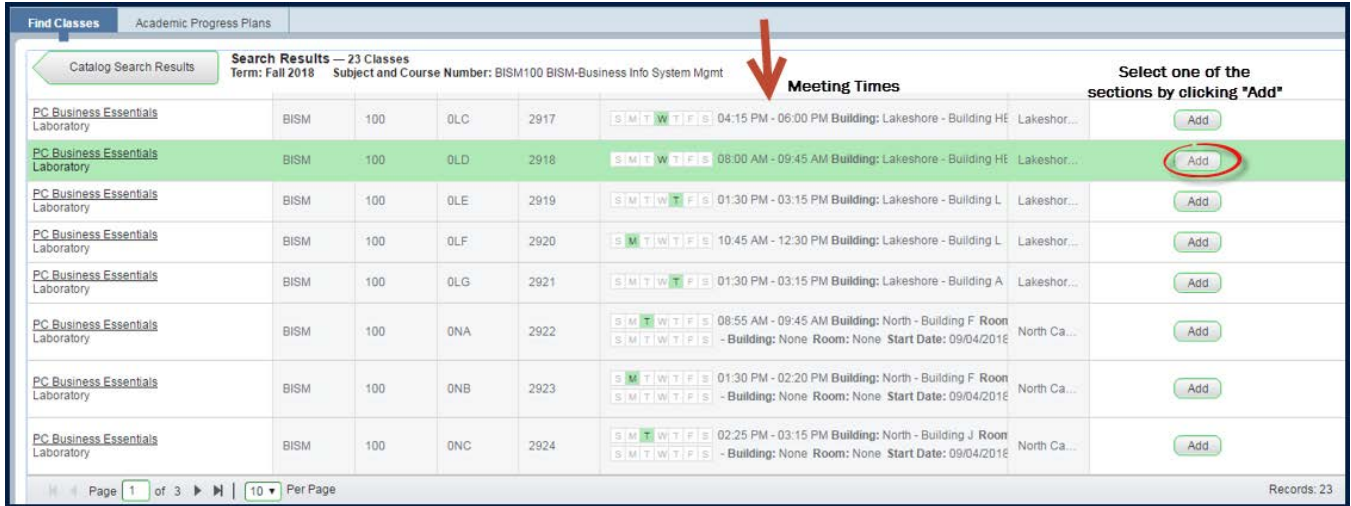
Title	Subject Description	Course Number	Hours	Description	
PC Business Essentials	BISM-Business Info System ...	100	3	Technology has transforme...	<a href="#">View Sections</a> <a href="#">Add Course</a>

Page 1 of 1 | 10 Per Page | Records: 1

### Step 6: Section Details

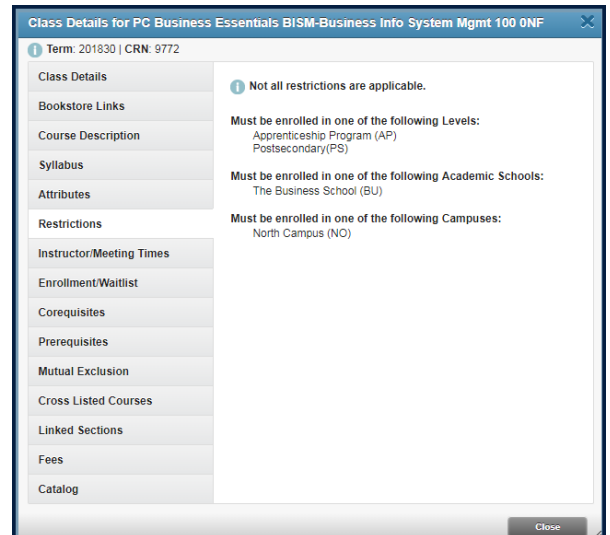
- a. Check “**Meeting Times**” field for course details such as date, time and location

b. Select one of the sections by clicking the “Add” button



c. Click on the course title to view additional course information, such as:

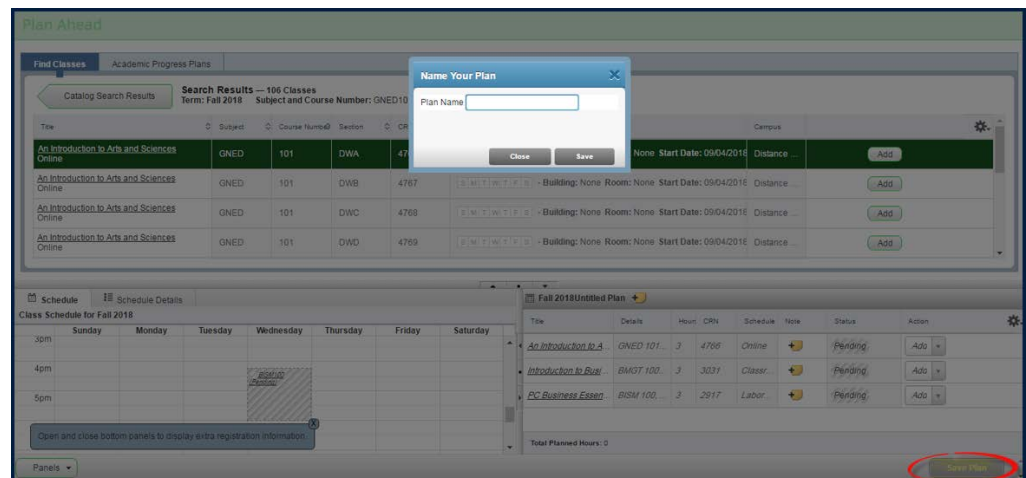
- i. Class Details
- ii. Restrictions
- iii. Prerequisites
- iv. Fees, etc



### 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/>

