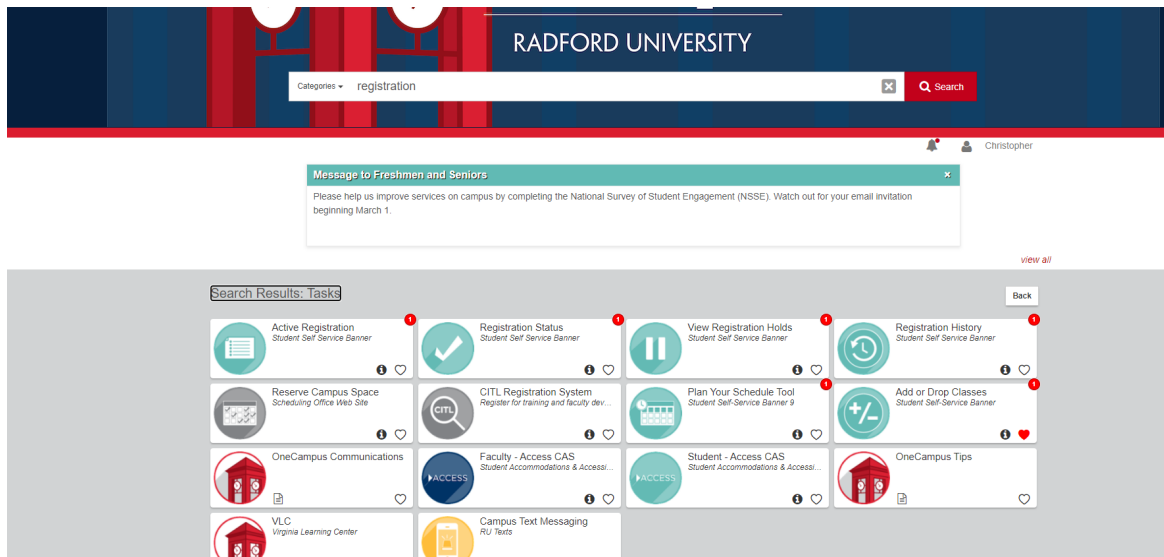
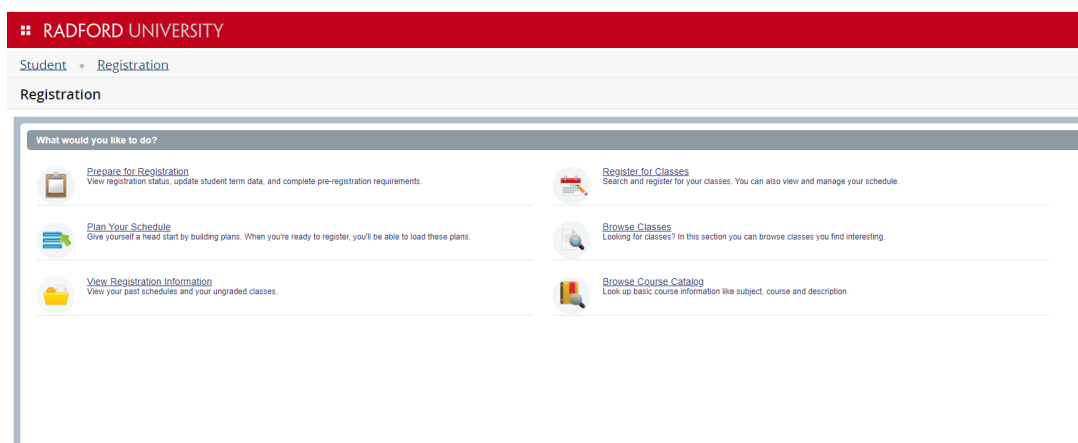


# Plan Your Schedule

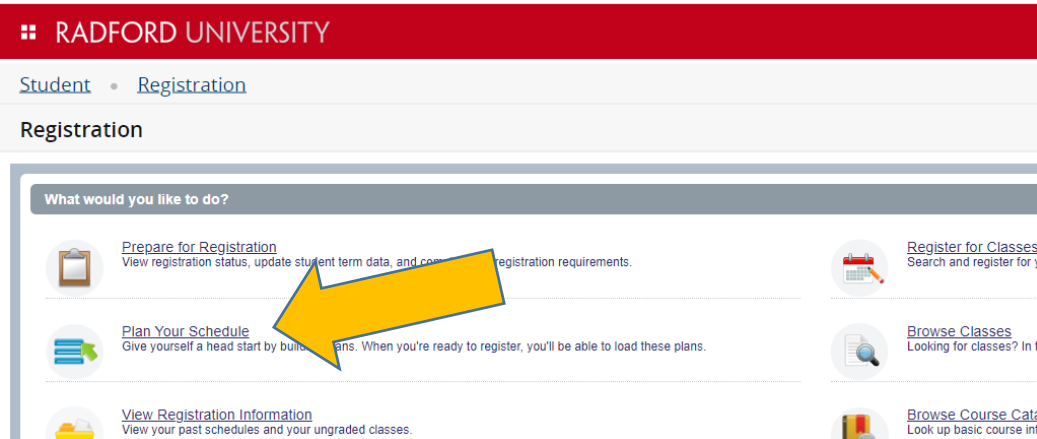
This tutorial will cover how to create a registration plan using the **Plan Your Schedule** tool. Start by logging into OneCampus and typing “registration” or “plan your schedule” into the search function. Several tiles will populate:



You can select anything that is related to registration (Active Registration, Registration Status, View Registration Holds, Registration History, Add or Drop Classes) to get to the landing page for registration:

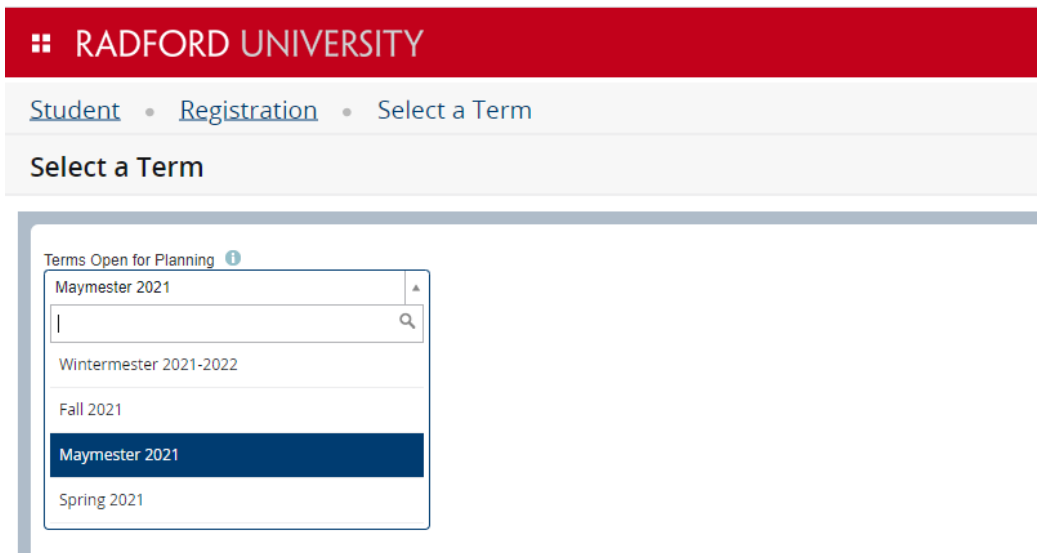


Select the **Plan Your Schedule** tool:



The screenshot shows the Radford University website's registration page. At the top is a red header with the university logo and name. Below it is a breadcrumb trail: Student > Registration. The main heading is "Registration". A section titled "What would you like to do?" contains six tool cards. A large yellow arrow points to the "Plan Your Schedule" card, which is described as: "Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans." Other cards include "Prepare for Registration", "Register for Classes", "View Registration Information", "Browse Classes", and "Browse Course Catalog".

Next, choose a term:



The screenshot shows the "Select a Term" page on the Radford University website. It features a red header with the university logo and name, and a breadcrumb trail: Student > Registration > Select a Term. The main heading is "Select a Term". Below this is a dropdown menu titled "Terms Open for Planning" with a search icon. The menu is open, showing a list of terms: "Maymester 2021", "Wintermester 2021-2022", "Fall 2021", "Maymester 2021" (highlighted in blue), and "Spring 2021".

Now select **Create a New Plan**:

Radford University navigation: [Student](#) • [Registration](#) • [Select a Term](#) • [Select A Plan](#)

### Select A Plan

**Plans you have created for this term: 0**  
Term: Maymester 2021  
You are allowed a maximum of 1 plans for this term.

[+ Create a New Plan](#)

This feature can be used to prepare for advising appointments and for actual registration. For the purposes of this tutorial, we are going to prepare a plan for Maymester 2021.

Once **Create a New Plan** is selected, search for the courses you want to register:

Radford University navigation: [Student](#) • [Registration](#) • [Select a Term](#) • [Select A Plan](#) • [Plan Ahead](#)

### Plan Ahead

[Find Classes](#)

**Enter Your Search Criteria**  
Term: Maymester 2021

Subject

Course Number

Keyword

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

You can search for courses by subject, course number, or keyword, or you can use the **Advanced Search** option to narrow your search further.

For now, we will search for a Communication & Media Studies class by typing “Communication” into the Subject field. As you can see, Communication & Media Studies is auto-populated in the search field:

**RADFORD UNIVERSITY**

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

**Plan Ahead**

**Find Classes**

**Enter Your Search Criteria**  
Term: Maymester 2021

Subject:

Course Number:

Keyword:

[Advanced Search](#)

Next, we will type the course number into the Course Number search field, and select **Search**:

**RADFORD UNIVERSITY**

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

**Plan Ahead**

**Find Classes**

**Enter Your Search Criteria**  
Term: Maymester 2021

Subject:

Course Number:

Keyword:

[Advanced Search](#)

Select **View Sections** to view all available times and dates for the course:

The screenshot shows the top navigation bar of the Radford University website with the text 'RADFORD UNIVERSITY' and a search icon. Below the navigation bar, there are links for 'Select a Term', 'Select A Plan', and 'Plan Ahead'. The main content area displays a search result for 'Communication & Media Studies' with a course number of 226 and 3 hours. A yellow arrow points to the 'View Sections' button.

The screenshot shows the 'Plan Ahead' section of the Radford University website. A search result for 'Digital Imaging Communication & Media Studies' is displayed. A tooltip is open over the course title, showing details such as 'Term: 202030 | CRN: 31156', 'Associated Term: Maymester 2021', 'CRN: 31156', 'Campus: Distance Learning', 'Schedule Type: Lecture/Lab', 'Instructional Method: Lecture', 'Section Number: 01', 'Subject: Communication & Media Studies', 'Course Number: 226', 'Title: Digital Imaging', 'Credit Hours: 3', and 'Grade Mode: No Section specified grade mode, please see Catalog link below for more information.'

There is only one section of COMS 226 available in this example.

If more information about the course is needed, click on the title of the course to open a tooltip that contains details about the course:

The screenshot shows the 'Plan Ahead' section of the Radford University website. A search result for 'Digital Imaging Communication & Media Studies' is displayed. A tooltip is open over the course title, showing details such as 'Term: 202030 | CRN: 31156', 'Associated Term: Maymester 2021', 'CRN: 31156', 'Campus: Distance Learning', 'Schedule Type: Lecture/Lab', 'Instructional Method: Lecture', 'Section Number: 01', 'Subject: Communication & Media Studies', 'Course Number: 226', 'Title: Digital Imaging', 'Credit Hours: 3', and 'Grade Mode: No Section specified grade mode, please see Catalog link below for more information.'


Here you can view information like books needed for the course, prerequisites, and the assigned instructor.

Select **Add** to add a course to your plan:


[Select a Term](#) • [Select A Plan](#) • [Plan Ahead](#)

---

**Results — 1 Classes**  
Term: Maymester 2021 Subject and Course Number: COMS226 Communication & Media Studies

Subject	Course No.	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	
Digital Imaging Lecture/Lab	226	01	3	31156	Maym...	Kovarik, William (Primary)	S  M  T  W  T  F  S	- Type: Class Building: None Room: Dist...	17 of 20 seats re...	Distance Learning	

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




A pop-up window confirms the course has been added. The course that has just been added shows as having a “Pending” status:

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

**Plan Ahead**

**Find Classes**

**Catalog Search Results** Search Results — 1 Classes  
Term: Maymester 2021 Subject and Course Number: COMS226 Communication & Media Studies

Title	Subject	Course No.	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	
Digital Imaging Lecture/Lab	Communicatio...	226	01	3	31156	Maym...	Kovarik, William (Primary)	S  M  T  W  T  F  S	- Type: Class Building: None Room: Dist...	17 of 20 seats re...	Distance Learning; Async	

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

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**Schedule** Schedule Details

**Class Schedule for Maymester 2021**

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							
10am							

Open and close bottom panels to display extra registration information.

**Maymester 2021 Untitled Plan**

Title	Details	Hours	CRN	Schedule Type	Note	Status	Action
Digital Imaging Lecture/Lab	COMS 226 01	3	31156	Lecture/Lab		Pending	

Total Planned Hours: 0

You can continue adding as many courses to this plan as you wish. When you are ready, select **Save Plan**:

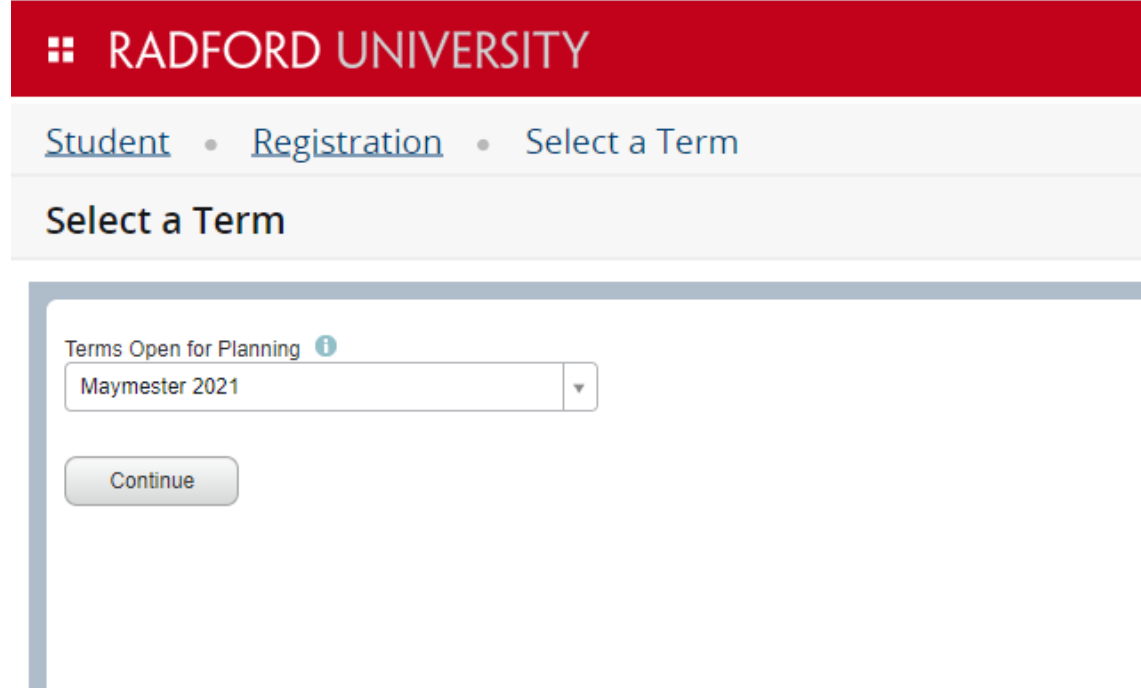
The screenshot shows the Radford University registration interface. At the top, there is a navigation bar with "RADFORD UNIVERSITY" and a user profile for "Bradbury". Below this, a breadcrumb trail reads "Student > Registration > Select a Term > Select A Plan > Plan Ahead". The main area is titled "Plan Ahead" and contains a "Find Classes" section. A search results table is visible, with a "Name Your Plan" dialog box overlaid on top. The dialog box has a text input field containing "Tutorial" and "Save Plan" and "Close" buttons. The search results table has columns for Title, Subject Description, Course No., Section, Hours, CRN, Term, Instructor, Campus, Status, Attribute, and Room. One row is visible for "Digital Imaging Lecture/Lab" with course number COMS 226, section 01, 3 hours, CRN 31156, and instructor Kovarik, William. Below the search results, there is a "Schedule" section with a weekly grid and a "Maymester 2021 Unfilled Plan" table.

Give your plan a name and select **Save**. You have now created a registration plan.

You can view your plan at any time. Select **Plan Your Schedule** from the landing page:

The screenshot shows the Radford University registration landing page. At the top, there is a navigation bar with "RADFORD UNIVERSITY" and a user profile for "Bradbury". Below this, a breadcrumb trail reads "Student > Registration". The main area is titled "Registration" and contains a section "What would you like to do?". This section has six options, each with an icon and a description: "Prepare for Registration" (clipboard icon), "Register for Classes" (calendar icon), "Plan Your Schedule" (calendar icon with a yellow arrow pointing to it), "Browse Classes" (magnifying glass icon), "View Registration Information" (folder icon), and "Browse Course Catalog" (magnifying glass icon). The descriptions for each option are: "View registration status, update student term data, and registration requirements.", "Search and register for your classes. You can also view and manage your schedule.", "Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.", "Looking for classes? In this section you can browse classes you find interesting.", "View your past schedules and your ungraded classes.", and "Look up basic course information like subject, course and description."

Select the term:



❏ RADFORD UNIVERSITY

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

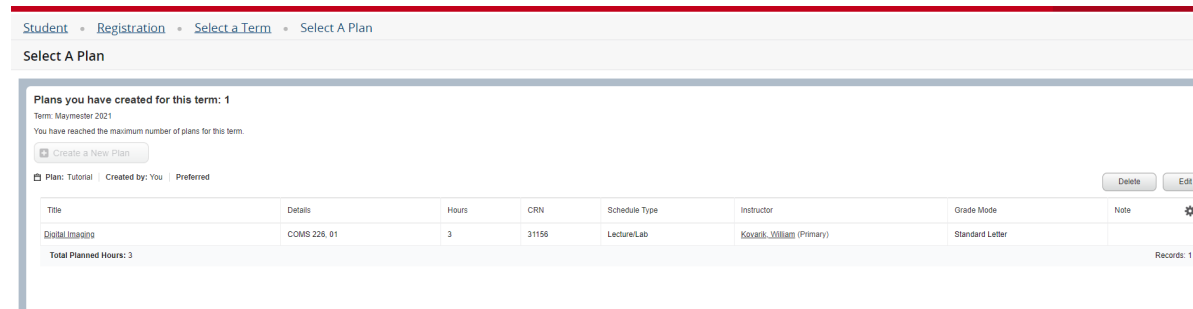
## Select a Term

Terms Open for Planning ⓘ

Maymester 2021 ▼

Continue

And view your plan:



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

## Select A Plan

Plans you have created for this term: 1

Term: Maymester 2021

You have reached the maximum number of plans for this term.

Create a New Plan

Plan: Tutorial | Created by: You | Preferred

Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	Note	
Dissal_maj202	COMS 226_ 01	3	31156	Lecture/Lab	Kovach, William (Primary)	Standard Letter		

Total Planned Hours: 3

Records: 1

Delete Edit

You can edit your plan to add more courses, choose a different section, or delete your plan and start over.

If you have any questions you can contact the Registrar's Office at 540-831-5271, or by email at [registrar@radford.edu](mailto:registrar@radford.edu).