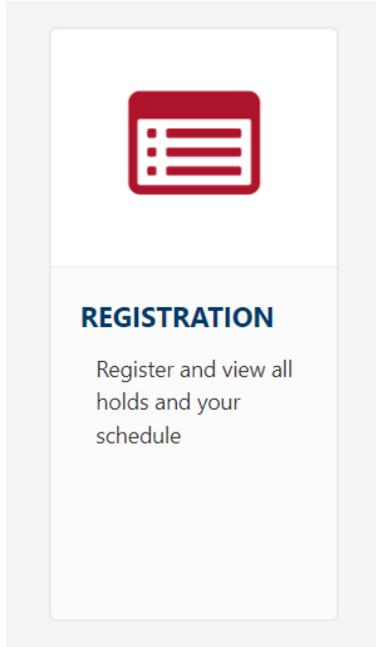
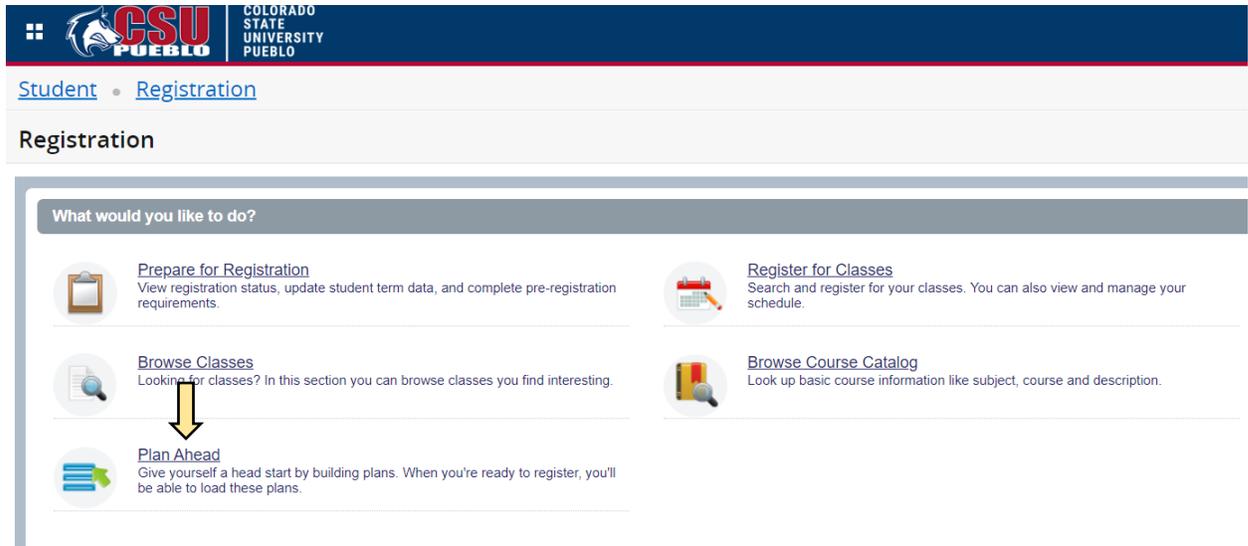


# How To: Plan Ahead in Self-Service Banner (SSB)

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



3. Click "Plan Ahead".



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

Terms Open for Planning 

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.

 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

Plans you have created for this term: 1

Term: Spring Semester 2023

You are allowed a maximum of 2 plans for this term.

 Create a New Plan

 Plan: Sp23 | Created by: You



Delete Edit

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

The screenshot shows the top navigation bar of the CSU Pueblo website with the university logo and name. Below it is a breadcrumb trail: [Student](#) • [Registration](#) • [Select a Term](#) • [Select A Plan](#) • [Plan Ahead](#). The main heading is "Plan Ahead". Underneath is a "Find Classes" tab. The "Enter Your Search Criteria" section shows the term "Spring Semester 2023". There are three input fields: "Subject", "Crse", and "Keyword". Below these fields are buttons for "Search", "Clear", and "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.

The screenshot shows the search results page. The breadcrumb trail is the same as in the previous screenshot. The main heading is "Plan Ahead". Underneath is a "Find Classes" tab. The search results are displayed in a table with the following columns: Subject, Crse, Title, Cred, Description, Course Sections, and Add Course. A yellow arrow points to the "View Sections" button in the "Course Sections" column of the first row. A tooltip at the bottom of the table reads: "Display or hide additional registration information using Ctrl + Alt + V. Use Ctrl + Alt + C to reset all panels." The "Save Plan" button is visible at the bottom right.

Subject	Crse	Title	Cred	Description	Course Sections	Add Course
ART	100	<a href="#">Visual Dynamics (GT-AH1)</a>	3	Fall, Spring, Summer. Appreciation and understand...	<a href="#">View Sections</a>	<a href="#">Add Course</a>
ART	110	<a href="#">Art Career Orientation</a>	3	As Needed. Guided development of indi... Prerequisite: None. Core	<a href="#">View Sections</a>	<a href="#">Add Course</a>
ART	115	<a href="#">Two-Dimensional Design</a>	3	As Needed. The foundation of visual for...	<a href="#">View Sections</a>	<a href="#">Add Course</a>
ART	116	<a href="#">Three-Dimensional Design</a>	3	As Needed. The foundation of visual for... Prerequisite	<a href="#">View Sections</a>	<a href="#">Add Course</a>
ART	141	<a href="#">Drawing I</a>	3	Fall. Development of perception ... Prerequisite: None.	<a href="#">View Sections</a>	<a href="#">Add Course</a>
ART	176	<a href="#">Photography: Expressive Composition</a>	3	Spring. An introduction to observati...	<a href="#">View Sections</a>	<a href="#">Add Course</a>

## 8. Click "Add" on the course you're interested in.

[Student](#) • [Registration](#) • [Select a Term](#) • [Select A Plan](#) • [Plan Ahead](#)

### Plan Ahead

Find Classes

Catalog Search Results

Search Results — 7 Classes  
Term: Spring Semester 2023 Subject and Course Number: ART100 Art

CRN	Subject	Course	Sec	Cred	Title	Instructor	Meeting Times	Status	Attribute	Linked Sections	Add
12129	ART	100	001	3	Visual Dynamics (...)	Hansen, Victoria...	S   M   T   W   T   F   S	- Type: Class Bui FULL ... 10 of 1...	Cross Cultural Course Fee - Mandatory Fee - Technology gtPathways Arts & Expression General Ed. Humanities Resident Instruction		Add
12131	ART	100	002	3	Visual Dynamics (...)	Eberhardie, Dunn...	S   M   T   W   T   F   S	2 of 24 seat... 10 of 10 wa...	Cross Cultural Course Fee - Mandatory Fee - Technology gtPathways Arts & Expression General Ed. Humanities		Add

## 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.

[Student](#) • [Registration](#) • [Select a Term](#) • [Select A Plan](#) • [Plan Ahead](#)

### Plan Ahead

Find Classes

Catalog Search Results

Search Results — 7 Classes  
Term: Spring Semester 2023 Subject and Course Number: ART100 Art

CRN	Subject	Course	Sec	Cred	Title	Instructor	Meeting Times	Status	Attribute	Linked Sections	Add
12129	ART	Visual Dynamics (GT-AH1)			Visual Dynamics (...)	Hansen, Victoria...	S   M   T   W   T   F   S	- Type: Class Bui FULL ... 10 of 1...	Cross Cultural Course Fee - Mandatory Fee - Technology gtPathways Arts & Expression General Ed. Humanities		Add

Schedule

Schedule Details

Class Schedule for Spring Semester 2023

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							

CRN	Course	Cred	Title	Schedule Typ	Note	Status	Action
12131	ART 100, ...	3	Visual Dynamics (G...	Education...		Pending	Add

Total Planned Hours: 0

Save Plan

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.

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

Save Successful

Plan Ahead

Find Classes

Catalog Search Results Search Results — 7 Classes  
Term: Spring Semester 2023 Subject and Course Number: ART100 Art

CRN	Subject	Course	Sec	Cred	Title	Instructor	Meeting Times	Status	Attribute	Linked Sections	Add
12129	ART	100	001	3	Visual Dynamics (...)	Hansen, Victoria ...	S M T W T F S	- Type: Class Bui FULL: ... 10 of 1...	Cross Cultural Course Fee - Mandatory Fee - Technology gPathways Arts & Expression General Ed: Humanities		Add

Schedule

Class Schedule for Spring Semester 2023

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							

Display or hide additional registration information using Ctrl + Alt + V. Use Ctrl + Alt + C to reset all panels.

Sp23

CRN	Course	Cred	Title	Schedule Typ	Note	Status	Action
12131	ART 100, ...	3	Visual Dynamics (G...	Education...		Planned	None

Total Planned Hours: 3

Save Plan

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

Select A Plan

Plans you have created for this term: 1

Term: Spring Semester 2023  
You are allowed a maximum of 2 plans for this term.

Create a New Plan

Plan: Sp23 Created by: You

Delete Edit

CRN	Course	Cred	Title	Schedule Type	Instructor	Grade Mode	Note
12131	ART 100, 002	3	Visual Dynamics (GT-AH1)	Educational Technol...	Eberhardie Dunn, Helen (Primary)	Traditional	

Total Planned Hours: 3

Records: 1