

Plan Ahead – Building Schedule Plans

CSU Registration

Students can build up to five schedule plans for upcoming registration periods. These plans are useful resources to prepare for course registration, and can be loaded into registration for more efficient course registration. *Please note: You will be able to plan courses even if you do not meet the section’s prerequisites or section restrictions. If you attempt to register for these courses if you do not meet those requirements, you will receive an error.*

This help document will cover: *Creating a New Plan*, and *Plan Ahead Tips*.

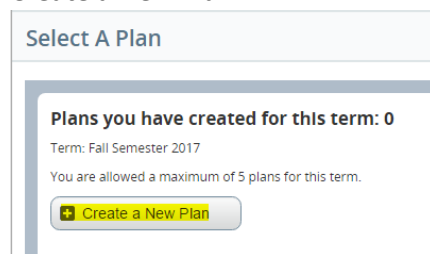
Creating a New Plan:

1. Select Plan Ahead

From the Registration screen

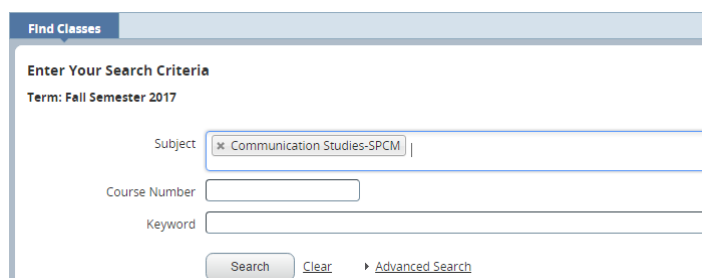
2. Select Term

3. Create a New Plan



4. Find Classes

Search for classes using the basic search fields, or Advanced Search. Please note, this is pulling from the general course catalog. Some courses shown may not have sections available for your planning term.



5. Add a Course to your Plan

You can add either a general course, or a specific section.

To add a general course to your plan: Find the course you want to add, and select **Add Course**. The course will appear in the bottom right panel. Status will be “Pending”. No CRN or schedule information will be available, and nothing will appear in the bottom left schedule grid. *While this is an option, it is recommended to select a specific section, as there may be courses listed that do not have available sections for your planned term.*

To add a specific section to your plan: Find the course you want to add, and select **View Sections**. Find the section that you want to add to your plan, and select **Add**. Please note, you may have to add more than one section for courses that carry multiple components

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(Lecture/Lab, Lecture/Recitation, etc.). The section(s) will appear in the bottom right panel. Status will be “Pending”, and the CRN will be listed. The section(s) will appear in the bottom left schedule grid in the scheduled meeting slot(s) in grey.

6. Save your plan

After you’ve added your desired sections to your plan, save the plan by selecting the grey **Save Plan** button in the bottom right corner. This will add any sections/courses you’ve selected to your Plan. The first time, you will specify a name for the plan. Saved sections/courses will appear with a status of “Planned”.

Plan Ahead Tips!

- **Notes:** Notes can be added to individual courses, or to the plan as a whole. To add a note, click the “Sticky Note” icon in the Note column, or to the right of the term plan name (all in the bottom right panel).
- **Schedule Details:** On the bottom left panel, you can toggle to the **Schedule Details** tab to see a summary of courses you’ve selected for your plan.
- **Registering for courses from your Plan:** See the “*Registering for Classes*” help document for instructions on loading your planned courses to registration.
- **Modifying your Plans:** Each saved plan can be edited or deleted. After selecting the term in the Plan Ahead area, all saved plans will be listed. Select **Edit** above any plan to modify that plan.

Still need assistance?

- Take a look at the *FAQs* available in RAMweb in the FAQ section of the Main Menu
- Review our video tutorials, available on our [website](#)
- Contact the Office of the Registrar at RegistrarsOffice@Colostate.edu or 970-491-4860