

# How to Use Plan Ahead in Self-Service Banner (SSB)

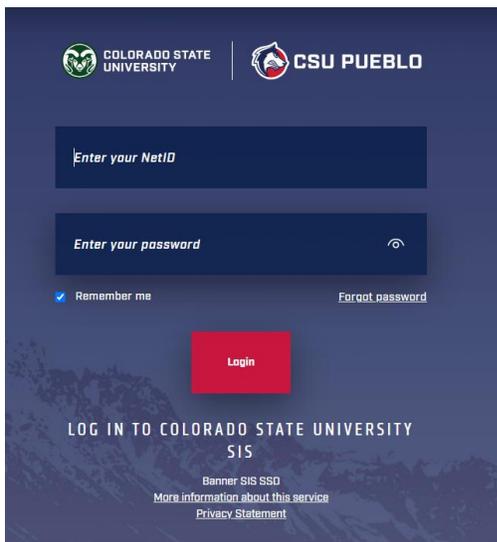
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## Important

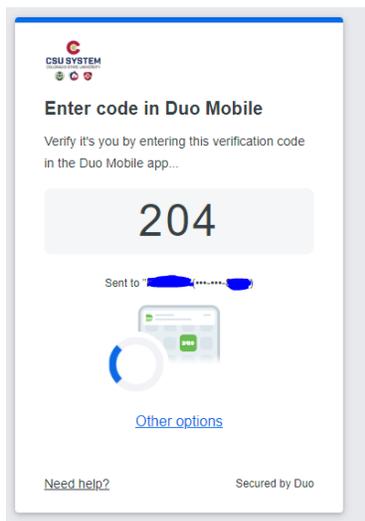
- Plan Ahead allows you to plan courses for future semesters that you would like to take without registering into them. For example, if you are not registration ready for the upcoming semester but you would still like to build your schedule.
- Access to Plan Ahead is in [PAWS](#) under the **Registration** module. This will lead you to Self-Service Banner (SSB), the online tool where you can manage your academic information.
- For questions, please contact the Registrar's Office at 719-549-2261 or [csup\\_registrar@csupueblo.edu](mailto:csup_registrar@csupueblo.edu).

## DUO Two-Factor Authentication

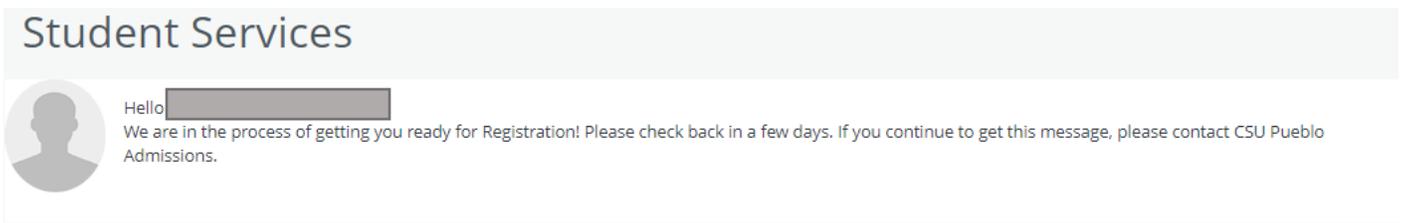
1. After clicking Registration in PAWS, enter your login credentials.



2. Using the DUO app on your phone, enter the code that appears on screen.



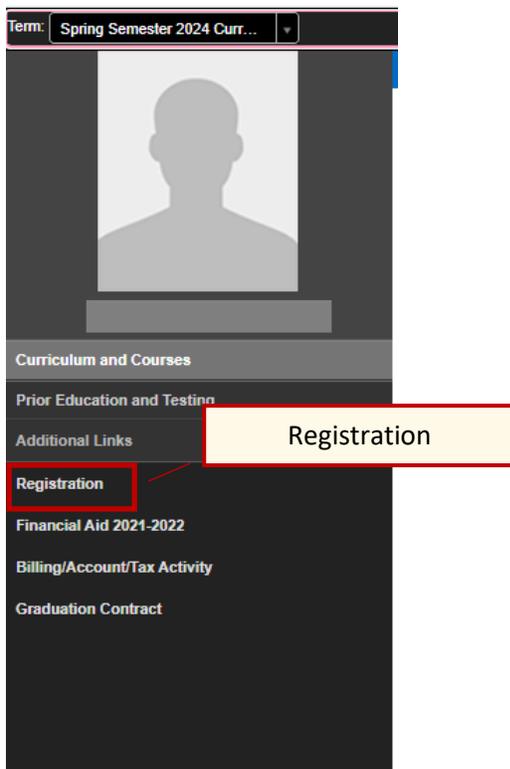
If you receive the following error message, please go back into [PAWS](#) and click the **Financial Aid** Module instead.



## Student Profile

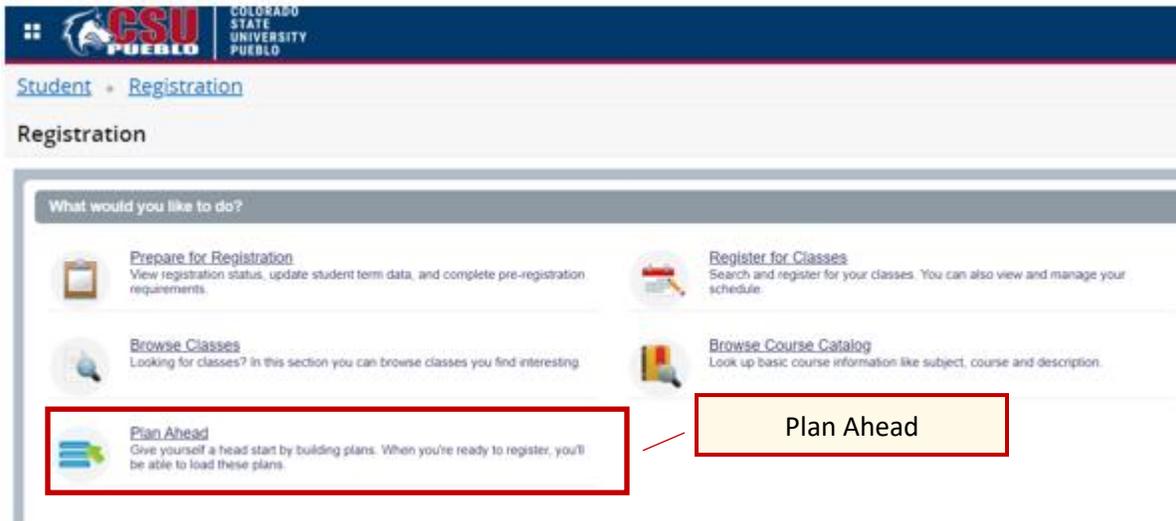
Once logged in, you will see the **Student Profile** page. This shows your biographic and academic information.

On the left side of the screen, click “Registration”

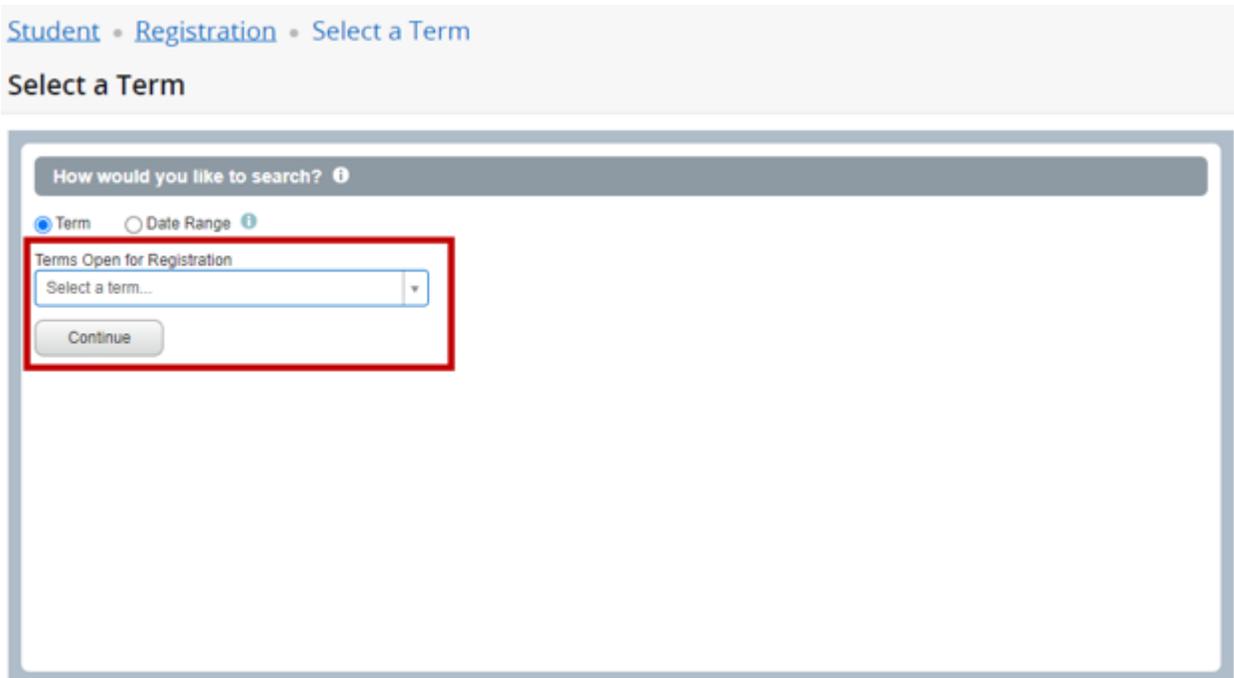


# To Plan Ahead:

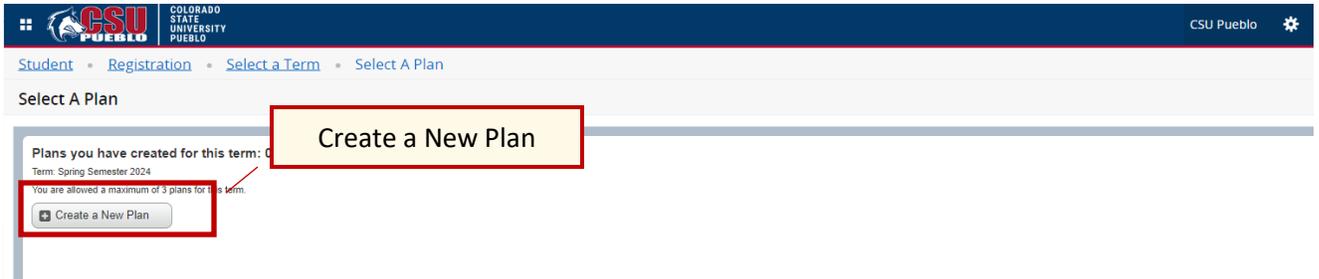
1. Click on **Plan Ahead**.



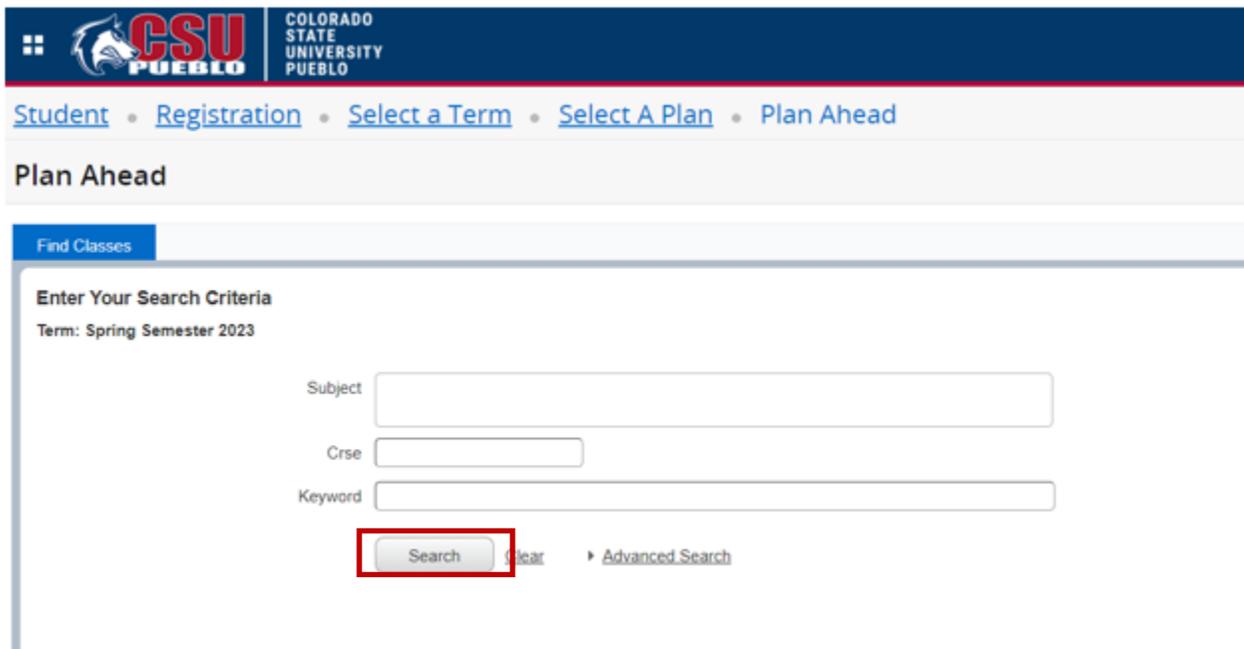
2. Select a term from the drop-down menu and click **Continue**.



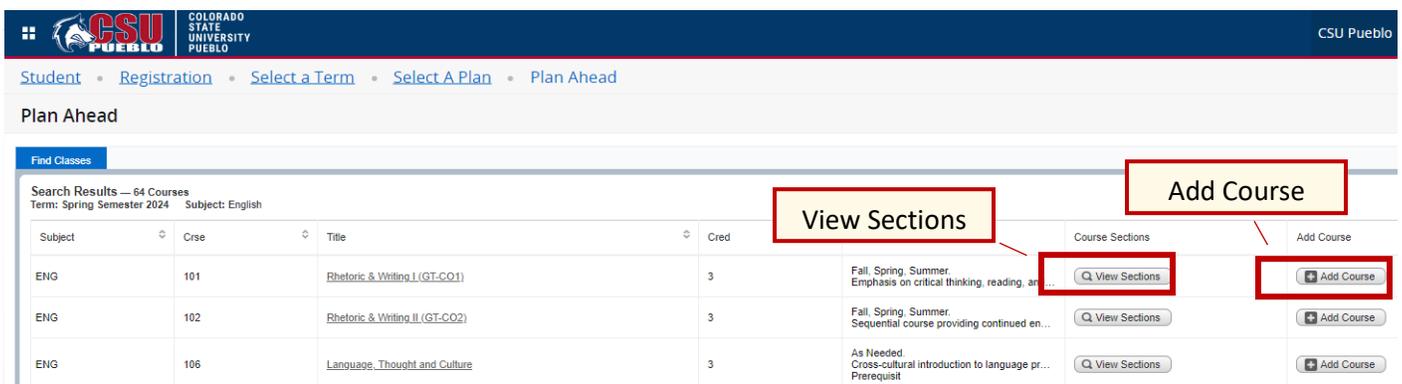
3. Click **Create a New Plan**



4. Enter your course information and click **Search**.



5. Select the course that you want. You can click **View Sections** to see more information on available sections for the selected term. For a general selection that is not connected to available offerings, click **Add Course**



6. **Using the View Section Button** – This page works similarly to registering for courses. You will be able to see specific section information such as meeting days and times and course statuses. When you see a course that you would like to add to your plan, click **Add**. The class will be added to your schedule cart – as *Pending*

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

Plan Ahead

Find Classes

Catalog Search Results Search Results — 16 Classes  
Term: Spring Semester 2024 Subject and Course Number: ENG101 English

CRN	Subject	Course #/In	Sec	Cred	Title	Instructor	Meeting Times	Status	Attribute
14232	ENG	101	001	3	Rhetoric & Writing I (GT-CO1)	Sachara Jasso (Primary)	S   M   W   F   S   08:00 AM - 09:50 AM Type: Class B	11 of 15 seats rem... 10 of 10 waitlist se...	Written Communication Fee - Mandatory Fee - Technology gPathways/Intro Writing Resident Instruction
14968	ENG	101	002	3	Rhetoric & Writing I (GT-CO1)	Sewell, Kimberly (Primary)	S   M   W   F   S   09:30 AM - 10:50 AM Type: Class B	FULL: 0 of 16... 10 of 10 waitlist se...	Written Communication Fee - Mandatory Fee - Technology gPathways/Intro Writing Resident Instruction

Spring Semester 2024Untitled Plan

CRN	Course	Cred	Title	Schedule Type	Note	Status	Action
14232	ENG 101, 001	3	Rhetoric & Writing I (GT-C...	Lecture		Pending	Add

Total Planned Hours: 0

Save Plan

7. **Using the Add Course Button** – The course will be added to your cart but you will not see any specific course sections as shown in the step above. Note that there is no Schedule type or CRN.

When you are finished, click **Save Plan**.

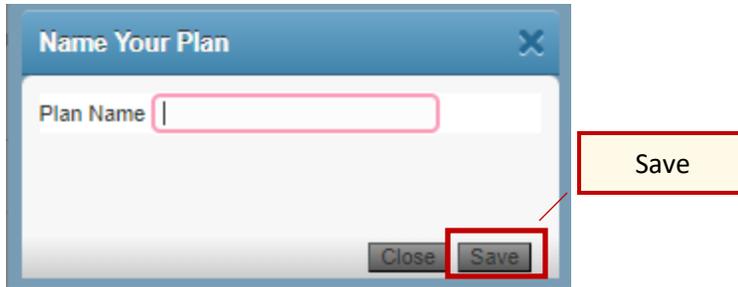
Spring Semester 2024Untitled Plan

CRN	Course	Cred	Title	Schedule Type	Note	Status	Action
	ENG 102	3	Rhetoric & Writing II (GT-...			Pending	Add
14232	ENG 101, 001	3	Rhetoric & Writing I (GT-C...	Lecture		Pending	Add

Total Planned Hours: 0

Save Plan

8. You will be prompted to name your new plan. Click **Save** when you are done.



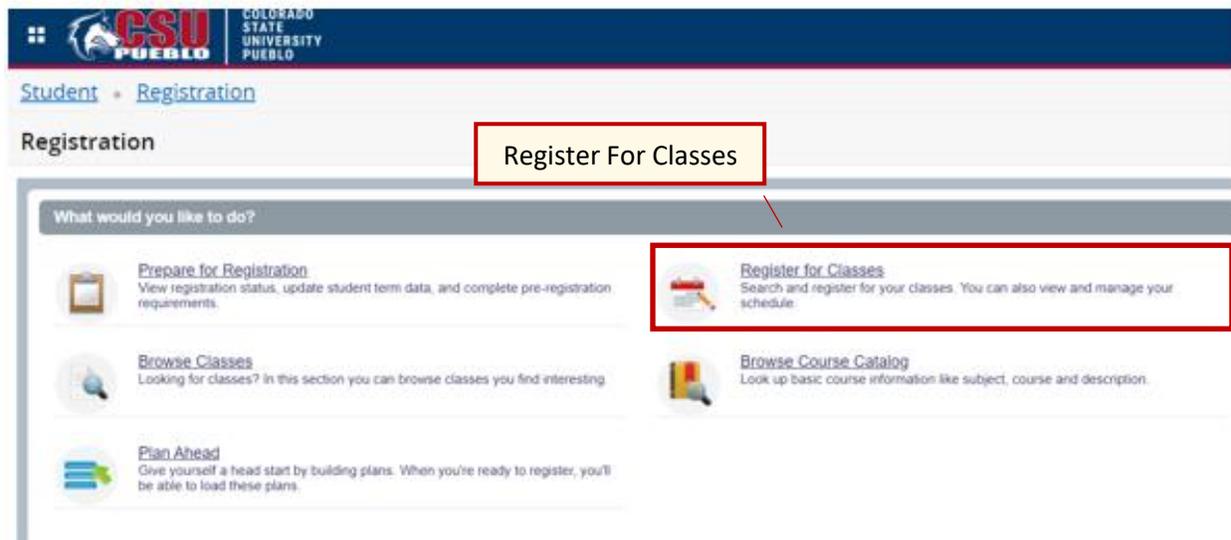
9. The status of your classes will change to *Planned*. Please note that this does **not** mean that you are registered for the course(s). They are only part of your plan. You cannot register for classes through this Plan Ahead page.

The image shows a table of class schedules for Spring 2024. The table has columns for CRN, Course, Cred, Title, Schedule Type, Note, Status, and Action. The first row shows CRN 14232 for ENG 101, 001, with 3 credits, titled "Rhetoric & Writing I (GT-C...)", and a "Lecture" schedule type. The "Status" column for this row is "Planned", which is highlighted with a red box. A yellow callout box with a red border and the word "Planned" inside points to this "Planned" status. The second row shows CRN 14232 for ENG 102, with 3 credits, titled "Rhetoric & Writing II (GT-...", and a "Lecture" schedule type. The "Status" column for this row is also "Planned".

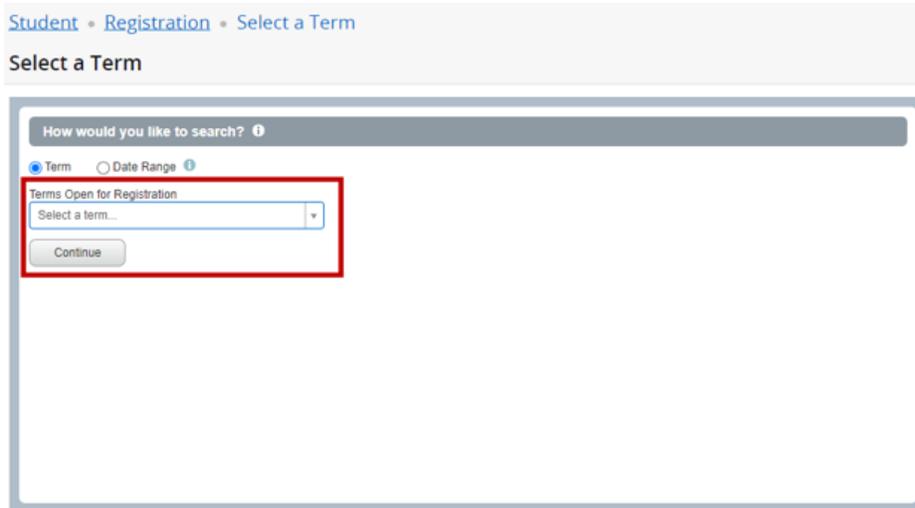
CRN	Course	Cred	Title	Schedule Type	Note	Status	Action
14232	ENG 101, 001	3	Rhetoric & Writing I (GT-C...	Lecture	+	Planned	None
	ENG 102	3	Rhetoric & Writing II (GT-...		+	Planned	None

## To Register For Classes Using Your Plan:

10. Click **Register for Classes** on the main Registration page in Self Service Banner

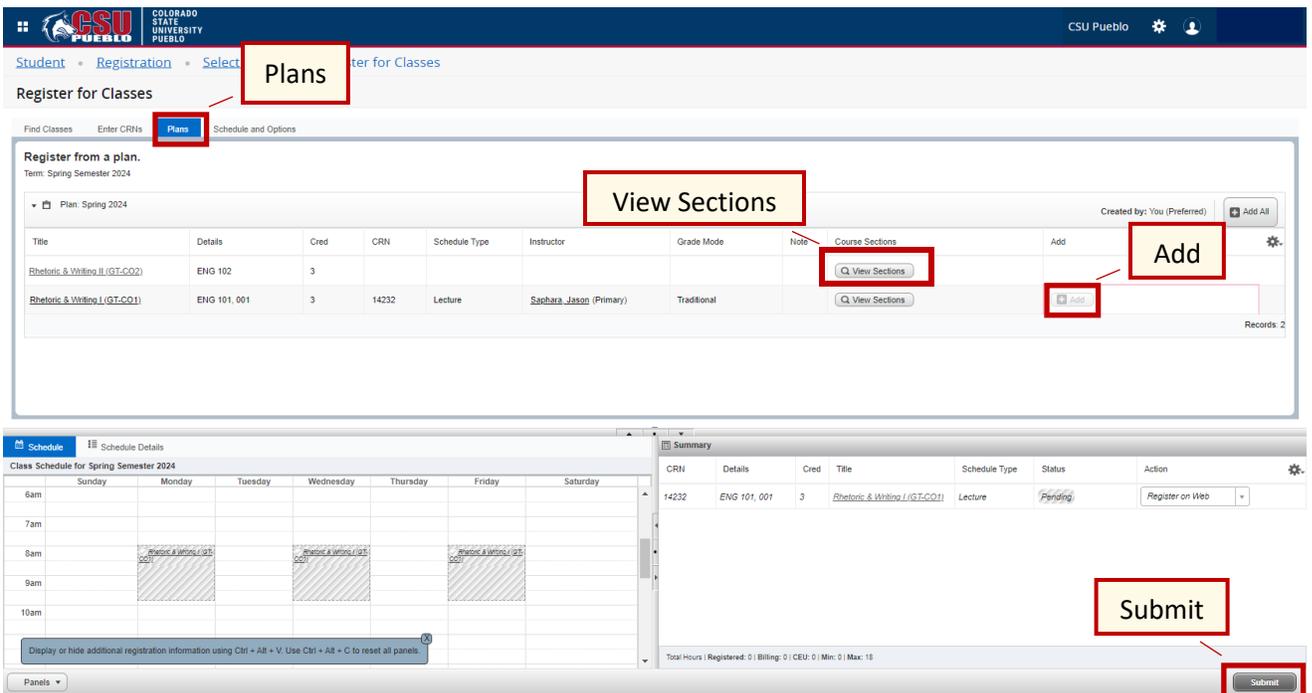


11. Select the term that you built your plan for.



12. Click **Plans**. This will list all of the plans that you have built. To add courses from your plan to your cart, click the **Add** button. Note that if you used the **Add course** button when building your plan, the Add button will be unavailable on this screen. You can click **View Sections** to find a specific section for that course to register into.

When you are finished, click Submit to register for the classes in your plan.



**Additional Information:**

- To register for the classes that are built within your plan, you must be registration ready. This includes being within your time ticket and not having any holds on your account that prevent registration.

**Questions?**

- Please contact your advisor for scheduling questions. Otherwise, reach out to the Registrar's Office at 719-549-2261 or [csup\\_registrar@csupueblo.edu](mailto:csup_registrar@csupueblo.edu).