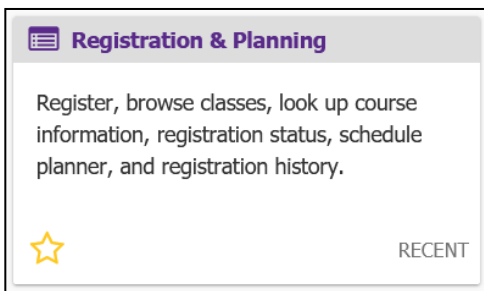


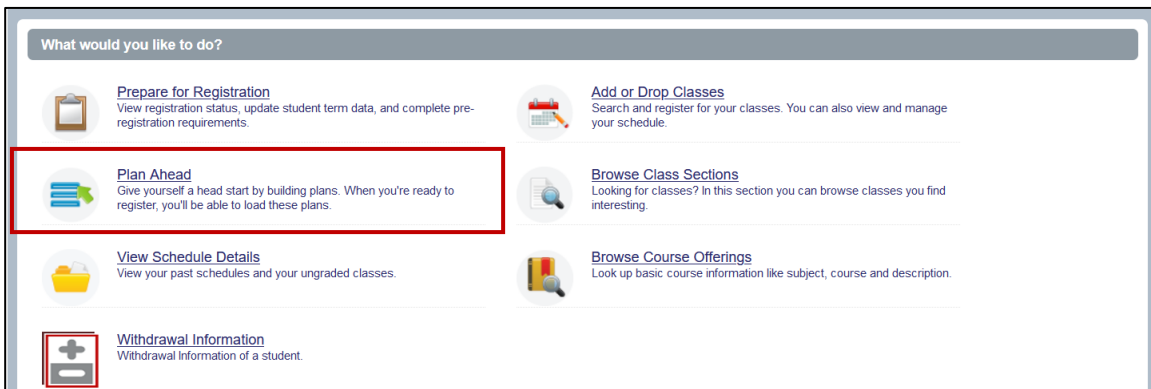
## How to create a Plan for registration using an existing Degree Works Plan

To create a registration plan from your Degree Works plan, you **MUST** have at least **one active and approved plan** in Degree Works.

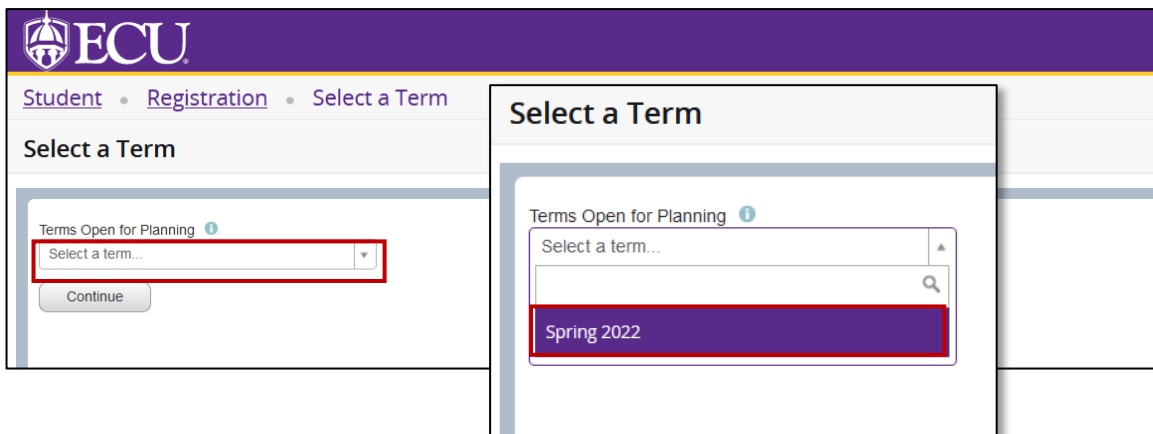
1. Log into Pirate Port.
2. Click on the Registration & Planning Card.



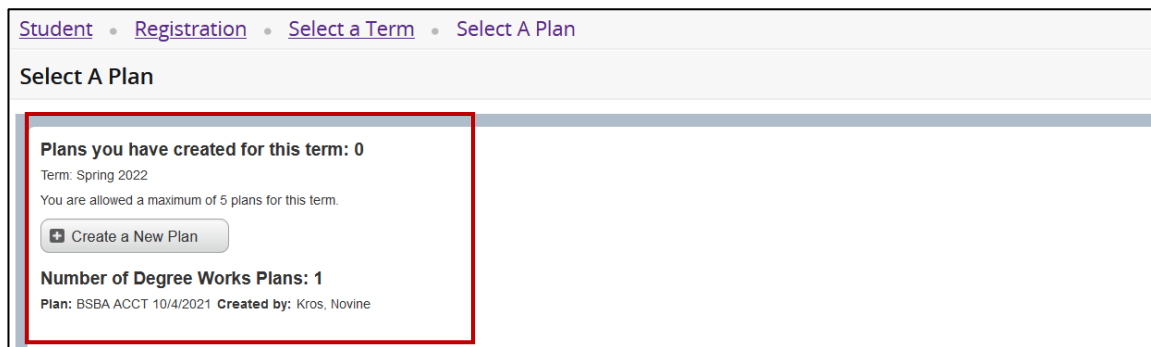
3. Click on the Plan Ahead link.



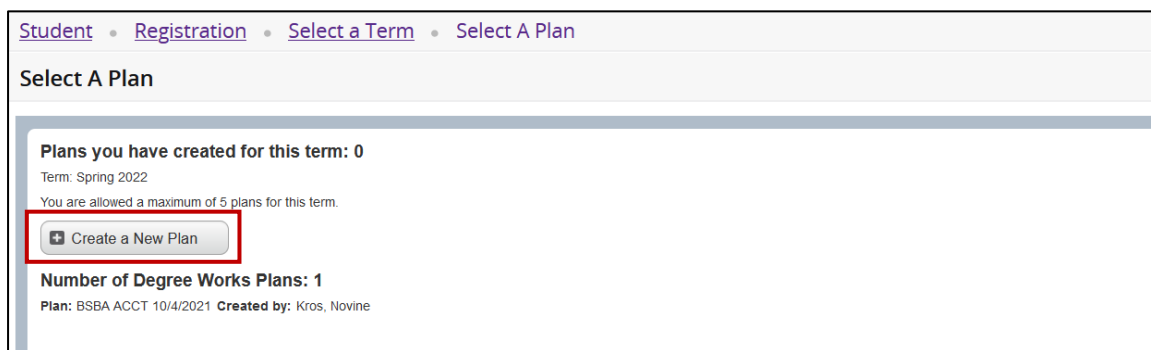
4. Select Registration Term from the Terms Open for Planning pull-down menu.



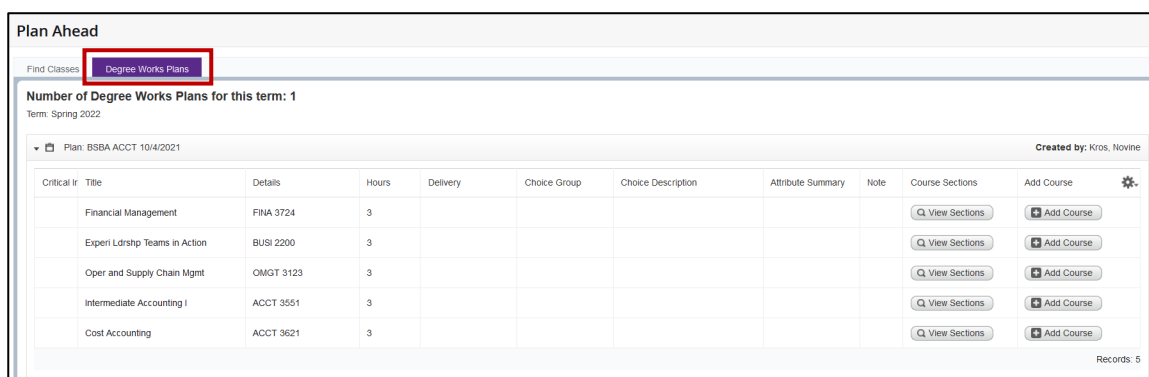
5. Click the Continue button.
6. The Select A Plan window opens. The window displays:
  - The number of plans you have created for the current term.
  - The Create a New Plan button.
  - The Number of Degree Works Plans.



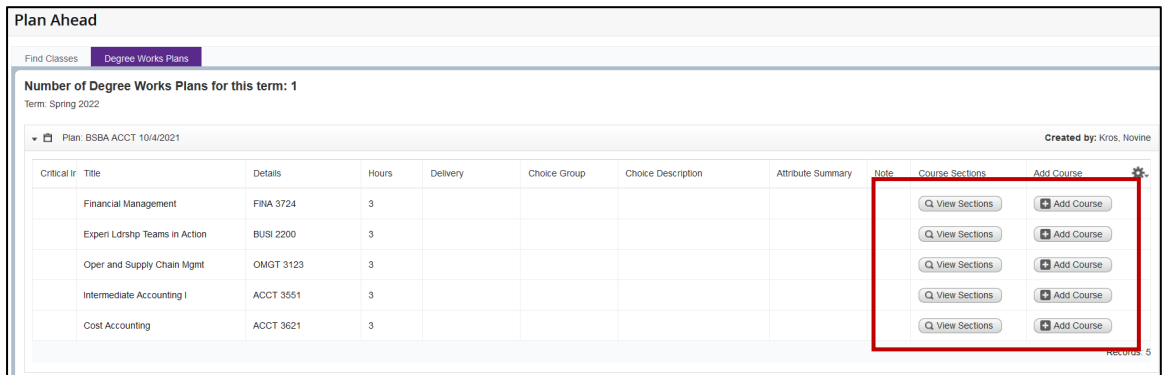
7. To create a plan, click the **Create New Plan** button.



8. Click the **Degree Works Plans** tab.

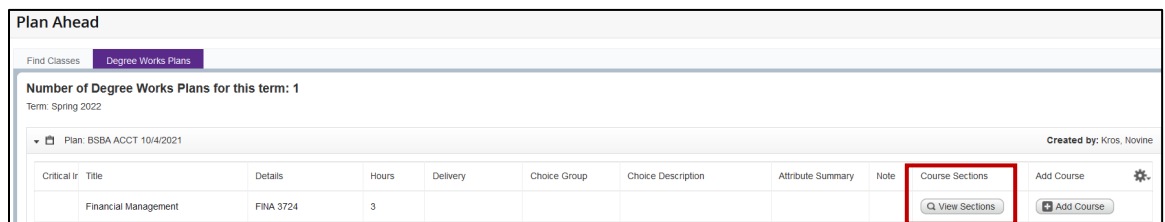


9. You can either add the courses (not section specific) or you can search for a specific section to add.
  - Click Add Course to add the course (not section specific) to your plan.
  - Click View Sections to add a specific section to your plan

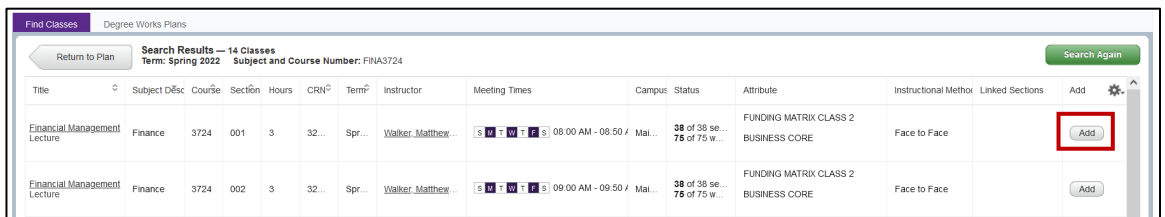


How to Add a specific section to your plan:

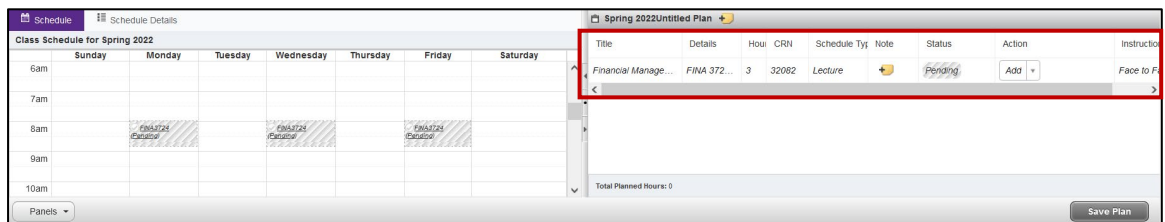
- a. Click the View Sections button.



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



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

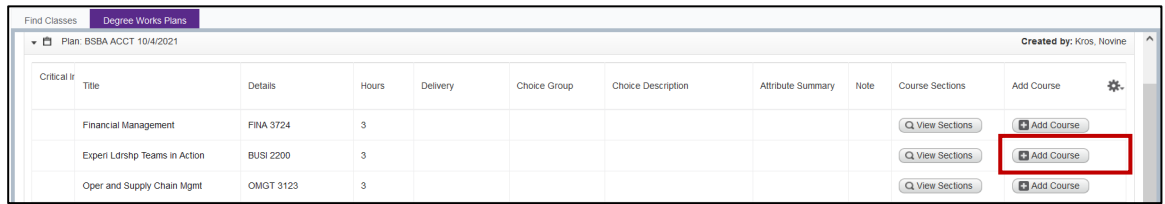


- d. Click the Return to Plan button to continue adding courses or sections.

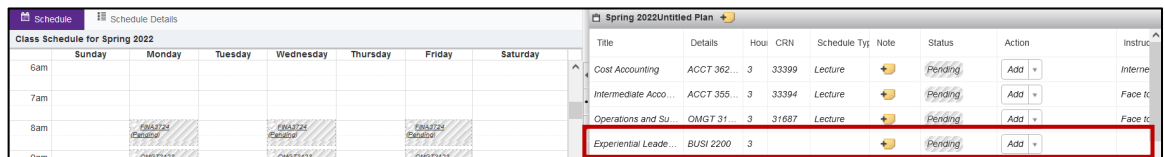


## How to Add a Course to your plan

- a. Click Add Course.



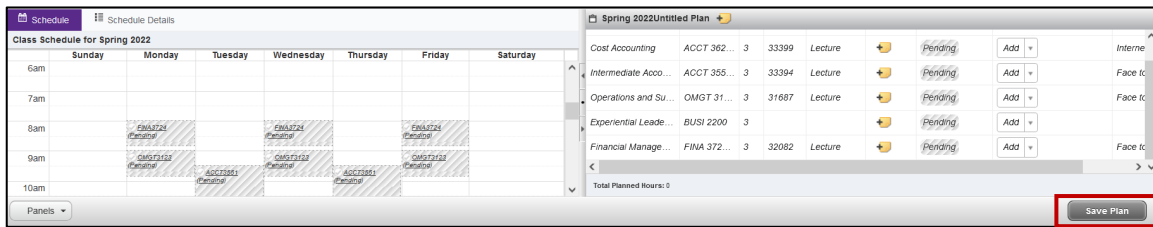
- b. The Course is added to your registration plan with no specific section information.



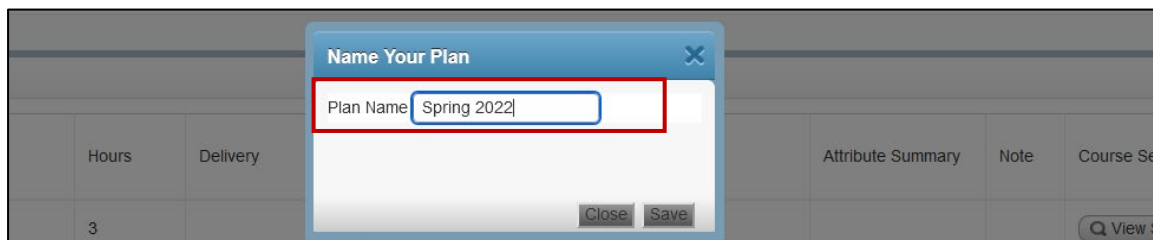
- c. Click the Return to Plan button to continue adding courses or sections.



10. When you are done, Click the Save Plan button.



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



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

### Plan Ahead

Find Classes Degree Works Plans

Title	Details	Hours	Delivery	Choice Group	Choice Description	Attribute Summary	Note	Course Sections	Add Course
Financial Management	FINA 3724	3						<a href="#">View Sections</a>	<a href="#">Add Course</a>
Experl Ldrshp Teams in Action	BUSI 2200	3						<a href="#">View Sections</a>	<a href="#">Add Course</a>
Oper and Supply Chain Mgmt	OMGT 3123	3						<a href="#">View Sections</a>	<a href="#">Add Course</a>
Intermediate Accounting I	ACCT 3551	3						<a href="#">View Sections</a>	<a href="#">Add Course</a>
Cost Accounting	ACCT 3621	3						<a href="#">View Sections</a>	<a href="#">Add Course</a>

Records: 5

#### Class Schedule for Spring 2022

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am		FINA 3724 Planned		FINA 3724 Planned		FINA 3724 Planned	
9am		OMGT 3123 Planned		OMGT 3123 Planned		OMGT 3123 Planned	
10am			ACCT 3551 Planned		ACCT 3551 Planned		

#### Spring 2022

Course	Code	Hours	Delivery	Section	Status	Days	Time	Room	Face to Face	Preferred
Cost Accounting	ACCT 362...	3	33399	Lecture	Planned				None	Interne
Experiential Leade...	BUSI 2200	3			Planned				None	
Financial Manage...	FINA 3724	3	32082	Lecture	Planned				None	Face to
Intermediate Accou...	ACCT 355...	3	33394	Lecture	Planned				None	Face to
Operations and Su...	OMGT 31...	3	31687	Lecture	Planned				None	Face to

Total Planned Hours: 15

[Save Plan](#)