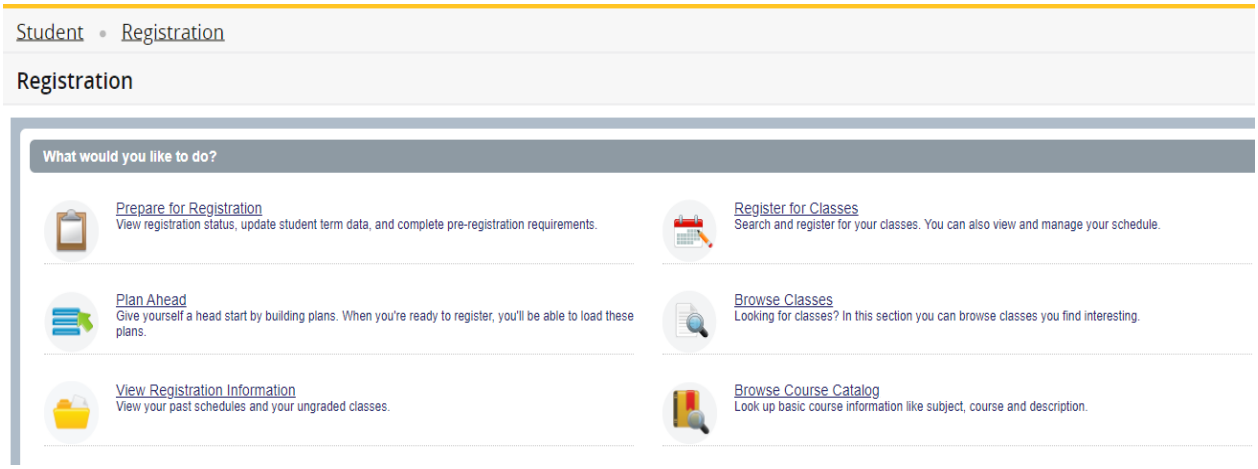
Student - Plan Ahead Banner Self-Service – before registration is open

Go to Self-Service Apps – (Link) https://www.montevallo.edu/about-um/administration/academic-affairs/information-services-technology/resources-links/self-service-apps/

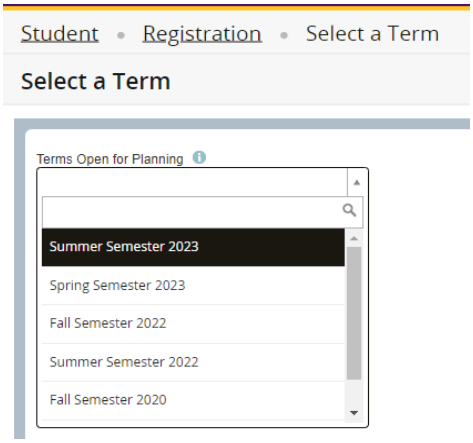
Click on Student – will bring up the Quick Links

Click on Registration

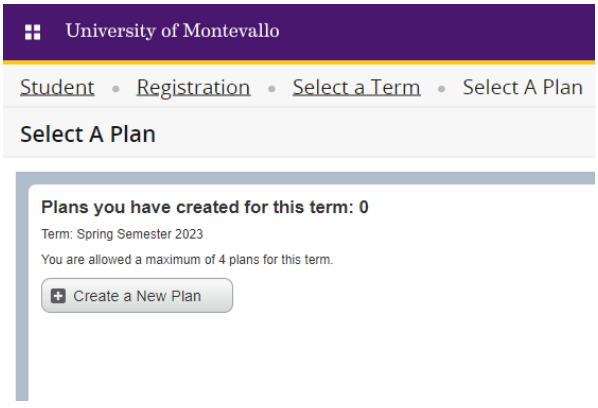
You will see several icons on the page – click on Plan Ahead



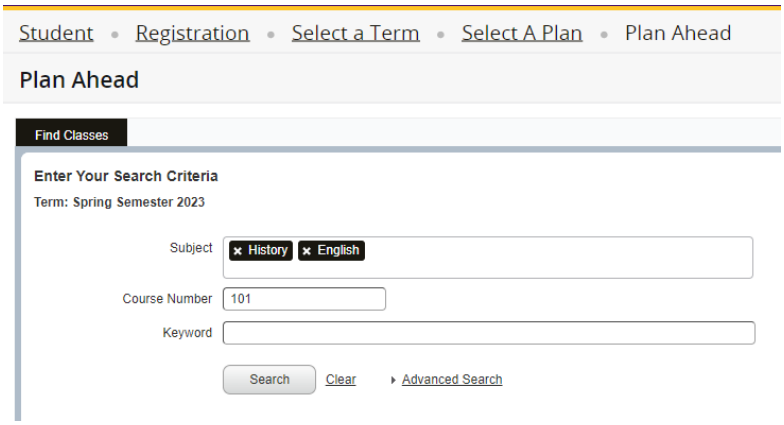
You will need to select which term you are planning for – click on the drop-down arrow and a list of semesters will appear – choose one then click on continue.



You can create up to 4 registration plans for the semester/term. Click on Create a New Plan

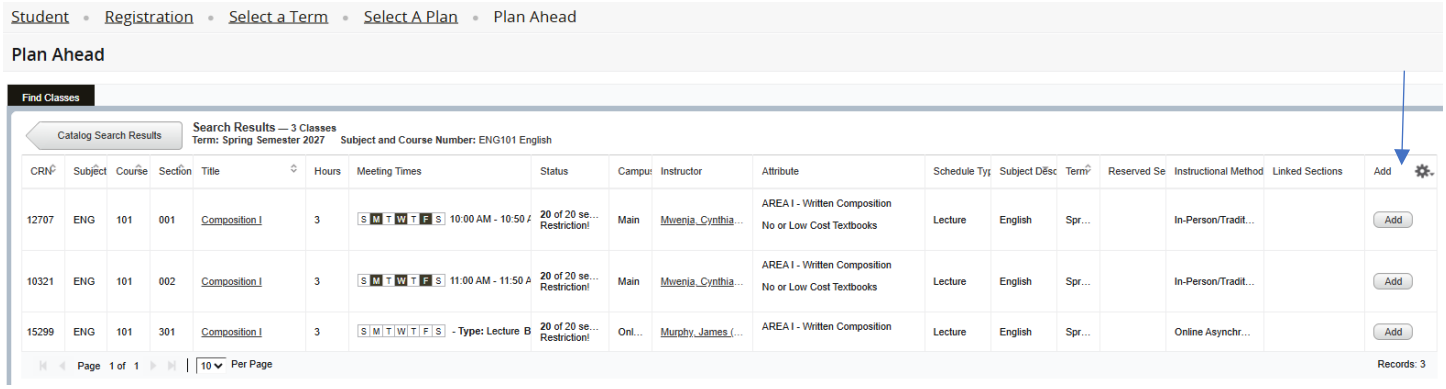


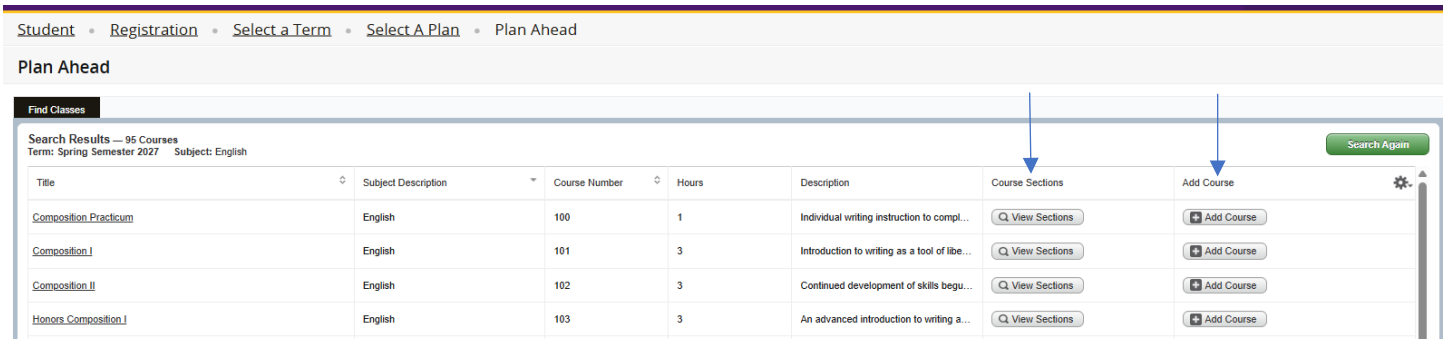
Once you click in the subject box a list of the subjects will display, you can start typing and it will filter to the correct subject, or you can select from the drop downlist. If you know the number of the course, you can enter it in the course number field. Then click on Search to locate the course/class.



If the schedule is viewable, it will have the option to view sections, from the sections you will have the ADD bubble select the class that fits in your time frame.

If the schedule not available you can click on add course to select from the catalog (this does not guarantee that the class will be offered for the semester).





To save your plan click on the save plan link at the bottom right side, a box will appear for you to name you plan. Give it a name and click on save.

Your advisor can see your plan you have created. It is possible that your advisor would have saved a plan as well that you are able to view.

If you want to make changes to one of the plans just click on the edit link and make the changes or add an additional class to the plan – then click on save plan. Only the creator of the plan can delete the plan – you are not able to delete any plans your advisor has created for you, you are able to register for the classes in the plan by clicking on the link when the schedule is opened for your classification.