

Using the Schedule Planner to Register

Click on the Student Tab in Wingspan, then on Banner 9 Registration.

1. Click on Plan Ahead



Plan Ahead

Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.

2. Select the Term and click continue.

3. Click on Create a New Plan.

Plans you have created for this term: 0

Term: Spring 2022

You are allowed a maximum of 99 plans for this term.

[+ Create a New Plan](#)

4. Click in the Subject field and Search for the courses you are interested in registering for. You can select multiple subjects.

Enter Your Search Criteria

Term: Spring 2022

Subject [You can add another](#)

Course Number

Keyword

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

5. To view the available sections, click on View Sections

Title	Subject Description	Course Number	Hours	Description	Course Sections	Add Course
Introduction to Human Diversity (3)	Anthropology	101	3	Description: An exploration of past a...	View Sections	Add Course

6. To add the course to your plan, simply click Add.

CRN	Subject	Course#	Section#	Hours	Title	Instructor	Meeting Times and Location	Part Of Term	Seat Availability	Attribute	Linked Sections	Add
22898	ANTH	101	001	3	Introduction to Human Di... Lecture	Woodfill, Brent (Primary)	S M T W T F S 03:30 PM - 04:45 PM Type: Class	1	30 of 30 seats r... Restriction!	Global Perspective Social Science		Add

Adding a course will bring up a sample schedule:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9am		BIOL130 (Pending)		BIOL130 (Pending)		BIOL130 (Pending)	
10am							
11am							
12pm							
1pm							
2pm							
3pm			ANTH101 (Pending)		ANTH101 (Pending)		
4pm							

7. When you're done with the Plan, Click Save Plan, then Name your plan:

Name Your Plan

Plan Name

Close Save

Once your plan is saved, your schedule will look like this:

Class Schedule for Spring 2022							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8am			EDCO200 (Planned)		EDCO200 (Planned)		
9am		BIOL150 (Planned)		BIOL150 (Planned)		BIOL150 (Planned)	
10am							
11am		MATH111 (Planned)		MATH111 (Planned)			
12pm							
1pm						MUSA152 (Planned)	
2pm		MUSA152 (Planned)		MUSA152 (Planned)			
3pm							
4pm			ANTH101 (Planned)		ANTH101 (Planned)		

8. When it's time to register, go to Register for Classes

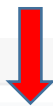


[Register for Classes](#)

Search and register for your classes. You can also view and manage your schedule.

9. Select the term and click continue.

10. Click on the Plans tab:
Register for Classes



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

Enter Your Search Criteria ⓘ
Term: Spring 2022

Subject

Course Number

Keyword

[▶ Advanced Search](#)

11. Choose which plan you want to register and click Add All.

Register from a plan.

Term: Spring 2022

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

Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	Note	Course Sections	Add
Developmental Sciences and the C...	EDCO 200, 004	3	22208	Lecture	Vawter, David (Primary)	Regular Letter Grade		View Sections	Add
Winthrop Chorale (1:4)	MUSA 152, 001	1	21049	Lecture	Mims, Jeremy (Primary)	Regular Letter Grade		View Sections	Add
Everyday Mathematics (3)	MATH 111, 001	3	22053	Lecture	Herring, Stephanie (Primary)	Regular Letter Grade		View Sections	Add
Introduction to Human Diversity (3)	ANTH 101, 001	3	22898	Lecture	Woodfill, Brent (Primary)	Regular Letter Grade		View Sections	Add
Elements of Living Systems (3)	BIOL 150, 001	3	21134	Lecture		Regular Letter Grade		View Sections	Add

A summary of your schedule will appear.

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
Elements of Living System...	BIOL 150, 001	3	21134	Lecture	Pending	Registered via web
Introduction to Human Div...	ANTH 101, 001	3	22898	Lecture	Pending	Registered via web
Everyday Mathematics (3)	MATH 111, 001	3	22053	Lecture	Pending	Registered via web
Winthrop Chorale (1:4)	MUSA 152, 001	1	21049	Lecture	Pending	Registered via web
Developmental Sciences a...	EDCO 200, 004	3	22208	Lecture	Pending	Registered via web

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

[Submit](#)

12. Click Submit to register.

If successful, your courses will have a Registered status and will appear in the block schedule.

Status

Registered