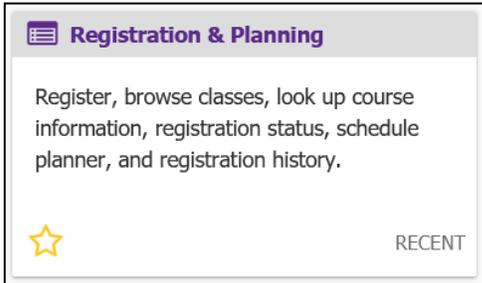
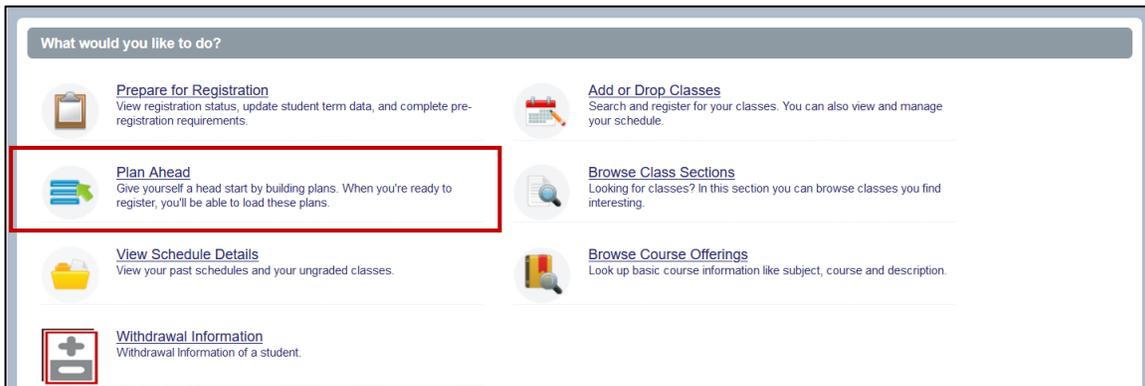


## How to Create a Plan for Registration

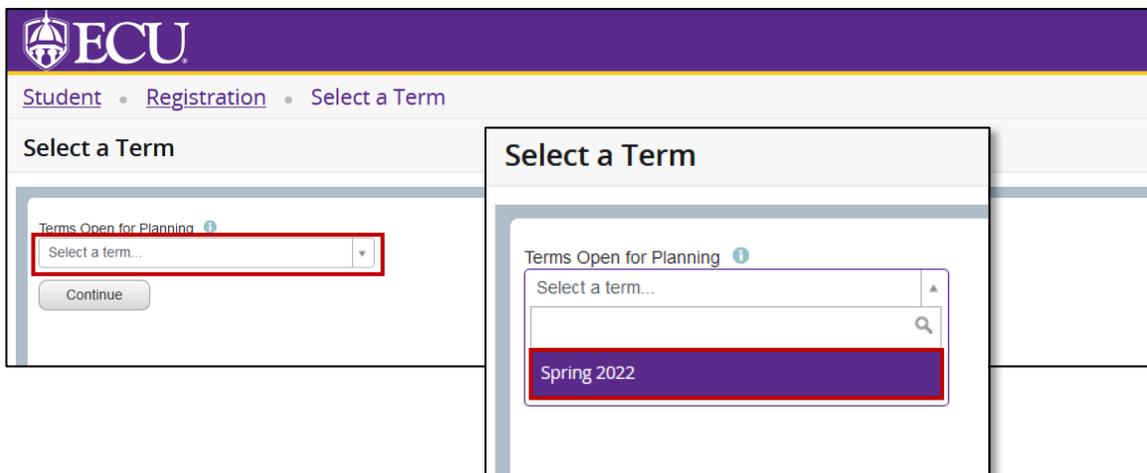
1. Log into Pirate Port.
2. Click on the Registration & Planning Card.



3. Click on the Plan Ahead link.



4. Select Registration Term from the Terms Open for Planning pull-down menu.



5. Click the Continue button.
6. The Select A Plan window opens. The window displays:
  - The number of plans you have created for the current term.
  - The Create a New Plan button.
  - The Number of Degree Works Plans available.

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

### Select A Plan

**Plans you have created for this term: 0**  
Term: Spring 2022  
You are allowed a maximum of 5 plans for this term.

[+ Create a New Plan](#)

**Number of Degree Works Plans: 1**  
Plan: BSBA ACCT 10/4/2021 Created by: Kros, Novine

7. To create a plan, click the **Create New Plan** button.

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

### Select A Plan

**Plans you have created for this term: 0**  
Term: Spring 2022  
You are allowed a maximum of 5 plans for this term.

[+ Create a New Plan](#)

**Number of Degree Works Plans: 1**  
Plan: BSBA ACCT 10/4/2021 Created by: Kros, Novine

8. Use **Find Classes** tab to create your registration plan.

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

### Plan Ahead

[Find Classes](#) [Degree Works Plans](#)

**Enter Your Search Criteria**  
Term: Spring 2022

Subject

Course Number

Keyword

Level

Attribute

[Search](#) [Clear](#) [> Advanced Search](#)

## Using Find Classes to add courses or sections to a plan

1. Enter the search criteria in the find classes window and click the Search button

**Plan Ahead**

Find Classes Degree Works Plans

**Enter Your Search Criteria**

Term: Spring 2022

Subject: Operations Management

Course Number: 3123

Keyword:

Level:

Attribute:

Search Clear Advanced Search

2. You can either add the courses (not section specific) or you can search for a specific section to add.
  - Click Add Course to add the course (not section specific) to your plan.
  - Click View Sections to add a specific section to your plan

**Plan Ahead**

Find Classes Degree Works Plans

Search Results — 1 Courses  
Term: Spring 2022 Subject: Operations Management Course Number: 3123

Title	Subject Description	Course Number	Hours	Description	Course Sections	Add Course
Operations and Supply Chain Management	Operations Management	3123	3	F.S.S1.S2 P: MATH 2228 or MA...	View Sections	Add Course

Page: 1 of 1 | 10 Per Page | Records: 1

### How to Add a specific section to your plan:

- a. Click the View Sections button.

**Plan Ahead**

Find Classes Degree Works Plans

Search Results — 1 Courses  
Term: Spring 2022 Subject: Operations Management Course Number: 3123

Title	Subject Description	Course Number	Hours	Description	Course Sections	Add Course
Operations and Supply Chain Management	Operations Management	3123	3	F.S.S1.S2 P: MATH 2228 or MA...	View Sections	Add Course

Page: 1 of 1 | 10 Per Page | Records: 1

- b. Click the Add button to add the specific section to your plan.

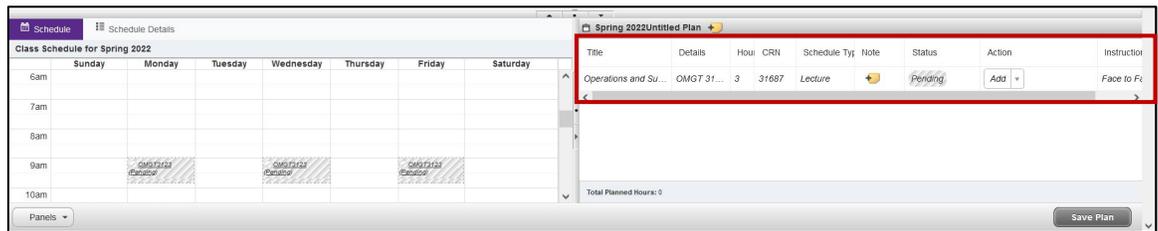
**Plan Ahead**

Find Classes Degree Works Plans

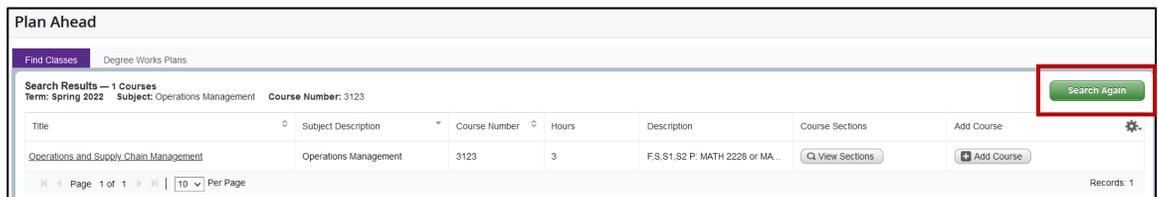
Search Results — 4 Classes  
Term: Spring 2022 Subject and Course Number: OMGT3123 Operations Management

Title	Subject Desc	Course	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	Instructional Method	Linked Sections	Add
Operations and Sup... Lecture	Operatio...	3123	001	3	31...	Spr...	Ellis, Danny, Fitz...	SUWTF 09:00 AM - 09:50 A	Mal...	127 of 127 75 of 75 w...	FUNDING MATRIX CLASS 3 BUSINESS CORE	Face to Face		Add
Operations and Sup... Lecture	Operatio...	3123	002	3	31...	Spr...	Ellis, Danny, Fitz...	SUWTF 11:00 AM - 11:50 A	Mal...	250 of 250 75 of 75 w...	FUNDING MATRIX CLASS 3 BUSINESS CORE	Face to Face		Add

- c. The specific section will be added to your registration plan.

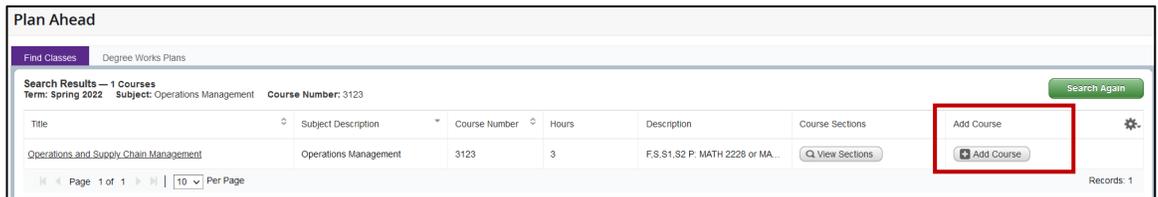


- d. Click the Search Again button to add additional courses or sections

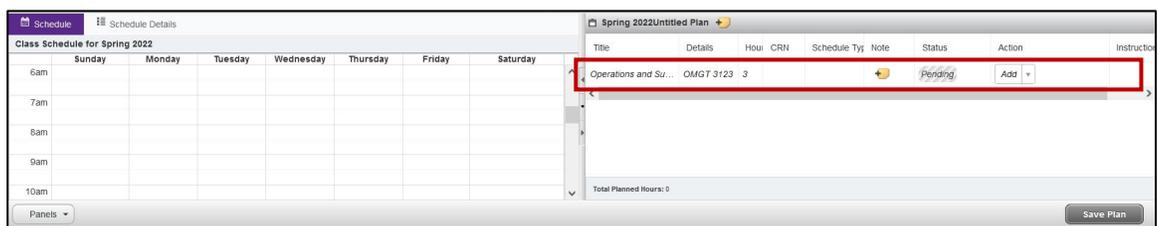


## How to Add a Course to your plan

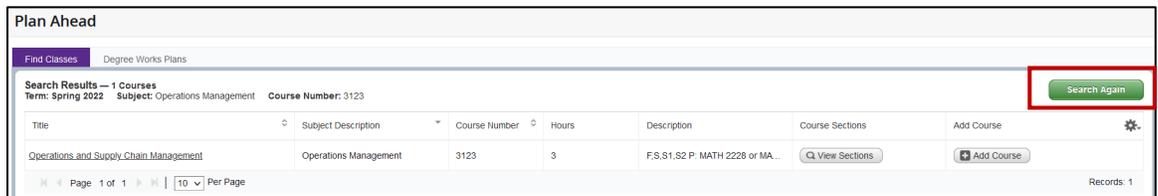
- a. Click the Add Course button.



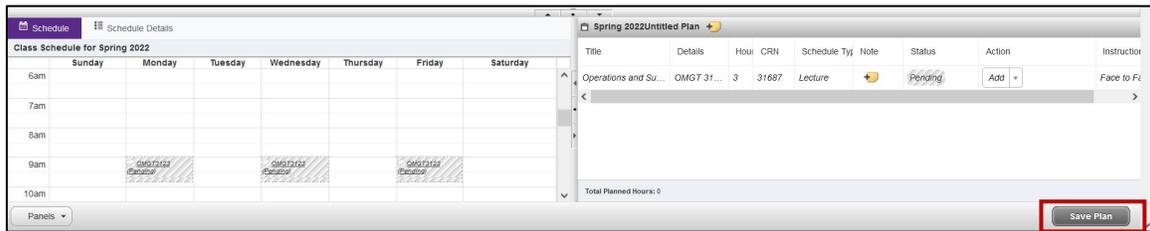
- b. The Course is added to your registration plan with no specific section information.



- c. Click the Search Again button to add additional Courses or Sections to your plan.



3. When you are done, click the Save Plan button.



4. Give your plan a name and click the Save button.



5. The plan is saved. And the Courses and/or sections are marked as Planned.

