

Adviser instructions for accessing Plan Ahead in Banner Self-Service

Advisers now have the ability to see registration plans that have been created by their advisees. Plans are not required to complete registration, so not all advisees will have them. Advisers can access plans in view only mode and do not have the ability to make changes. They do have the ability to create a new registration plan for a student. Students are able to register for classes via a plan they have created or a plan created by their adviser.

To view or create plans select the [registration landing page](#). The first time you log in you will be asked to select your role. You must select “**advisor**.” Do not select “Faculty” or “Faculty and Advisor.” Once you reach the registration landing page you would select the **Plan Ahead** link.

Please select a role*

Your account has been assigned multiple roles. How would you like to begin?

☐ Faculty

☐ Advisor

☐ Faculty And Advisor


**Remember you can switch between roles at any time.*

OK


[Student](#) • [Registration](#)

Registration


What would you like to do?



[Plan Ahead](#)
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.



[Browse Classes](#)
Looking for classes? In this section you can browse classes you find interesting.



[Browse Course Catalog](#)
Look up basic course information like subject, course and description.

From Plan Ahead you would select the appropriate semester via the dropdown menu.

You can see your advisees by using the radial button by “My Advisees” to choose the search by **BU ID number** or **Name**. Note you can only search for students who are officially assigned to you as an adviser in Banner. Questions regarding adviser assignments should be directed to your college dean’s office.

Once you have entered either the **ID number** (you must enter at least 4 digits to see results) or the **Name** (Last, First) of the student you wish to work with, their name will appear and you can select the **Continue** button.

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

Select a Term

Terms Open for Planning
Spring Term 2021-2022

Search
☒ ID ☐ Name My Advisees by

Select a student...

Continue

If the student has created a plan it will be displayed. Again, this is view only and cannot be changed by anyone but the student. If they have not created a plan no plan will be displayed. In either case, you would have the option to create a plan for the student by selecting the **Create a New Plan button**. Students can have a **maximum of 5 plans** including any adviser created plans. All plans are visible to the student. **Plans can only be edited or deleted by the person who created them.**

Plans you have created for this term: 0
Term: Spring Term 2021-2022
You are allowed a maximum of 5 plans for this term.

[+ Create a New Plan](#)

Plan: Plan A | Created by | Preferred |

Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	Note	⚙
Border Crossings	HIST 100, 02	1	54283	Lecture	Chen, Michelle (Primary)	Normal		
Comparative Politics	POLS 120, 01	1	52597	Lecture	Wood, Luke (Primary)	Normal		
Greek Civilization	CLAS 131, 01	1	54125	Lecture	Lu, Ximing (Primary)	Normal		
Topics in Calculus	MATH 192, 01	1	50027	Lecture		Normal		

Total Planned Hours: 4 Records: 4

Using the Find Classes search feature: Basic searching can be done by selecting one or more subjects from the dropdown list and/or by entering the 3-digit course number. You can also search using keywords from the course subject, title and description. Advanced searching allows you to search by instructors, attributes, days/times and other search criteria. The dropdown lists will populate once you click on the specific search box. For example, if you click on Subject an alphabetical listing of the available subject descriptions will be shown starting with Acct & Financial Management. You can select additional subjects by

clicking on the subject box and adding new subjects as desired. Courses from all selected subjects will be displayed. To start a new search be sure to select the Clear link to remove previous search criteria.

Find Classes

Created by Others

Enter Your Search Criteria

Term: Spring Term 2021-2022

Subject

Course Number

Keyword

Subject and Course Number

Keyword (With All Words)

Keyword (With Any Words)

Keyword (Exact Phrase)

Keyword (Without The Word)

Title

College

Division

Departments

Schedule Type

In order for a student to register directly from their plan under one submission, the plan must contain specific course sections (aka times/CRNs). You would add classes to a plan by using the search features and selecting the **View Sections** button to select the specific time you wish to add to the plan. Alternatively, if you just add courses (and not specific sections/times), the student will need to select the specific sections when they add the courses to their registration. Please also note prerequisites, restrictions, etc. are not checked during the planning stage. These are only checked when the student actually submits their registration. Students should consult [Course Information](#) footnotes and course guides to find this information during the planning process.

Find Classes

Created by Others

Search Results — 39 Courses

Term: Spring Term 2021-2022

Subject: Africana Studies

Search Again

Title	Subject Description	Course Number	Hours	Description	Course Sections	Add Course
Introduction Africana Studies	Africana Studies	199	1		View Sections	Add Course
Intro to Black Performance	Africana Studies	201	1		View Sections	Add Course
Race-Hist/Compar Perspective	Africana Studies	213	1		View Sections	Add Course
Race, Riots and Resistance	Africana Studies	220	1		View Sections	Add Course
Intro to African American Lit	Africana Studies	221	1		View Sections	Add Course
Caribbean Literature	Africana Studies	222	1		View Sections	Add Course

Find Classes Created by Others

Catalog Search Results

Search Results — 2 Classes
Term: Spring Term 2021-2022 Subject and Course Number: HIST100 History

Making the US through Violence Lecture	History	100	01	1	54271	Spring...	Barba, Paul (Primary)	S M T W T F S	10:00 AM - 11:20 AM Type: Class	35 of 35 seats re... Restriction!	Engineering Humanities Course First-year Course History Department Offered Either Fall or Spring	Add
Border Crossings Lecture	History	100	02	1	54283	Spring...	Chen, Michelle (Primary)	S M T W T F S	12:00 PM - 01:20 PM Type: Class	35 of 35 seats re... Restriction!	Humanities(DB)-History Arts & Humanities Engineering Humanities Course First-year Course History Department Offered Either Fall or Spring	Add

Once you have added your courses or sections make sure to select **Save Plan**, enter a name for this plan and hit **Save**.

Find Classes Created by Others

Catalog Search Results

Search Results — 4 Classes
Term: Spring Term 2021-2022 Subject and Course Number: EDUC101 Education

Name Your Plan

Plan Name

Close Save

Social Foundation of Education Lecture	Education	101	03	1	51240	Spring...	Fruja, Ramona (Primary)	S M T W T F S	01:00 PM - 02:20 PM Type: Class	25 of 25 seats re... Restriction!	Diversity in the US Education Department Engineering Social Sciences First-year Course Human Diversity (BP) Classroom & Remote Instruction Offered Both Fall and Spring Social Sciences Social Science (DB) Social Sciences-Learning Goals	Add
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A Saved plan will show the courses on the calendar view in color with a green checkmark (you may need to scroll down to view the entire daily calendar) and the courses in the list view will indicate **Planned**. Unsaved plans will display in grey on the calendar and will only indicate Pending on the course list.

Find Classes

Created by Others

Catalog Search Results

Search Results — 1 Classes
 Term: Spring Term 2021-2022 Subject and Course Number: CLAS141 Classics

Title	Subject Description	Course Num	Section	Hours	CRN	Term	Instructor	Meeting Times	Status	Attribute	Linked Sections	Add
Ancient Cities Lecture	Classics	141	01	1	54123	Spring...	Accettola, Anna (Primary)	S M T W T F S 08:00 AM - 08:50 AM Type: Class	35 of 35 seats re... Restriction!	Humanities(DB)-Classics Arts&Humanities-Learning Goals Arts & Humanities Classics Department Engineering Humanities Course First-year Course Global Connections Natural/Fabric. Worlds (BP) Offered Alternating Fall Sem.		Add

Schedule

Schedule Details

Class Schedule for Spring Term 2021-2022

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am		✓ CLAS141 /Planned		✓ CLAS141 /Planned		✓ CLAS141 /Planned	
9am		✓ MATH201 /Planned	✓ MATH201 /Planned	✓ MATH201 /Planned		✓ MATH201 /Planned	
10am			✓ HIST100 /Planned		✓ HIST100 /Planned		
11am							

Panels

Adviser Plan

Title	Details	Hours	CRN	Schedule Type	Note	Status	Action
American Politics	POLS 140, 01	1	52600	Lecture	+	Planned	None
Ancient Cities	CLAS 141, 01	1	54123	Lecture	+	Planned	None
Calculus I	MATH 201, 02	1	50356	Lecture	+	Planned	None
Making the US through Vi...	HIST 100, 01	1	54271	Lecture	+	Planned	None

Total Planned Hours: 4

Save Plan

Please direct questions regarding the Plan Ahead feature in Banner Self-Service to registrar@bucknell.edu.