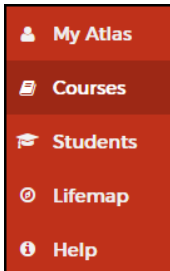




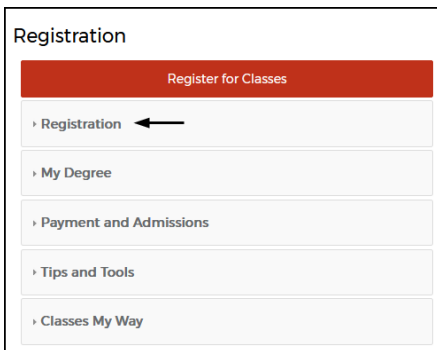
Plan Ahead

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**.

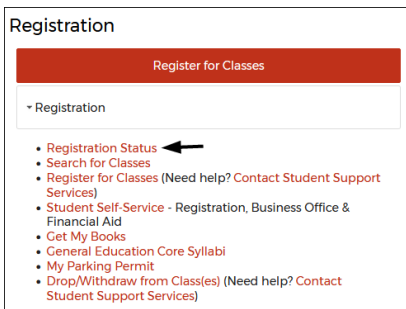
1. Log in to your Atlas account
2. Click on the **Courses** tab:



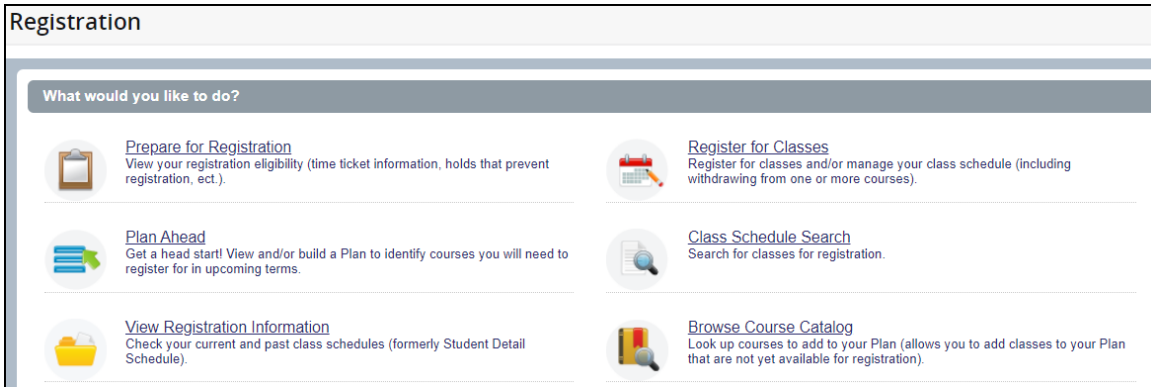
3. On the **Courses** tab, click on **Registration** inside the **Registration** channel:



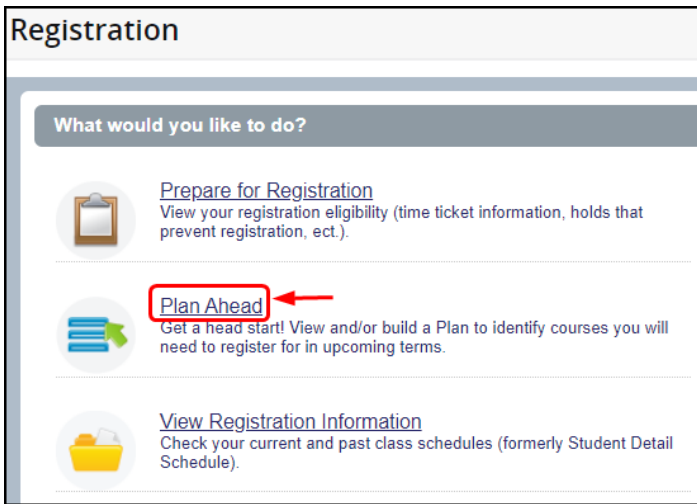
4. Click on **Registration Status**:



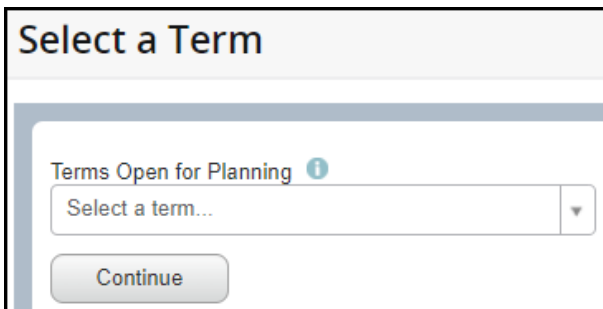
5. You will be directed to the **Registration** menu:

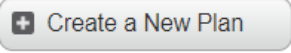


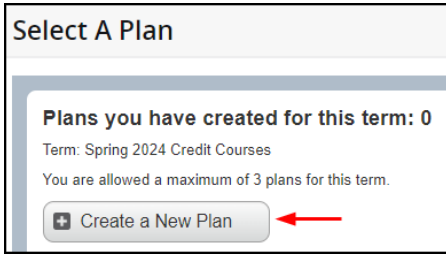
6. Click on **Plan Ahead**:



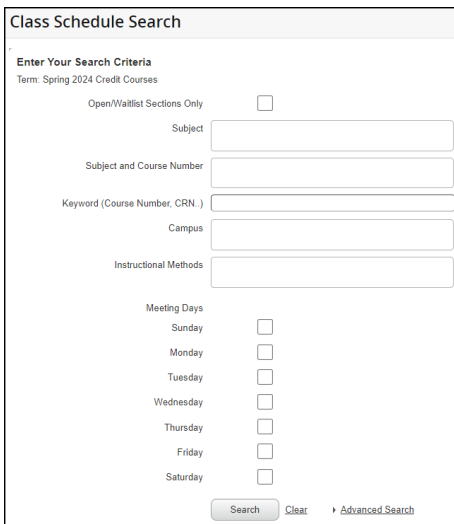
7. To begin building a **Plan**, you must first select the **Term** you wish to plan for by clicking on the drop-down arrow inside the **Select a term...** field; click **Continue** after selecting a term:



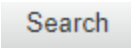
8. Click on  :

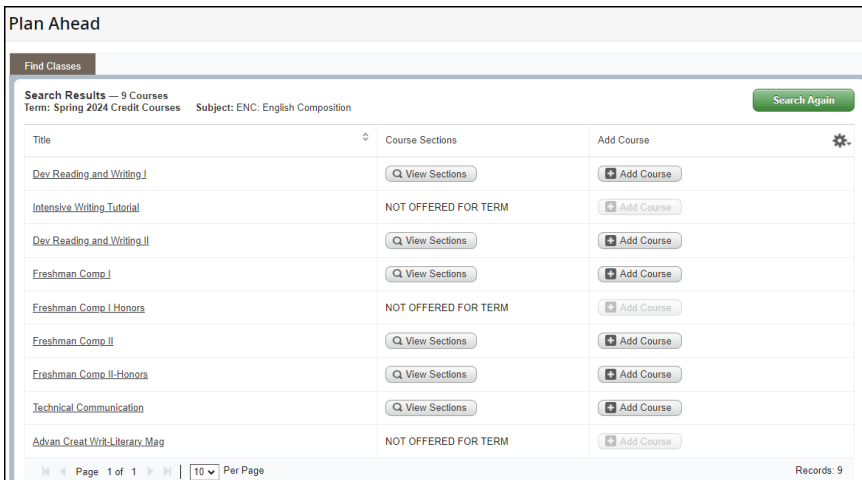


9. Next, you will be prompted to perform a **Class Schedule Search** to find courses to add to your **Plan** (screenshot on next page):



The screenshot shows a "Class Schedule Search" form. It has a section "Enter Your Search Criteria" with "Term: Spring 2024 Credit Courses". There are several input fields: "Open/Waitlist Sections Only" (checkbox), "Subject", "Subject and Course Number", "Keyword (Course Number, CRN.)", "Campus", "Instructional Methods", and "Meeting Days" (checkboxes for Sunday through Saturday). At the bottom are "Search", "Clear", and "Advanced Search" buttons.

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



The screenshot shows the "Plan Ahead" page with a "Find Classes" tab. It displays "Search Results — 9 Courses" for "Term: Spring 2024 Credit Courses" and "Subject: ENC: English Composition". There is a "Search Again" button. Below is a table with columns for Title, Course Sections, and Add Course.

Title	Course Sections	Add Course
Dev Reading and Writing I	View Sections	Add Course
Intensive Writing Tutorial	NOT OFFERED FOR TERM	Add Course
Dev Reading and Writing II	View Sections	Add Course
Freshman Comp I	View Sections	Add Course
Freshman Comp I Honors	NOT OFFERED FOR TERM	Add Course
Freshman Comp II	View Sections	Add Course
Freshman Comp II Honors	View Sections	Add Course
Technical Communication	View Sections	Add Course
Advan Creat Writ-Literary Mag	NOT OFFERED FOR TERM	Add Course

At the bottom, it shows "Page 1 of 1" and "10 Per Page" with "Records: 9" on the right.

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
Term: Spring 2024 Credit Courses Subject: ENC: English Composition Search Again

Title	Course Sections	Add Course
Dev Reading and Writing I	View Sections	Add Course
Intensive Writing Tutorial	NOT OFFERED FOR TERM	Add Course
Dev Reading and Writing II	View Sections	Add Course
Freshman Comp I	View Sections	Add Course
Freshman Comp I Honors	NOT OFFERED FOR TERM	Add Course
Freshman Comp II	View Sections	Add Course
Freshman Comp II-Honors	View Sections	Add Course
Technical Communication	View Sections	Add Course
Advan Creat Writ-Literary Mag	NOT OFFERED FOR TERM	Add Course

Page 1 of 1 | 10 Per Page Records: 9

Locate the course you wish to add to your Plan

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

[View Sections](#) next to the course:

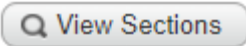
Plan Ahead

Find Classes

Search Results — 9 Courses
Term: Spring 2024 Credit Courses Subject: ENC: English Composition Search Again

Title	Course Sections	Add Course
Dev Reading and Writing I	View Sections	Add Course
Intensive Writing Tutorial	NOT OFFERED FOR TERM	Add Course
Dev Reading and Writing II	View Sections	Add Course
Freshman Comp I	View Sections	Add Course
Freshman Comp I Honors	NOT OFFERED FOR TERM	Add Course
Freshman Comp II	View Sections	Add Course
Freshman Comp II-Honors	View Sections	Add Course
Technical Communication	View Sections	Add Course
Advan Creat Writ-Literary Mag	NOT OFFERED FOR TERM	Add Course

Page 1 of 1 | 10 Per Page Records: 9


a. After clicking on , you will see:

Plan Ahead

Find Classes

Catalog Search Results **Search Results — 231 Classes**
Term: Spring 2024 Credit Courses Subject and Course Number: ENC1101 ENC: English Composition

Title	Meeting Times	Status	Instructor	Linked Sections	Add
Freshman Comp I	S M T W T F S - Type: Online Building: Onl	25 of 25 seats re...	Kevin Giordano (Primary)		Add
Freshman Comp I	S M T W T F S - Type: Online Building: Onl	25 of 25 seats re...	Kevin Giordano (Primary)		Add
Freshman Comp I	S M T W T F S - Type: Online Building: Onl	25 of 25 seats re...			Add
Freshman Comp I	S M T W T F S - Type: Online Building: Onl	25 of 25 seats re...			Add
Freshman Comp I	S M T W T F S 05:30 PM - 08:15 PM Type: R	25 of 25 seats re...			Add
Freshman 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
Freshman Comp I	S M T W T F S - Type: Online Building: Onl	25 of 25 seats re...	Zachary Hyde (Primary)		Add
Freshman Comp I	S M T W T F S - Type: Online Building: Onl	25 of 25 seats re...			Add
Freshman Comp I	S M T W T F S - Type: Online Building: Onl	25 of 25 seats re...			Add
Freshman Comp I	S M T W T F S - Type: Online Building: Onl	25 of 25 seats re...			Add
Freshman Comp I	S M T W T F S - Type: Online Building: 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  :

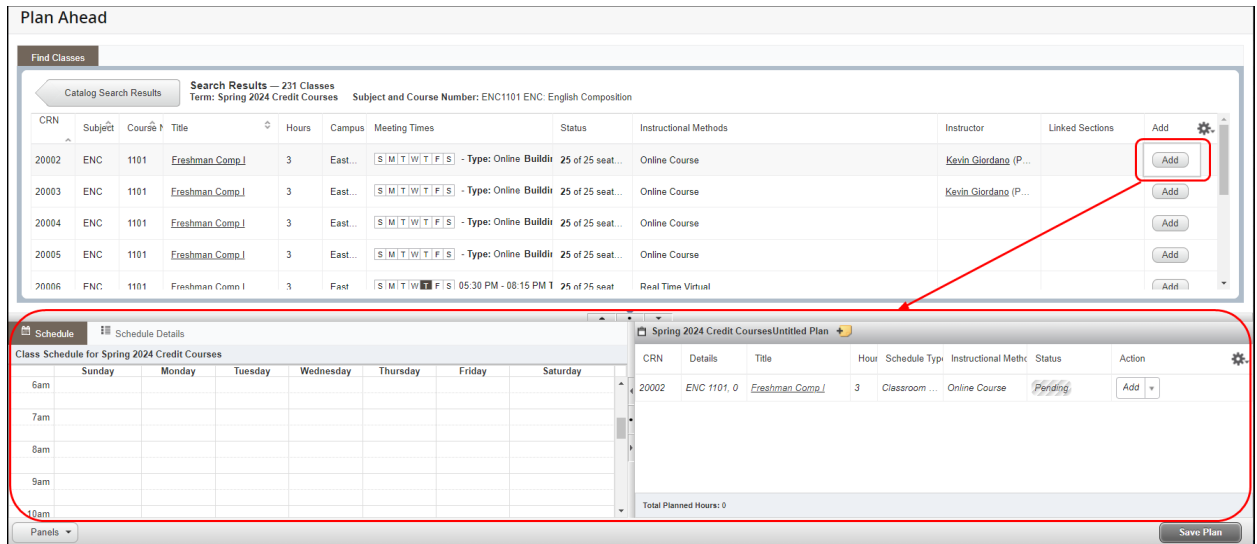
Plan Ahead

Find Classes


Catalog Search Results **Search Results — 231 Classes**
Term: Spring 2024 Credit Courses Subject and Course Number: ENC1101 ENC: English Composition

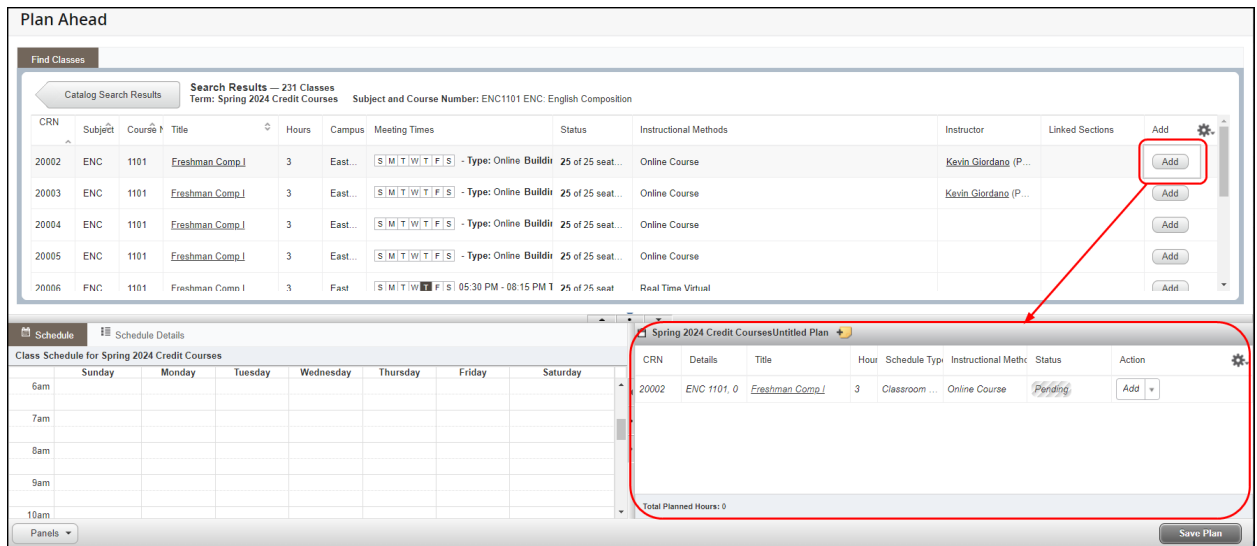
Title	Meeting Times	Status	Instructor	Linked Sections	Add
Freshman Comp I	S M T W T F S - Type: Online Building: Onl	25 of 25 seats re...	Kevin Giordano (Primary)		Add
Freshman Comp I	S M T W T F S - Type: Online Building: Onl	25 of 25 seats re...	Kevin Giordano (Primary)		Add
Freshman Comp I	S M T W T F S - Type: Online Building: Onl	25 of 25 seats re...			Add
Freshman Comp I	S M T W T F S - Type: Online Building: Onl	25 of 25 seats re...			Add
Freshman Comp I	S M T W T F S 05:30 PM - 08:15 PM Type: R	25 of 25 seats re...			Add
Freshman 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
Freshman Comp I	S M T W T F S - Type: Online Building: Onl	25 of 25 seats re...	Zachary Hyde (Primary)		Add
Freshman Comp I	S M T W T F S - Type: Online Building: Onl	25 of 25 seats re...			Add
Freshman Comp I	S M T W T F S - Type: Online Building: Onl	25 of 25 seats re...			Add
Freshman Comp I	S M T W T F S - Type: Online Building: Onl	24 of 25 seats re...	Mark Momary (Primary)		Add

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




The screenshot shows the 'Plan Ahead' interface. At the top, there's a 'Find Classes' section with search results for 'Spring 2024 Credit Courses'. The search results table has columns for CRN, Subject, Course, Title, Hours, Campus, Meeting Times, Status, Instructional Methods, Instructor, and Linked Sections. The first row (CRN 20002) has an 'Add' button highlighted with a red box. Below the search results is a 'Class Schedule for Spring 2024 Credit Courses' grid with columns for days of the week and time slots (6am to 10am). To the right of the grid is a 'Spring 2024 Credit Courses' plan area with a table containing one row for CRN 20002, ENC 1101, 0, Freshman Comp I, 3, Classroom, Online Course, Pending, and an 'Add' button. A 'Save Plan' button is at the bottom right.

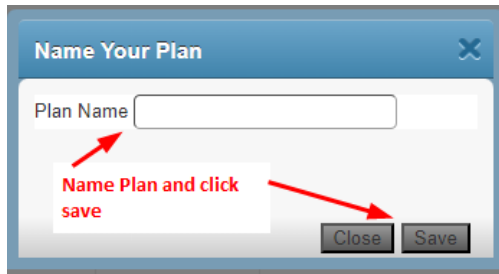
- d. The course you clicked  for now appears in the box on the lower right:




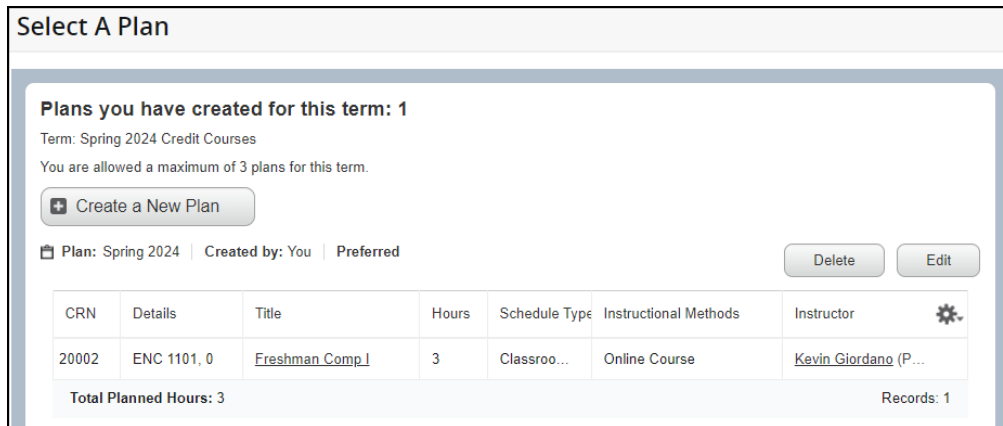
This screenshot is similar to the previous one, but the 'Add' button in the search results is no longer highlighted. The 'Spring 2024 Credit Courses' plan area on the right now contains the course selected in the previous step (CRN 20002, ENC 1101, 0, Freshman Comp I, 3, Classroom, Online Course, Pending). The 'Add' button in this plan area is also highlighted with a red box. The 'Save Plan' button remains at the bottom right.

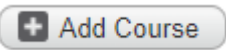
- e. Click  to add the course to your **Plan**

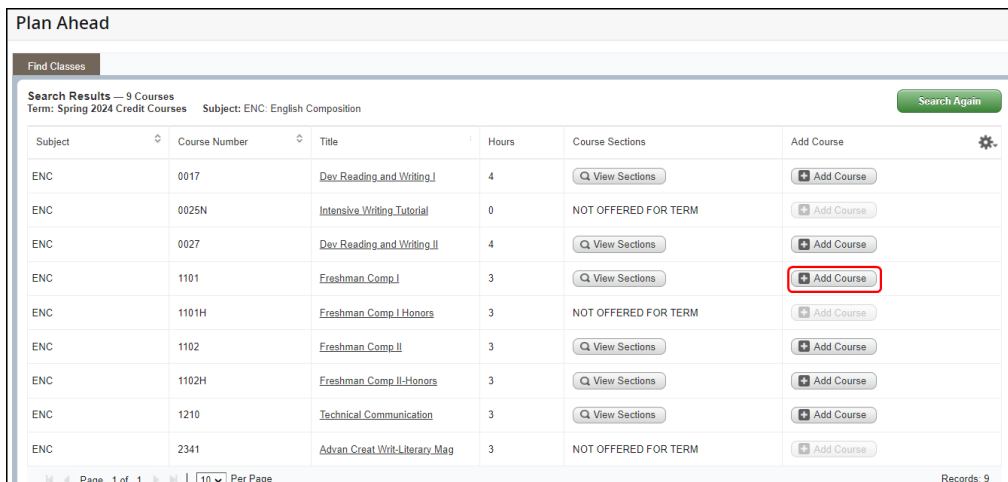
- f. You will be prompted to **Name your Plan**; enter a name for your **Plan** and click  (screenshot on next page):



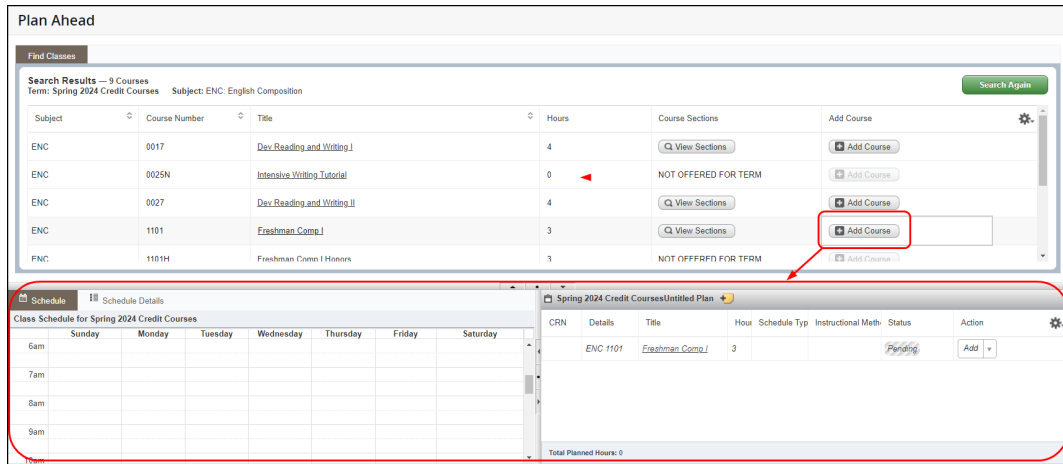
- g. You will receive a  **Save Successful** message on the upper right of your screen confirming your **Plan** has been saved.
- h. You will see the **Plan** on your **Select A Plan** page:

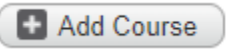


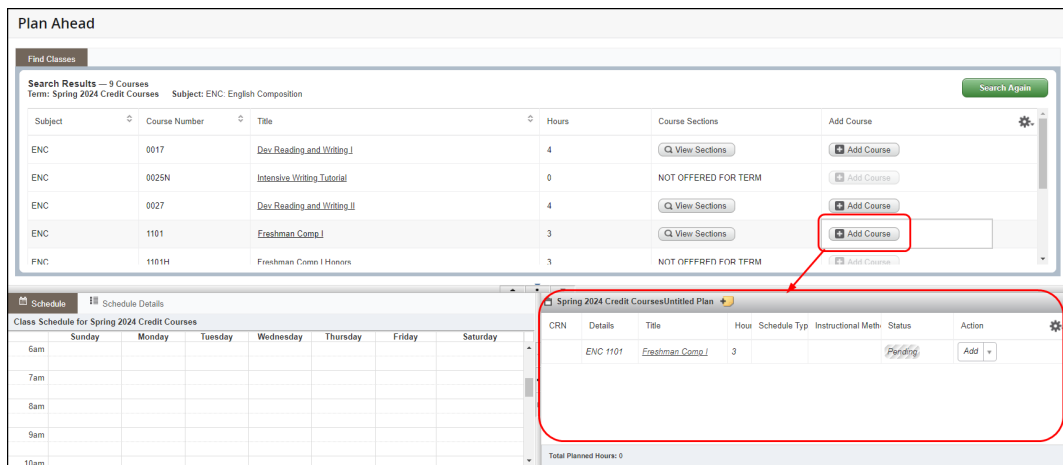
13. If sections do not yet exist for the course or if you are not yet ready to select a specific course section, click on  **Add Course** next to the course:





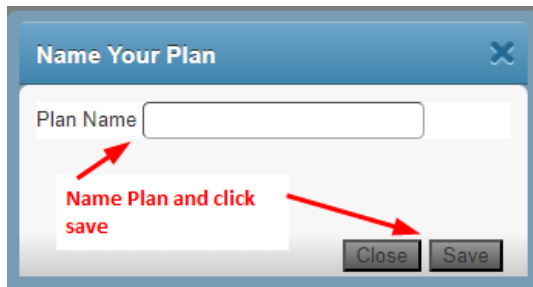
- a. After clicking on  , you will see:




- b. The course you clicked  for now appears in the box on the lower right (screenshot on next page):



- c. Click  to add the course to your **Plan**
- d. You will be prompted to **Name** your **Plan**; enter a name for your **Plan** and click  :



- e. You will receive a  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 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 Typ	Instructional Methods	Instructor	⚙️
	ENC 1101	Freshman Comp I	3				

Total Planned Hours: 3 Records: 1

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