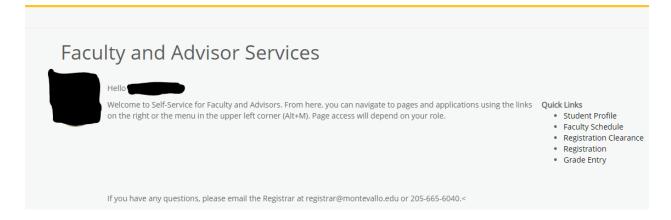
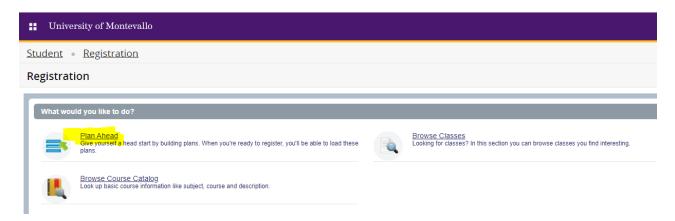
Log into Banner Self Service

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.

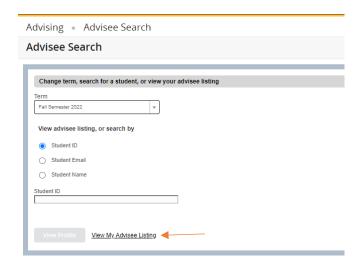


You are now in the Registration module, click on Plan Ahead

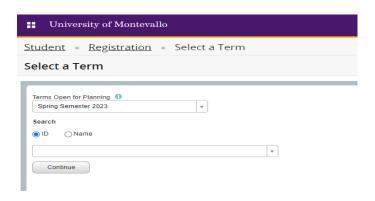


Select a term if you are doing this before the schedule is viewable you are only able to select the course from the catalog. This is for you to be able to help the students in the course not necessarily the time or day the classes are offered.

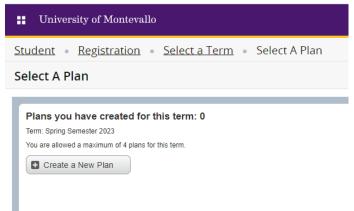
You must be the student's advisor to be able to locate their UMID. To view your advisee listing you can select the student profile from the landing page, the link is located at the bottom of the box. You can either do a copy/paste of the UMID or enter the UMID in the field.



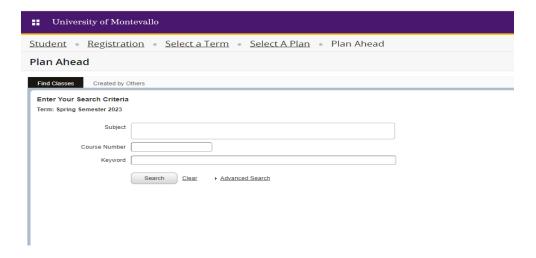
Click on the student and continue to get to the next screen.



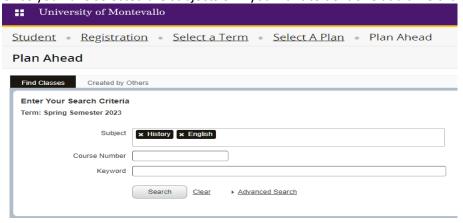
Click on Create a New Plan



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.

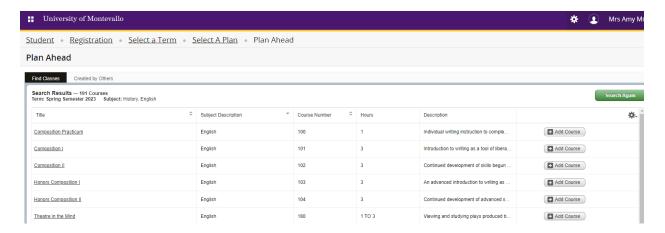


Once you have selected the subjects or if you want to do it one at a time click on search

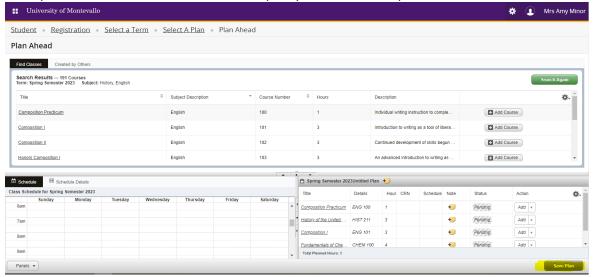


This will only provide you with the list of subjects that we have in our articulation table that we currently use it will not look at the schedule until it is viewable to everyone.

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



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



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