How To: Plan Ahead in Self-Service Banner (SSB)

- 1. Log into PAWS.
- 2. Click "Registration".





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H	UNIVERSITY
	PIIFRIO

Student • Registration

Registration

What wou	IId you like to do?	
Ê	Prepare for Registration View registration status, update student term data, and complete pre-registration requirements.	Register for Classes Search and register for your classes. You can also view and manage your schedule.
	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.
.	Plan Ahead Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.	

4. Select the term you're creating your plan for, then click "Continue".

Terms Open for Planning 1
Select a term
Continue
5. Click "Create a New Plan".
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 2 plans for this term.
E Create a New Plan

Note: If you already have a plan and you want to go back to it, click "Edit" next to the plan's name: Select A Plan



6. Enter in the class information you're looking for, then click "Search".

	COLORADO State University Pueblo
<u>Student</u> • <u>Registrat</u>	on • <u>Select a Term</u> • <u>Select A Plan</u> • Plan Ahead

Plan Ahead

Find Classes		
Enter Your Search Criteria Term: Spring Semester 2023		
Subject		
Crse(
Keyword (
	Search Clear Advanced Search	

7. Select the class you want. You can click "View Sections" under the Course Sections column to see available offerings. For a general selection not connected to available offerings, click "Add Course" under the Add Course column.

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ind Classes					/	7	
Search Results — Ferm: Spring Semes	58 Courses ter 2023 Subject: /	Art			\checkmark	s	earch Again
Subject \$	Crse \$	Title \$	Cred	Description	Course Sections	Add Course	☆.
ART	100	Visual Dynamics (GT-AH1)	3	Fall, Spring, Summer. Appreciation and understan	Q View Sections	Add Course	
ART	110	Art Career Orientation	3	As Needed. Guided development of indi Prerequisite: None. Core	Q View Sections	Add Course	
ART	115	Two-Dimensional Design	3	As Needed. The foundation of visual for	Q View Sections	Add Course	
ART	116	Three-Dimensional Design	3	As Needed. The foundation of visual for Prerequisi	Q View Sections	Add Course	
ART	141	Drawing.1	3	Fall. Development of perception Prerequisite: None.	Q View Sections	Add Course	
ART	176	Photography: Expressive Composition	3	Spring. An introduction to observati	Q View Sections	Add Course	
Display or hide addit	ional registration inform	mation using Ctrl + Alt + V. Use Ctrl + Alt + C to reset all par	nels.	-			

8. Click "Add" on the course you're interested in. <u>Student</u> • <u>Registration</u> • <u>Select a Term</u> • <u>Select A Plan</u> • Plan Ahead

Plan Ahead

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12131	ART	100	002	3	<u>Visual Dynamics (</u>	Eberhardie Dunn	S M T W T F S - Type: Class Bu	2 of 24 seat 10 of 10 wa	Cross Cultural Course Fee - Mandatory Fee - Technology gtPathways:Arts & Expression General Ed: Humanities		Add	Ţ

9. Under the Action column, click "Add" to add the course to your plan. Select "Remove" if you no longer want the course on your plan.

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Find Cla	asses																	
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7am																	\sum	
Displa	y or hide ac	Iditional regis	tration ir	nformation	using Ctrl + Alt +	V. Use Ctrl +	Alt + C to reset :	all panels.									/	
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10. Click "Save Plan" on the bottom right. You should see a green "Save Successful" message and the Status column should have a green "Planned" status.

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11. You should see your plan and its courses when you go back to Plan Ahead's main screen.

Select A Plan

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