



Self-Service Banner Plan Ahead Area

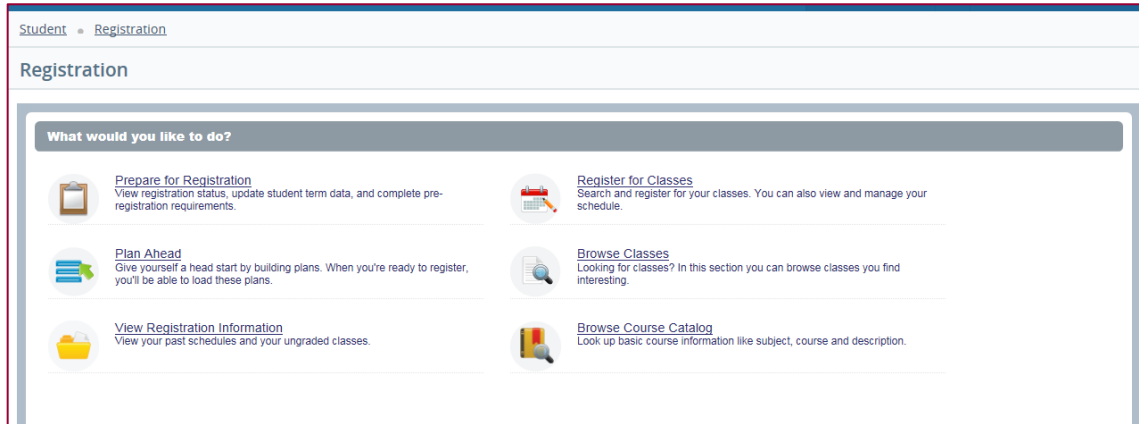
The Plan Ahead are in Self Service Banner(SSB) will allow you and your advisor to build a course list for upcoming semesters. The positive features for using the Plan Ahead area is that you can save and adjust plans according to what courses you need and when they are available.

1. Access SSB via the link on NSU's home page, This will bring you to SNAP. Choose the Student Menu, then Student Registration.

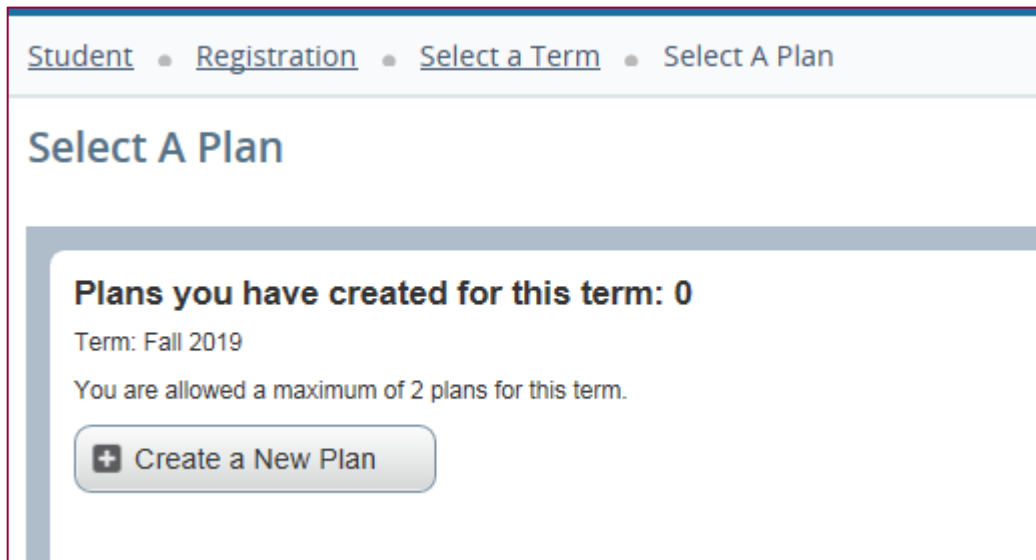
The screenshot displays the SNAP (South Dakota System Navigation Access Portal) interface. At the top, there is a navigation bar with the SNAP logo and the text 'South Dakota System Navigation Access Portal'. Below this is a banner with logos for various South Dakota institutions including DSU, NSU, M, S, and University of South Dakota. The main navigation menu on the left includes categories like EMPLOYEE, FINANCIAL AID, STUDENT (highlighted), FACULTY/ADVISORS, HR FORMS & POLICIES, MY BENEFITS, ADMISSIONS, HR, FINANCE, HELP, RESOURCES, EPRINT, and MY NSU. The main content area is titled 'STUDENT' and contains a 'COURSE REGISTRATION' section with a 'Student Registration' link highlighted by a red arrow. Below this is a 'REGISTRAR OFFICES' section with a list of institutions: BHSU, DSU, NSU, SDSMT, SDSU, and USD. A footer message at the bottom of the page reads: 'You do not have the roles required to access this portlet.'



This will bring up the Registration Menu.



2. Choose the term you wish to plan. Click on Create a New Plan



3. Enter your search criteria.
4. Make your selections and click Search.
5. Additional fields can be added if you click on **Advanced Search**.



Plan Ahead

Find Classes

Search Results — 98 Courses
Term: Fall 2019 Subject: Business Administration Level: Undergraduate Search Again

Title	Subject Description	Course Number	Hours	Description	Q View Sections	Add Course
Survey of Business	Business Administration	101	3	This course is an introd...	Q View Sections	Add Course
Topics	Business Administration	192	1 TO 3	A course devoted to a p...	Q View Sections	Add Course
Business Statistics	Business Administration	220	3	This course introduces...	Q View Sections	Add Course
Business Communications	Business Administration	244	3	Study and practical app...	Q View Sections	Add Course

6. Click on View Sections to see the courses or click Add Course to add them to your Plan Summary Area
7. In this example, the user did not sort by university or location, so can tell university by looking at the smart coding on the section (NSU classes start with N), and can tell if it is a face-to-face class if times and dates are listed.

Plan Ahead

Find Classes

Catalog Search Results **Search Results — 8 Classes**
Term: Fall 2019 Subject and Course Number: BADM101 Business Administration

Title	Subject Desc	Course	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	Add
Survey of Business Face-to-face, term bas	Busine...	101	B01	3	8...	F...	Altmyer, Donal...	S M T W T F S 09:30 AM - 10:45	B...	30 of 30...	BHSU UG OnCampus Common Course	Add
Survey of Business Face-to-face, term bas	Busine...	101	D...	3	8...	F...	Roach, Michae... Osborn, Laura	S M T W T F S 09:30 AM - 10:45	D...	48 of 50... 99 of 99 waitli	Common Course DSU UG OnCampus Course Fee Business Sch UG	Add
Survey of Business Face-to-face, term bas	Busine...	101	D...	3	8...	F...	Jansen-Simme...	S M T W T F S 11:30 AM - 12:45	D...	25 of 25... 99 of 99 waitli	Common Course DSU UG, AS, SS, Sioux Falls UC	Add
Survey of Business Online Synchronous	Busine...	101	D...	3	8...	F...	Jansen-Simme...	S M T W T F S - Type: Class Bi	D...	25 of 25... 99 of 99 waitli	Common Course DSUUG, SS, Internet (not Nis/P	Add
Survey of Business Face-to-face, term bas	Busine...	101	N...	3	8...	F...	Ohmer, Dougl...	S M T W T F S 11:00 AM - 12:15	N...	25 of 30... 5 of 5 waitlist	Common Course NSU UG OnCampus Course Fee Business Sch UG	Add
											Common Course	

8. Click **Add** to select the sections you want and they will appear at the bottom in your **Plan Summary Area** with a **Pending Status**.
9. Click on **catalog results** if you need to do additional searches in the top section. As you add other sections, you can tell if times overlap and choose add or remove to either keep sections in your plan or remove them.



10. When you have finished building your course list, click on the **Save Plan** button and name your plan.

11. You are allowed to save 2 plans.

The screenshot displays the Banner Student Self Service Registration interface. At the top, there is a search bar with the text "Search Results - 3 Classes" and "Term: Fall 2019 Subject and Course Number: BADM244 Business Administration". Below this is a table of search results with columns for Title, Subject Desc, Course, Section, Hours, CRN, Term, Instructor, Meeting Times, Campus, Status, and Attribute. Two rows are visible, both for "Business Communi... Face-to-face, term bas" with CRN 80441 and 80790 respectively. Each row has an "Add" button. Below the search results is a "Schedule" section for "Fall 2019Untitled Plan". It shows a class schedule for Fall 2019 with a grid for days (Sunday to Saturday) and times (10am to 1pm). Two classes are listed in the schedule: "Business Comm..." and "Survey of Business", both with a status of "Pending". A "Save Plan" button is located at the bottom right of the interface.

12. The **Pending** status will change to **Planned**.

NOTE: If you change your mind about a class, you can change the default Register under the summary action column to remove. When you are done, click on the Submit button at the very bottom right.



Register for Classes with a Plan

1. Navigate to the Register for Courses area.
2. If you saved a plan, click on the **Plans** tab. Your plan will appear and from that screen you can Add All or add the courses individually, or remove them.

The screenshot shows the 'Register for Classes' interface. At the top, there are navigation tabs: 'Find Classes', 'Enter CRNs', 'Plans', and 'Schedule and Options'. The 'Plans' tab is active, showing a section titled 'Register from a plan.' for the term 'Fall 2019'. Below this, a table lists courses from a plan:

Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	Note
Business Communications	BADM 244, N02	3	80441	Face-to-face,...	Mathem, Amber (Primary)	Standard	View Sections Add
Survey of Business	BADM 101, N01	3	80790	Face-to-face,...	Chmer, Douglas (Primary)	Standard	View Sections Add

Below the plan table is a 'Summary' section with a table of selected courses:

Title	Details	Hour	CRN	Schedule	Status	Action
Survey of Business	BADM 101...	3	80790	Face-t...	Pending	Register
Business Communi...	BADM 244...	3	80441	Face-t...	Pending	Register
Art Appreciation	ARTH 100...	3	80990	Online	Pending	Register

At the bottom right, there is a 'Submit' button and a 'Conditional Add and Drop' checkbox. A tooltip at the bottom left says 'Open and close bottom panels to display extra registration information.'

3. Courses will appear in the **Summary Area** with a pending status.
4. Click **Submit** to register for all of the courses.
5. You can choose to remove them from the summary before submitting. If you close before the status shows Registered, the summary will not be saved.



6.

7. The status changes to Registered in the Summary Area and a message appears in the upper right that the save was successful.

Student » Registration » Select a Term » Register for Classes

Save Successful

Register for Classes

Find Classes | Enter CRNs | **Plans** | Schedule and Options

Register from a plan.
Term: Fall 2019

Plan 1 Created by: You (Preferred) [Add All](#)

Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	Note
Business Communications	BADM 244, N02	3	80441	Face-to-face,...	Mathern, Amber (Primary)	Standard	View Sections Add
Survey of Business	BADM 101, N01	3	80790	Face-to-face,...	Ohmer, Douglas (Primary)	Standard	View Sections Add

Records: 2

Schedule | **Schedule Details**

Class Schedule for Fall 2019

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
10am							
11am							
12pm							
1pm							

Open and close bottom panels to display extra registration information.

Summary

Title	Details	Hours	CRN	Schedule	Status	Action
Survey of Business	BADM 101...	3	80790	Face-t...	Registered	None
Business Communi...	BADM 244...	3	80441	Face-t...	Registered	None
Art Appreciation	ARTH 100...	3	80990	Online...	Registered	None

Total Hours | Registered: 9 | Billing: 0 | CEU: 0 | Min: 0 | Max: 999.999.999

Conditional Add and Drop [Submit](#)



Remove Courses

If you change your mind about a class, it can be dropped from this same screen by selecting the drop option in the action box by each class. Options in SSB are Drop with Refund through census date for the class. A drop after that date does not generate a refund, so after census, the drop option will change to “drop”.

You will not be able to drop all classes. If you are trying to do that, you need to contact the Registrar’s Office as they need to know to initiate special processing to allow any refunds to be calculated.

Title	Details	Hours	CRN	Schedule Type	Status	Action
Survey of Business	BADM 101...	3	80790	Face-t...	Registered	None
Business Communi...	BADM 244...	3	80441	Face-t...	Registered	None
Art Appreciation	ARTH 100...	3	80990	Online...	Registered	None Drop With Refund

Total Hours | Registered: 9 | Billing: 0 | CEU: 0 | Min: 0 | Max: 999,999.999

Conditional Add and Drop Submit

Title	Details	Hours	CRN	Schedule Type	Status	Action
Intermediate Algebra Lab	MATH 101L...	1	80588	Face-to...	Registered	None
Environmental Biology	BIOL 211, N01	3	80429	Face-to...	Registered	None
Lab: Environmental Biol...	BIOL 211L, N03	0	80473	Face-to...	Registered	None

Total Hours | Registered: 4 | Billing: 4 | CEU: 0 | Min: 0 | Max: 999,999.999