

## **Plan Ahead**

**Plan Ahead** allows you to create a class schedule from which you may register. You can create your own **Plan** or your academic advisor may create one for you. Follow the instructions below to locate and create a **Plan** using the **Plan Ahead** feature inside **Registration**.

- 1. Log in to your Atlas account
- 2. Click on the **Courses** tab:



3. On the Courses tab, click on Registration inside the Registration channel:



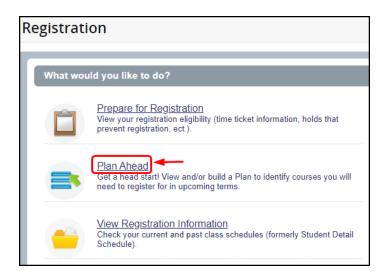
4. Click on Registration Status:



5. You will be directed to the **Registration** menu:

| Registrati | on  |   |
|------------|---|---|
| What wou   | ld you like to do?  |   |
| Ê          | Prepare for Registration<br>View your registration eligibility (time ticket information, holds that prevent<br>registration, ect.). | Register for Classes<br>Register for classes and/or manage your class schedule (including<br>withdrawing from one or more courses).                   |
| =          | Plan Ahead<br>Get a head start! View and/or build a Plan to identify courses you will need to<br>register for in upcoming terms.    | Class Schedule Search<br>Search for classes for registration.   |
| -          | View Registration Information<br>Check your current and past class schedules (formerly Student Detail<br>Schedule).                 | Browse Course Catalog<br>Look up courses to add to your Plan (allows you to add classes to your Plan<br>that are not yet available for registration). |

6. Click on Plan Ahead:



7. To begin building a Plan, you must first select the Term you wish to plan for by clicking on the drop-

down arrow inside the **Select a term...** field; click **Continue** after selecting a term:

| Select a Term  |   |
|--|---|
| Terms Open for Planning ③<br>Select a term<br>Continue | • |

| 8. | Click on Create a New Plan :  |
|----|---|
|    | Select A Plan   |
|    |   |
|    | Plans you have created for this term: 0<br>Term: Spring 2024 Credit Courses |
|    | You are allowed a maximum of 3 plans for this term.                         |
|    | Create a New Plan   |

9. Next, you will be prompted to perform a **Class Schedule Search** to find courses to add to your **Plan** screenshot on next page):

| Class Schedule Search   |                                |
|---|--------------------------------|
| F<br>Enter Your Search Criteria<br>Term: Spring 2024 Credit Courses |                                |
| Open/Waitlist Sections Only   |                                |
| Subject   |                                |
| Subject and Course Number   |                                |
| Keyword (Course Number, CRN)  |                                |
| Campus  |                                |
| Instructional Methods   |                                |
| Meeting Days  |                                |
| Sunday  |                                |
| Monday  |                                |
| Tuesday   |                                |
| Wednesday   |                                |
| Thursday  |                                |
| Friday  |                                |
| Saturday  |                                |
|   | Search Clear + Advanced Search |

10. In this tutorial, we will use English Composition as our example. After selecting ENC in the **Subject** search field, we click on Search to generate options and the **Plan Ahead** page opens to the **Find Courses** section:

| ind Classes                   |                     |                      |            |              |
|-------------------------------|---------------------|----------------------|------------|--------------|
| earch Results — 9 Courses     | English Composition |                      |            | Search Again |
| Title                         | \$                  | Course Sections      | Add Course | \$           |
| Dev Reading and Writing I     |                     | Q View Sections      | Add Course |              |
| Intensive Writing Tutorial    |                     | NOT OFFERED FOR TERM | Add Course |              |
| Dev Reading and Writing II    |                     | Q View Sections      | Add Course |              |
| Freshman Comp I               |                     | Q View Sections      | Add Course |              |
| Freshman Comp I Honors        |                     | NOT OFFERED FOR TERM | Add Course |              |
| Freshman Comp II              |                     | Q View Sections      | Add Course |              |
| Ereshman Comp II-Honors       |                     | Q View Sections      | Add Course |              |
| Technical Communication       |                     | Q View Sections      | Add Course |              |
| Advan Creat Writ-Literary Mag |                     | NOT OFFERED FOR TERM | Add Course |              |

11. We locate the course we wish to add to our **Plan**; in this example, we wish to add Freshman Comp I:

| Plan Ahead   |                      |            |              |
|--|----------------------|------------|--------------|
| Find Classes   |                      |            |              |
| Search Results — 9 Courses<br>Term: Spring 2024 Credit Courses Subject: ENC: English Composition |                      |            | Search Again |
| Title  | Course Sections      | Add Course | <i>\$</i> .  |
| Dev Reading and Writing  | Q View Sections      | Add Course |              |
| Intensive Writing Tutorial   | NOT OFFERED FOR TERM | Add Course |              |
| Dev Reading and Writing II wish to add to your Plan  | Q View Sections      | Add Course |              |
| Freshman Comp 1  | Q View Sections      | Add Course |              |
| Freshman Comp I Honors   | NOT OFFERED FOR TERM | Add Course |              |
| Freshman Comp II   | Q View Sections      | Add Course |              |
| Freshman Comp II-Honors  | Q View Sections      | Add Course |              |
| Technical Communication  | Q View Sections      | Add Course |              |
| Advan Creat Writ-Literary Mag  | NOT OFFERED FOR TERM | Add Course |              |
| Page 1 of 1 🕨 🕅 🛛 🕶 Per Page   |                      |            | Records: 9   |

12. If sections already exist for the course and you wish to add a specific section to your Plan, click on

Q View Sections

next to the course:

| Plan Ahead   |                      |            |             |
|--|----------------------|------------|-------------|
| Find Classes   |                      |            |             |
| Search Results — 9 Courses<br>Term: Spring 2024 Credit Courses Subject: ENC: English Composition |                      | s          | earch Again |
| Title  | Course Sections      | Add Course | \$.         |
| Dev Reading and Writing I  | Q View Sections      | Add Course |             |
| Intensive Writing Tutorial   | NOT OFFERED FOR TERM | Add Course |             |
| Dev Reading and Writing II   | Q View Sections      | Add Course |             |
| Freshman Comp  | Q View Sections      | Add Course |             |
| Freshman Comp I Honors   | NOT OFFERED FOR TERM | Add Course |             |
| Ereshman Comp II   | Q View Sections      | Add Course |             |
| Ereshman Comp II-Honors  | Q View Sections      | Add Course |             |
| Technical Communication  | Q View Sections      | Add Course |             |
| Advan Creat Writ-Literary Mag  | NOT OFFERED FOR TERM | Add Course |             |
| H ◀ Page 1 of 1 ▶ ▶   10 ✔ Per Page  |                      |            | Records: 9  |

a. After clicking on Q View Sections

**Plan Ahead** 

, you will see:

| Catalog Search Res | Search Results — 231 Classes<br>Term: Spring 2024 Credit Courses | Subject and Course Numbe  | r: ENC1101 ENC: English Cor | nposition       |     |
|--------------------|--|---------------------------|-----------------------------|-----------------|-----|
| îtle               | Ŷ Meeting Times  | Status                    | Instructor                  | Linked Sections | Add |
| reshman Comp I     | SMTWTFS - Type: Online Buildi                                    | ng: Onl 25 of 25 seats re | Kevin Giordano (Primary)    |                 | Add |
| reshman Comp I     | S M T W T F S - Type: Online Buildi                              | ng: Onl 25 of 25 seats re | Kevin Giordano (Primary)    |                 | Add |
| reshman Comp I     | S M T W T F S - Type: Online Buildi                              | ng: Onl 25 of 25 seats re |                             |                 | Add |
| reshman Comp I     | SMTWTFS - Type: Online Buildi                                    | ng: Onl 25 of 25 seats re |                             |                 | Add |
| reshman Comp I     | S M T W T F S 05:30 PM - 08:15 PM                                | Type: R 25 of 25 seats re |                             |                 | Add |
| reshman Comp I     | S M T W T F S 10:00 AM - 11:15 AM T                              | Type: C 25 of 25 seats re | Zachary Hyde (Primary)      |                 | Add |
| reshman Comp I     | S M T W T F S - Type: Online Buildi                              | ng: Onl 25 of 25 seats re | Zachary Hyde (Primary)      |                 | Add |
| reshman Comp I     | $\begin{tabular}{ c c c c c c c c c c c c c c c c c c c$         |                           |                             |                 | Add |
| reshman Comp I     | SMTWTFS - Type: Online Buildi                                    | ng: Onl 25 of 25 seats re |                             |                 | Add |
| reshman Comp I     | S M T W T F S - Type: Online Buildi                              | ng: Onl 24 of 25 seats re | Mark Momary (Primary)       |                 | Add |

b. Select the specific course section you wish to add to your **Plan** by clicking on Add

| d Classes  |   |                   |                          |                 |     |    |  |  |  |
|--|---|-------------------|--------------------------|-----------------|-----|----|--|--|--|
| Catalog Search Results — 231 Classes<br>Term: Spring 2024 Credit Courses Subject and Course Number: ENC1101 ENC: English Composition |   |                   |                          |                 |     |    |  |  |  |
| itle \$  | Meeting Times   | Status            | Instructor               | Linked Sections | Add | ₽. |  |  |  |
| reshman Comp I   | S M T W T F S - Type: Online Building: Onl                                  | 25 of 25 seats re | Kevin Giordano (Primary) |                 | Add |    |  |  |  |
| reshman Comp I   | S M T W T F S - Type: Online Building: Onl                                  | 25 of 25 seats re | Kevin Giordano (Primary) |                 | Add |    |  |  |  |
| reshman Comp I   | $\begin{tabular}{ c c c c c c c c c c c c c c c c c c c$                    | 25 of 25 seats re |                          |                 | Add |    |  |  |  |
| reshman Comp I   | S M T W T F S - Type: Online Building: Onl                                  | 25 of 25 seats re |                          |                 | Add |    |  |  |  |
| reshman Comp I   | S M T W T F S 05:30 PM - 08:15 PM Type: R                                   | 25 of 25 seats re |                          |                 | Add |    |  |  |  |
| reshman Comp I   | S M T W T F S 10:00 AM - 11:15 AM Type: C                                   | 25 of 25 seats re | Zachary Hyde (Primary)   |                 | Add |    |  |  |  |
| reshman Comp I   | S M T W T F S - Type: Online Building: Onl                                  | 25 of 25 seats re | Zachary Hyde (Primary)   |                 | Add |    |  |  |  |
| reshman Comp I   | SMTWTFS - Type: Online Building: Onl   SMTWTFS - Type: Online Building: Onl | 25 of 25 seats re |                          |                 | Add |    |  |  |  |
| reshman Comp I   | S M T W T F S - Type: Online Building: Onl                                  | 25 of 25 seats re |                          |                 | Add |    |  |  |  |
| reshman Comp I   | SMTWTFS - Type: Online Building: Onl  | 24 of 25 seats re | Mark Momary (Primary)    |                 | Add |    |  |  |  |

c. After you have clicked Add, you will see two new areas under the **Find Classes** section:

| nd Class | ses         |            |              |                              |       |        |                 |                 |            |                   |           |                  |                       |   |                 |                     |                 |        |     |
|----------|-------------|------------|--------------|------------------------------|-------|--------|-----------------|-----------------|------------|-------------------|-----------|------------------|-----------------------|---|-----------------|---------------------|-----------------|--------|-----|
| c        | atalog Sear | ch Results |              | n Results —<br>Spring 2024 C |       |        | ject and Course | Number: ENC110  | )1 ENC: E  | nglish Compositio | on        |                  |                       |   |                 |                     |                 |        |     |
| CRN      |             | Course M   | Title        | ¢                            | Hours | Campus | Meeting Times   |                 |            | Status            | Instructi | onal Methods     |                       |   |                 | Instructor          | Linked Sections | s Add  | \$. |
| 0002     | ENC         | 1101       | Freshman C   | omp I                        | 3     | East   | SMTWTF          | s - Type: Onlin | e Buildir  | 25 of 25 seat     | Online (  | Course           |                       |   |                 | Kevin Giordano (P.  |                 | Add    |     |
| 0003     | ENC         | 1101       | Freshman C   | omp I                        | 3     | East   | SMTWTF          | s - Type: Onlin | e Buildir  | 25 of 25 seat     | Online (  | Course           |                       |   |                 | Kevin Giordano (P   |                 | Add    |     |
| 0004     | ENC         | 1101       | Freshman C   | omp I                        | 3     | East   | SMTWTF          | s - Type: Onlin | ie Buildir | 25 of 25 seat     | Online (  | Course           |                       |   |                 |                     |                 | Add    |     |
| 0005     | ENC         | 1101       | Freshman C   | omp I                        | 3     | East   | SMTWTF          | s - Type: Onlin | ie Buildir | 25 of 25 seat     | Online 0  | Course           |                       |   |                 |                     |                 | Add    |     |
| 0006     | FNC         | 1101       | Freshman C   | omn I                        | 3     | Fast   | SMTWTF          | s 05:30 PM - 08 | 8:15 PM T  | 25 of 25 seat     | Real Tin  | ne Virtual       |                       |   |                 |                     |                 | Add    |     |
| chedule  | s ≣ s       | chedule D  | etails       |                              |       |        |                 |                 |            |                   | 📋 Sprin   | ig 2024 Credit C | oursesUntitled Plan 🕇 | Ð |                 |                     |                 |        |     |
| Sched    |             | •          | edit Courses |                              |       |        |                 |                 |            |                   | CRN       | Details          | Title                 | н | our Schedule Ty | Instructional Metho | Status          | Action |     |
| m        | Sunday      | '          | londay       | Tuesday                      | Wedr  | nesday | Thursday        | Friday          | Sa         | turday            | , 20002   | ENC 1101, 0      | Freshman Comp I       | 3 | Classroom       | Online Course       | Pending         | Add 🔻  |     |
| m        |             |            |              |                              |       |        |                 |                 |            |                   | •         |                  |                       |   |                 |                     |                 |        |     |
| m        |             |            |              |                              |       |        |                 |                 |            |                   | Þ         |                  |                       |   |                 |                     |                 |        |     |
| m        |             |            |              |                              |       |        |                 |                 |            |                   |           |                  |                       |   |                 |                     |                 |        |     |
| m        |             |            |              |                              |       |        |                 |                 |            |                   | Total Pla | inned Hours: 0   |                       |   |                 |                     |                 |        |     |

Add d. The course you clicked for now appears in the box on the lower right:

| nd Clas          | ies         |            |                         |                              |       |        |                   |                        |                      |            |              |                     |     |                |                     |                |          |
|------------------|-------------|------------|-------------------------|------------------------------|-------|--------|-------------------|------------------------|----------------------|------------|--------------|---------------------|-----|----------------|---------------------|----------------|----------|
| C                | atalog Sear | ch Results |                         | Results — I<br>pring 2024 Cr |       |        | ject and Course I | lumber: ENC1101 ENC    | : English Compositio | 1          |              |                     |     |                |                     |                |          |
| CRN              | Subject     | Coursê N   | Title                   | \$                           | Hours | Campus | Meeting Times     |                        | Status               | Instructio | onal Methods |                     |     |                | Instructor          | Linked Section | ns Add 🛉 |
| 0002             | ENC         | 1101       | Freshman Co             | mp I                         | 3     | East   | SMTWTF            | s - Type: Online Build | dir 25 of 25 seat    | Online C   | Course       |                     |     |                | Kevin Giordano (P.  |                | Add      |
| 0003             | ENC         | 1101       | Freshman Co             | mp_l                         | 3     | East   | SMTWTF            | s - Type: Online Build | dir 25 of 25 seat    | Online C   | Course       |                     |     |                | Kevin Giordano (P   |                | Add      |
| 0004             | ENC         | 1101       | Freshman Co             | mp l                         | 3     | East   | SMTWTF            | s - Type: Online Build | dir 25 of 25 seat    | Online C   | Course       |                     |     |                |                     |                | Add      |
| 0005             | ENC         | 1101       | Freshman Co             | mp_l                         | 3     | East   | SMTWTF            | s - Type: Online Build | dir 25 of 25 seat    | Online C   | Course       |                     |     |                |                     |                | Add      |
| 0006             | FNC         | 1101       | Freshman Co             | mn I                         | 3     | Fast   | SMTWFF            | s 05:30 PM - 08:15 PM  | 11 25 of 25 seat     | Real Tim   | ne Virtual   |                     |     |                |                     |                | Add      |
| chedule<br>Sched |             | ichedule D | etails<br>redit Courses |                              |       |        |                   |                        | •                    | Sprin      | -            | oursesUntitled Plan | _   |                |                     |                | 4.5      |
|                  | Sunday      | -          | Monday                  | Tuesday                      | Wedr  | nesday | Thursday          | Friday                 | Saturday             | CRN        | Details      | Title               | Hou | r Schedule Typ | Instructional Metho |                | Action   |
| am               |             |            |                         |                              |       |        |                   |                        | *                    | 20002      | ENC 1101, 0  | Freshman Comp I     | 3   | Classroom      | Online Course       | Pending        | Add 👻    |
| am               |             |            |                         |                              |       |        |                   |                        |                      |            |              |                     |     |                |                     |                |          |
| am               |             |            |                         |                              |       |        |                   |                        |                      |            |              |                     |     |                |                     |                |          |
|                  |             |            |                         |                              |       |        |                   |                        |                      |            |              |                     |     |                |                     |                |          |
| am               |             |            |                         |                              |       |        |                   |                        |                      |            |              |                     |     |                |                     |                |          |

e. Click

Save Plan to add the course to your Plan f. You will be prompted to **Name** your **Plan**; enter a name for your **Plan** and click Save (screenshot on next page):

| Name Your Plan              | ×          |
|-----------------------------|------------|
| Plan Name                   |            |
| Name Plan and click<br>save | Close Save |

- g. You will receive a Save Successful message on the upper right of your screen confirming your **Plan** has been saved.
- h. You will see the Plan on your Select A Plan page:

Add Course

section, click on

| Se          | lect A   | Plan            |                 |       |               |                       |                |           |  |  |  |  |  |
|-------------|--|-----------------|-----------------|-------|---------------|-----------------------|----------------|-----------|--|--|--|--|--|
| ד<br>א<br>( | Plans you have created for this term: 1     Term: Spring 2024 Credit Courses     You are allowed a maximum of 3 plans for this term.     Create a New Plan     Plan: Spring 2024   Created by: You   Preferred     Delete   Edit |                 |                 |       |               |                       |                |           |  |  |  |  |  |
|             | CRN  | Details         | Title           | Hours | Schedule Type | Instructional Methods | Instructor     | \$.       |  |  |  |  |  |
|             | 20002  | ENC 1101, 0     | Freshman Comp I | 3     | Classroo      | Online Course         | Kevin Giordano | (P        |  |  |  |  |  |
|             | Total P  | lanned Hours: 3 |                 |       |               |                       | Re             | ecords: 1 |  |  |  |  |  |

13. If sections do not yet exist for the course or if you are not yet ready to select a specific course

next to the course:

| an Ahead   |                 |                               |       |                      |            |              |
|--|-----------------|-------------------------------|-------|----------------------|------------|--------------|
| ind Classes<br>iearch Results — 9 Course<br>erm: Spring 2024 Credit Cour |                 | Composition                   |       |                      |            | Search Again |
| Subject \$   | Course Number   | Title                         | Hours | Course Sections      | Add Course | *            |
| ENC  | 0017            | Dev Reading and Writing I     | 4     | Q View Sections      | Add Course |              |
| ENC  | 0025N           | Intensive Writing Tutorial    | 0     | NOT OFFERED FOR TERM | Add Course |              |
| ENC  | 0027            | Dev Reading and Writing II    | 4     | Q View Sections      | Add Course |              |
| ENC  | 1101            | Freshman Comp I               | 3     | Q View Sections      | Add Course |              |
| ENC  | 1101H           | Freshman Comp I Honors        | 3     | NOT OFFERED FOR TERM | Add Course |              |
| ENC  | 1102            | Freshman Comp II              | 3     | Q View Sections      | Add Course |              |
| ENC  | 1102H           | Freshman Comp II-Honors       | 3     | Q View Sections      | Add Course |              |
| ENC  | 1210            | Technical Communication       | 3     | Q View Sections      | Add Course |              |
| ENC  | 2341            | Advan Creat Writ-Literary Mag | 3     | NOT OFFERED FOR TERM | Add Course |              |
| K ≪ Page 1 of 1 ▶  | M 10 V Per Page |                               |       |                      |            | Records:     |

a. After clicking on Add Course , you will see:

| ind Classes                                |               |                      |                            |                            |        |          |     |      |                 |                      |                      |             |                      |            |          |       |  |
|--|---------------|----------------------|----------------------------|----------------------------|--------|----------|-----|------|-----------------|----------------------|----------------------|-------------|----------------------|------------|----------|-------|--|
|  |               |                      |                            |                            |        |          | _   |      |                 |                      | _                    |             |                      |            |          |       |  |
| earch Results — 9<br>erm: Spring 2024 Crea |               | Subject: ENC: Englis | sh Composition             |                            |        |          |     |      |                 |                      |                      |             |                      |            | Search / | Again |  |
| Subject                                    | ≎ Cou         | arse Number 🗘        | se Number                  |                            |        |          |     |      |                 | Course Sections      | Course Sections      |             |                      | Add Course |          |       |  |
| ENC  | 001           | 7                    | Dev Reading an             | Dev Reading and Writing I  |        |          |     | 4    | Q View Sections |                      |                      | Add Cour    | Add Course           |            |          |       |  |
| ENC  | 002           | 5N                   | Intensive Writin           | Intensive Writing Tutorial |        |          |     | 0    | •               | NOT OFFERED F        | NOT OFFERED FOR TERM |             |                      | Add Course |          |       |  |
| ENC  | 002           | 7                    | Dev Reading and Writing II |                            |        |          |     | 4    |                 | Q View Sections      | Q View Sections      |             |                      | Add Course |          |       |  |
| ENC  | 110           | 1                    | Freshman Comp 1            |                            |        |          |     | 3    |                 | Q View Sections      | Q View Sections      |             |                      | Add Course |          |       |  |
| FNC  | 110           | 1H                   | Freshman Com               | n I Honors                 |        |          |     | 3    |                 | NOT OFFFRED F        | OR TER               | RM          | Add Cour             | 88         |          |       |  |
| Schedule 📙 Sch                             | edule Detail: |                      |                            |                            |        |          | •   | • •  | - 2024 Carality | CoursesUntitled Plan |                      |             |                      |            |          | _     |  |
| schedule for Spring                        |               |                      |                            |                            |        |          |     | CRN  | Details         | Title                |                      | 0.1.1.T     | Instructional Meth   | 01.1       | Action   |       |  |
| Sunday                                     | Monde         |                      | Wednesday                  | Thursday                   | Friday | Saturday |     | CRIN |                 | 1106                 | Hour                 | Schedule Ty | p instructional Meth |            |          |       |  |
| iam  |               |                      |                            |                            |        |          | -   | 4    | ENC 1101        | Freshman Comp I      | 3                    |             |                      | Pending    | Add v    |       |  |
| am   |               |                      |                            |                            |        |          | 1   |      |                 |                      |                      |             |                      |            |          |       |  |
|  |               |                      |                            |                            |        |          | - 1 |      |                 |                      |                      |             |                      |            |          |       |  |
| iam  |               |                      |                            |                            |        |          |     |      |                 |                      |                      |             |                      |            |          |       |  |
|  |               |                      |                            |                            |        |          |     |      |                 |                      |                      |             |                      |            |          |       |  |

b. The course you clicked **Second Second Sec** 

for now appears in the box on the lower right

| an Ahe                   | cuu                                  |                     |                   |                            |             |        |          |                       |           |                |                      |                      |                      |             |            |          |       |
|--------------------------|--------------------------------------|---------------------|-------------------|----------------------------|-------------|--------|----------|-----------------------|-----------|----------------|----------------------|----------------------|----------------------|-------------|------------|----------|-------|
| ind Classe               | s                                    |                     |                   |                            |             |        |          |                       |           |                |                      |                      |                      |             |            |          |       |
| Search Re<br>ferm: Sprin | esults — 9 Cour<br>Ig 2024 Credit Co | ses<br>urses Sub    | ject: ENC: Englis | sh Composition             |             |        |          |                       |           |                |                      |                      |                      |             |            | Search / | Again |
| Subject                  | \$                                   | Course Number Title |                   |                            |             |        | \$       | Hours Course Sections |           | Ad             | Add Course           |                      | <b>\$</b> .          |             |            |          |       |
| ENC                      |                                      | 0017                |                   | Dev Reading and Writing I  |             |        |          |                       | 4         |                | Q View Section       | Q View Sections      |                      |             | Add Course |          |       |
| ENC                      |                                      | 0025N               |                   | Intensive Writing Tutorial |             |        |          |                       | 0         |                | NOT OFFERED          | NOT OFFERED FOR TERM |                      |             | Add Course |          |       |
| ENC                      |                                      | 0027                |                   | Dev Reading and Writing II |             |        |          |                       | 4         |                | Q View Section       | Q View Sections      |                      |             | Add Course |          |       |
| ENC                      |                                      | 1101                |                   | Freshman Comp I            |             |        |          | 3                     |           | Q View Section | Q View Sections      |                      |                      | Add Course  |            |          |       |
| FNC                      |                                      | 1101H               |                   | Freshman Corr              | in I Honors |        |          |                       | 3         |                | NOT OFFERED          | FOR TERM             |                      | Add Cour    | XA.        |          |       |
| Schedule                 | III Schedule                         | Details             |                   |                            |             |        |          |                       |           | 2024 Credit    | CoursesUntitled Plan | +)                   |                      |             |            |          |       |
| s Schedule               | e for Spring 2024                    |                     |                   |                            |             |        |          |                       | CRN       | Details        | Title                | Hour                 | Schedule Typ Instruc | tional Meth | Status     | Action   |       |
| Sam                      | Sunday                               | Monday              | Tuesday           | Wednesday                  | Thursday    | Friday | Saturday | •                     |           | ENC 1101       | Freshman Comp I      | 3                    |                      |             | Pending    | Add +    |       |
| 7am                      |                                      |                     |                   |                            |             |        |          |                       |           |                |                      |                      |                      |             |            |          |       |
| Sam                      |                                      |                     |                   |                            |             |        |          |                       |           |                |                      |                      |                      |             |            |          |       |
| 9am                      |                                      |                     |                   |                            |             |        |          |                       |           |                |                      |                      |                      |             |            |          |       |
| Dam                      |                                      |                     |                   |                            |             |        |          | *                     | Total Pla | ned Hours: 0   |                      |                      |                      |             |            |          |       |

c. Click Save Plan

to add the course to your **Plan** 

- d. You will be prompted to **Name** your **Plan**; enter a name for your **Plan** and click **Save**:
  - Name Your Plan

- e. You will receive a Save Successful message on the upper right of your screen confirming your **Plan** has been saved.
- f. You will see the **Plan** on your **Select A Plan** page:

| Select A    | Plan                             |                           |       |              |                       |             |  |  |  |  |  |  |  |
|-------------|----------------------------------|---------------------------|-------|--------------|-----------------------|-------------|--|--|--|--|--|--|--|
|             |                                  |                           |       |              |                       |             |  |  |  |  |  |  |  |
| Plans y     | ou have crea                     | ated for this term:       | 1     |              |                       |             |  |  |  |  |  |  |  |
| Term: Spri  | Term: Spring 2024 Credit Courses |                           |       |              |                       |             |  |  |  |  |  |  |  |
| You are all | owed a maximum                   | of 3 plans for this term. |       |              |                       |             |  |  |  |  |  |  |  |
|             | Create a New Plan                |                           |       |              |                       |             |  |  |  |  |  |  |  |
|             |                                  |                           |       |              |                       |             |  |  |  |  |  |  |  |
| 📋 Plan: S   | Spring 2024 Cre                  | eated by: You Preferre    | d     |              |                       | Delete Edit |  |  |  |  |  |  |  |
| CRN         | Details                          | Title                     | Hours | Schedule Typ | Instructional Methods | Instructor  |  |  |  |  |  |  |  |
|             | ENC 1101                         | Freshman Comp I           | 3     |              |                       |             |  |  |  |  |  |  |  |
| Total       | Planned Hours: 3                 |                           |       |              |                       | Records: 1  |  |  |  |  |  |  |  |

Need help? Reach out to one of our <u>Student Support Services</u>. For technical assistance with your Atlas account, call the Atlas Student Help Desk at 407-582-5444 or email <u>askatlas@valenciacollege.edu</u>.