

## Faculty - Plan Ahead Banner Self-Service

### Log into Banner Self Service

Under the faculty and advisor – click on faculty Self Service Banner 9 – NEW This should take you to the landing page for Faculty and Advisor Services.

You are now in the Registration module, click on Plan Ahead

Select a term if you are doing this before the schedule is viewable you are only able to select the course from the catalog. This is for you to be able to help the students in the course not necessarily the time or day the classes are offered.

You must be the student's advisor to be able to locate their UMID. To view your advisee listing you can select the student profile from the landing page, the link is located at the bottom of the box. You can either do a copy/paste of the UMID or enter the UMID in the field.

Click on the student and continue to get to the next screen.

University of Montevallo

Student • Registration • Select a Term

### Select a Term

Terms Open for Planning ⓘ  
Spring Semester 2023

Search

ID  Name

Continue

Click on Create a New Plan

University of Montevallo

Student • Registration • Select a Term • Select A Plan

### Select A Plan

Plans you have created for this term: 0

Term: Spring Semester 2023

You are allowed a maximum of 4 plans for this term.

+ Create a New Plan

From here you can search the subjects by clicking in the box you can add as many subjects as you want (you can start to type the subject and it will also start to filter them as well or select from the list). Click on Search and it will provide you with the list of subjects and courses that are in the catalog.

University of Montevallo

Student • Registration • Select a Term • Select A Plan • Plan Ahead

### Plan Ahead

Find Classes Created by Others

Enter Your Search Criteria

Term: Spring Semester 2023

Subject

Course Number

Keyword

Search Clear → Advanced Search

Once you have selected the subjects or if you want to do it one at a time click on search

The screenshot shows the 'Plan Ahead' section of the University of Montevallo website. At the top, there is a navigation menu: Student • Registration • Select a Term • Select A Plan • Plan Ahead. Below this, the 'Plan Ahead' title is displayed. A 'Find Classes' button is visible, along with the text 'Created by Others'. The main area is titled 'Enter Your Search Criteria' and shows the search term 'Spring Semester 2023'. Under 'Subject', there are two selected tags: 'History' and 'English'. There are input fields for 'Course Number' and 'Keyword'. At the bottom of the search criteria section, there are buttons for 'Search', 'Clear', and a link for 'Advanced Search'.

This will only provide you with the list of subjects that we have in our articulation table that we currently use it will not look at the schedule until it is viewable to everyone.

You will click on add course to add it to the Plan Ahead module for the student.

The screenshot shows the search results for the 'Plan Ahead' module. The search criteria are 'Term: Spring Semester 2023' and 'Subject: History, English'. The results are displayed in a table with columns for Title, Subject Description, Course Number, Hours, and Description. Each row includes an 'Add Course' button. A 'Search Again' button is located in the top right corner of the results area.

Title	Subject Description	Course Number	Hours	Description	Action
Composition Practicum	English	100	1	Individual writing instruction to comple...	Add Course
Composition I	English	101	3	Introduction to writing as a tool of libera...	Add Course
Composition II	English	102	3	Continued development of skills begun ...	Add Course
Honors Composition I	English	103	3	An advanced introduction to writing as ...	Add Course
Honors Composition II	English	104	3	Continued development of advanced s...	Add Course
Theatre in the Mind	English	180	1 TO 3	Viewing and studying plays produced b...	Add Course

Once you have added all the courses to the plan you can save the plan

The screenshot shows the 'Plan Ahead' interface with a saved plan. The search results table is visible, showing the same search criteria as the previous screenshot. Below the search results, there is a 'Schedule' section titled 'Class Schedule for Spring Semester 2023'. This section displays a grid of days (Sunday through Saturday) and times (6am, 7am, 8am, 9am). To the right of the grid, there is a 'Spring Semester 2023 Untitled Plan' window. This window shows a table of courses added to the plan, including 'Composition Practicum', 'History of the United States', 'Composition I', and 'Fundamentals of Chemistry'. Each course entry includes details like 'ENG 100', 'HIST 211', 'ENG 101', and 'CHEM 100', along with 'Hour', 'CRN', 'Schedule', 'Note', 'Status' (all 'Pending'), and 'Action' (all 'Add'). A 'Total Planned Hours: 0' is shown at the bottom of the plan window. A 'Save Plan' button is located at the bottom right of the interface.

We have it set so that you can save up to 4 plans per student if needed the semester.