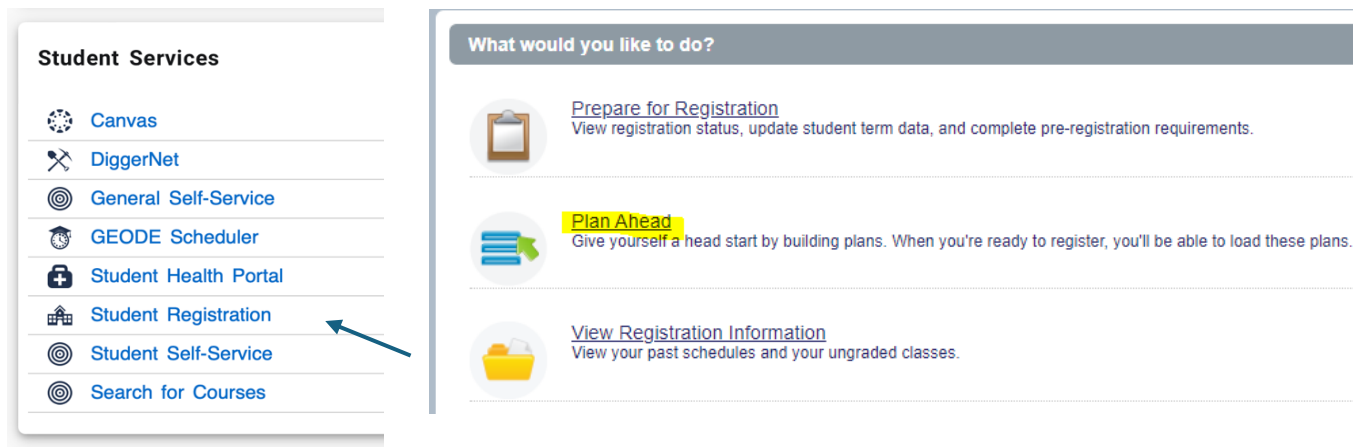


How do I...

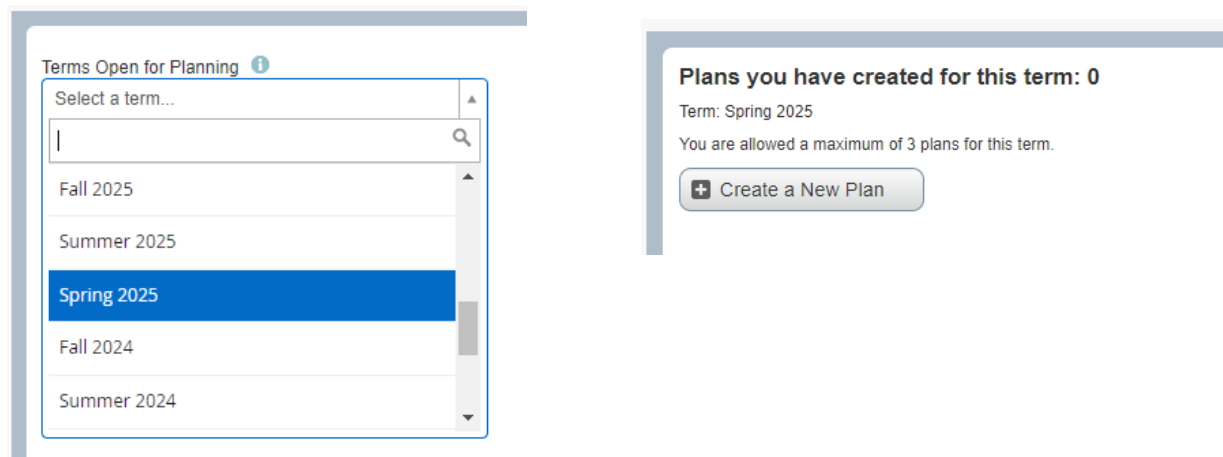
PLAN AHEAD IN SELF-SERVICE BANNER (SSB9)

FINDING THE PLAN AHEAD TOOL

1. Log into your Trailhead account and find the Student Services Card
2. Click on the link for Student Registration to open SSB9
3. Click on the link for "Plan Ahead". *If you receive an error message at any point, try logging out of my.mines.edu in all browsers, then logging back in and trying again.*



4. Select the term for which you want to create the plan
5. Click the button to "Create a New Plan"



CREATING YOUR PLAN

1. Search for classes to add using the basic search fields or the advanced search.

Plan Ahead

Find Classes

Enter Your Search Criteria

Term: Spring Semester 2023

Subject

Crse

Keyword

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

2. When the course pulls up, you have two options:
 - a. You can click the button to “add” the course without selecting a section, which allows you to build a plan early. You can then return later (any time after the schedule is published or during your registration period), to view and select specific section options. While this option allows you to build plans far in advance, to ensure greater accuracy with course offerings, we recommend waiting to build your plan until no sooner than six weeks prior to the opening of the next registration period.
 - b. Or, if the next semester’s schedule has already been published, you have option to click “View Sections,” which will allow you to see information on specific times, instructors, etc. You can then click “Add” to the specific section you want to add to your plan. Make sure to click “View Linked” to review and add linked course options, if applicable (e.g., courses with studios, labs, or recitations).

Find Classes

Catalog Search Results **Search Results — 10 Classes**
Term: Spring 2025 Subject and Course Number: PHGN100 Physics

| Title | Subject Descri | Subject | Course N | Section | CRN | Hours | Instructor | Meeting Times | Schedule Type | Status | Linked Sections | Add |
|-----------------------|----------------|---------|----------|---------|-------|-------|--------------------|-----------------------------------|---------------|-------------------------------------------|-----------------------------|---------------------|
| PHYSICS I - MECHAN... | Physics | PHGN | 100 | A | 11600 | 4 | Todd, Todd Rusk... | S M T W T F S 10:00 AM - 10:50 AM | Lecture | 150 of 150 s... Restriction! LINKED | View Linked | Add |
| PHYSICS I - MECHAN... | Physics | PHGN | 100 | B | 11601 | 4 | Todd, Todd Rusk... | S M T W T F S 11:00 AM - 11:50 AM | Lecture | 150 of 150 s... Restriction! LINKED | View Linked | Add |

Find Classes

Search Results — 1 Courses
Term: Spring 2025 Subject: Mathematics Course Number: 112 [Search Again](#)

| Title | Subject Description | Course Number | Hours | Description | Course Sections | Add Course |
|---------------------------------------|---------------------|---------------|-------|---------------------------------|-------------------------------|----------------------------|
| CALCULUS FOR SCIENTISTS AND ENGINE... | Mathematics | 112 | 4 | (I, II, S) Vectors, applicat... | View Sections | Add Course |

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

Back To Search Results **Linked Sections — 5 Options**
Term: Spring 2025 Subject and Course Number: PHGN100 Physics

Title : PHYSICS I - MECHANICS Schedule Type : Lecture CRN: 11600 [Add All](#)

| Title | Subject Description | Subject | Course Nun | Section | CRN | Hours | Instructor | Meeting Times | Status |
|-----------------------|---------------------|---------|------------|---------|-------|-------|-------------------------|-----------------------------------------------|-------------------------------------------------|
| PHYSICS I - MECHANICS | Physics | PHGN | 100 | SC | 12108 | 0 | Ohno, Timothy (Primary) | S M T W T F S 12:00 PM - 01:50 PM Type: Class | 138 of 138 seats f... Restriction! LINKED |

Total Hours : 0

Title : PHYSICS I - MECHANICS Schedule Type : Lecture CRN: 11600 [Add All](#)

| Title | Subject Description | Subject | Course Nun | Section | CRN | Hours | Instructor | Meeting Times | Status |
|-------|---------------------|---------|------------|---------|-----|-------|------------|---------------|--------|
|-------|---------------------|---------|------------|---------|-----|-------|------------|---------------|--------|

- As you choose courses, if you have selected a specific section, they will appear as pending (shaded gray) in the course list and schedule matrix on the lower half of the page. You can check the schedule matrix to ensure that you do not have any time conflicts between your courses.

- Save and name your plan. When you save your plan, the courses status will switch to planned and will show in the matrix as shaded in green.

- If you need to remove a course from the plan, select "Remove" from the drop-down menu next to the course within the course list.

| Title | Details | Hou | CRN | Schedule | Note | Status | Action |
|---------------------|-------------|-----|-------|----------|------|---------|--------|
| PHYSICS I - MECH... | PHGN 100... | 4 | 11600 | Lecture | + | Pending | Ada |
| PHYSICS I - MECH... | PHGN 100... | 0 | 12108 | Studio | + | Pending | Ada |
| PHYSICS I - MECH... | PHGN 100... | 4 | 11600 | Lecture | + | Pending | Ada |
| CALCULUS FOR S... | MATH 112 | 4 | | | + | Pending | Remove |

- Make sure to hit "Save" after finalizing any changes to your plan. You can repeat this process to create up to three plans.

REGISTERING FROM A PLAN THAT YOU HAVE CREATED

1. When it is your time to register, return to Self-Service Banner 9 (Trailhead > Students Services Card > Student Registration) and choose "Register for Classes."

What would you like to do?

- Prepare for Registration**
View registration status, update student term data, and complete pre-registration requirements.
- Register for Classes**
Search and register for your classes. You can also view and manage your schedule.
- Plan Ahead**
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
- Schedule - Browse for Classes**
Looking for classes? In this section you can browse classes you find interesting.
- View Registration Information**
View your past schedules and your ungraded classes.
- Browse Course Catalog**
Look up basic course information like subject, course and description.

2. After you choose the term, the "Register for Classes" screen will appear and you will select the "Plans" tab.

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

Enter Your Search Criteria ⓘ

Term: Spring 2025

Subject

Course Number

Keyword

Schedule Type

Open Sections Only

[Advanced Search](#)

3. Your plan will appear and you have the option to add individual courses one-by-one or click "Add All" to add every course in the plan instantly.

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

Register from a plan.

Term: Spring 2025

Plan: Sample Plan A Created by: You (Preferred)

| Title | Details | Hours | CRN | Schedule Type | Instructor | Grade Mode | Note | Course Sections | Add |
|-------------------------|--------------|-------|-------|---------------|---------------------------|------------------|------|----------------------------------------------|------------------------------------|
| PHYSICS I - MECHANICS | PHGN 100, SC | 0 | 12108 | Studio | (Tim) Timothy Ohno (...) | Non-graded (abs) | | <input type="button" value="View Sections"/> | <input type="button" value="Add"/> |
| PHYSICS I - MECHANICS | PHGN 100, A | 4 | 11600 | Lecture | (Todd) Todd Ruskell (...) | Standard Letter | | <input type="button" value="View Sections"/> | <input type="button" value="Add"/> |
| CALCULUS FOR SCIENTI... | MATH 112 | 4 | | | | | | <input type="button" value="View Sections"/> | |

Records: 3

- You will see the courses appear in your course schedule list and matrix. Press "Submit" to enroll yourself in the courses.

The screenshot shows a course schedule interface. On the left is a class schedule matrix for Spring 2025, with columns for days of the week and rows for time slots from 8am to 4pm. Courses are listed in the matrix cells. On the right is a 'Summary' table with columns: Title, Details, Hour, CRN, Schedule, Status, and Action. The table lists three courses: 'CALCULUS FOR SCI...', 'PHYSICS I - MECHA...', and 'PHYSICS I - MECHA...'. All three have a status of 'Pending'. Below the table, there is a 'Submit' button.

| Title | Details | Hour | CRN | Schedule | Status | Action |
|----------------------|---------------|------|-------|----------|---------|--------------------|
| CALCULUS FOR SCI... | MATH 112, B | 4 | 11263 | | Pending | **Web Registered** |
| PHYSICS I - MECHA... | PHGN 100, A | 4 | 11600 | | Pending | **Web Registered** |
| PHYSICS I - MECHA... | PHGN 100, ... | 0 | 12108 | | Pending | **Web Registered** |

- If you are successful in enrolling, you will not receive any error messages, and the status of the course will change from "pending" to "registered" in your course summary list.

The screenshot shows the same course schedule interface as before, but the status of the three courses in the summary table has changed from 'Pending' to 'Registered'. The 'Submit' button is now disabled.

| Title | Details | Hour | CRN | Schedule | Status | Action |
|----------------------|---------------|------|-------|----------|------------|--------|
| CALCULUS FOR SCI... | MATH 112, D | 4 | 10155 | | Registered | None |
| PHYSICS I - MECHA... | PHGN 100, A | 4 | 11600 | | Registered | None |
| PHYSICS I - MECHA... | PHGN 100, ... | 0 | 12108 | | Registered | None |

- You can continue to add additional courses or adjust course times if needed in the course search section. The system will alert you to possible time conflicts.

The screenshot shows a search results page for 'MATH112'. The page has a search bar and a 'Search' button. Below the search bar is a table of search results with columns: Title, Subject DeScr, Subject, Course, Section, CRN, Hours, Instructor, Meeting Times, Schedule Type, Status, and Linked Sections. The table lists nine different sections of 'CALCULUS FOR SCI...' with various meeting times and instructors. The status column shows '40 of 40 sea...' for most sections, but two sections (E and F) have a yellow warning icon and the text 'Time Conflict'.

| Title | Subject DeScr | Subject | Course | Section | CRN | Hours | Instructor | Meeting Times | Schedule Type | Status | Linked Sections | Add |
|---------------------|---------------|---------|--------|---------|-------|-------|------------------------|-----------------------------------|---------------|----------------------------------|-----------------|-----|
| CALCULUS FOR SCI... | Mathema... | MATH | 112 | A | 10154 | 4 | (Tyler) Tyler John... | S M T W T F S 08:00 AM - 08:50 AM | Lecture | 40 of 40 sea... | | Add |
| CALCULUS FOR SCI... | Mathema... | MATH | 112 | B | 11263 | 4 | (Ian) Ian Mitscher... | S M T W T F S 08:00 AM - 08:50 AM | Lecture | 40 of 40 sea... | | Add |
| CALCULUS FOR SCI... | Mathema... | MATH | 112 | C | 10156 | 4 | (Ian) Ian Mitscher... | S M T W T F S 09:00 AM - 09:50 AM | Lecture | 40 of 40 sea... | | Add |
| CALCULUS FOR SCI... | Mathema... | MATH | 112 | D | 10155 | 4 | (Terry) Terry Bridg... | S M T W T F S 09:00 AM - 09:50 AM | Lecture | 40 of 40 sea... | | Add |
| CALCULUS FOR SCI... | Mathema... | MATH | 112 | E | 10158 | 4 | (Lucas) Lucas Fa... | S M T W T F S 10:00 AM - 10:50 AM | Lecture | 40 of 40 sea... Time Conflict | | Add |
| CALCULUS FOR SCI... | Mathema... | MATH | 112 | F | 11104 | 4 | (Tyler) Tyler John... | S M T W T F S 10:00 AM - 10:50 AM | Lecture | 40 of 40 sea... Time Conflict | | Add |
| CALCULUS FOR SCI... | Mathema... | MATH | 112 | G | 10164 | 4 | (Ian) Ian Mitscher... | S M T W T F S 11:00 AM - 11:50 AM | Lecture | 40 of 40 sea... | | Add |
| CALCULUS FOR SCI... | Mathema... | MATH | 112 | H | 10160 | 4 | (Tyler) Tyler John... | S M T W T F S 11:00 AM - 11:50 AM | Lecture | 40 of 40 sea... | | Add |
| CALCULUS FOR SCI... | Mathema... | MATH | 112 | I | 10159 | 4 | (Kavla) Kavla Joh... | S M T W T F S 11:00 AM - 11:50 AM | Lecture | 40 of 40 sea... | | Add |

7. If you need to drop a registered course, you can do so in the drop-down menu next to the course name in the course summary listing. If the course is linked to a recitation, lab, or studio, you must drop all parts in the same transaction. Similarly, if the course is a co-requisite to another enrolled course, the system you must drop both in the same transaction.

The screenshot shows a table titled 'Summary' with columns: Title, Details, Hour, CRN, Schedule, Status, and Action. The table lists three courses, all with a status of 'Registered'. The 'Action' dropdown menu is open, showing options: 'None', 'Drop on the Web', and 'Withdrawn on Web'. The 'Drop on the Web' option is highlighted in yellow. At the bottom of the table, there is a 'Submit' button and a status bar showing 'Total Hours | Registered: 8 | Billing: 8 | CEU: 0 | Min: 0 | Max: 19'.

| Title | Details | Hour | CRN | Schedule | Status | Action |
|----------------------|---------------|------|-------|----------|------------|-----------------|
| CALCULUS FOR SCI... | MATH 112, D | 4 | 10155 | | Registered | None |
| PHYSICS I - MECHA... | PHGN 100, A | 4 | 11600 | | Registered | None |
| PHYSICS I - MECHA... | PHGN 100, ... | 0 | 12108 | | Registered | Drop on the Web |

Error

You must drop all connected courses (11600, 12108, 10155; 12108, 11600, 10155) in the same transaction.

OK

TIPS FOR A SMOOTH REGISTRATION

1. Use appropriate advising tools such as [Degree Works](#) and your specific [Academic Catalog](#) (*important: find your catalog year listed at the top of your Degree Works*) to identify the critical courses that you need to take for on-time progression in your major, as well as how many credits you should take. Full time standing starts at 12 credits for undergraduate students and 9 credits for graduate students.
2. Make sure to check for linked sections -- if a course requires a studio, lab, or recitation, make sure to add the linked section.
3. Popular course times and sections can fill quickly. Be prepared to adjust, be flexible, and have back-up ideas ready for times and course options.
4. If you are not able to add a class because it is full, you can waitlist yourself, if the option is available. You can waitlist by selecting "waitlist on web" in the drop-down menu next to the course name in your course summary list and hitting the submit button. If a seat opens up, you will receive an email and have 24 hours from the receipt of that email to return to the SSB9 registration screen and add the course.
5. If you require prerequisite overrides, instructor consent, a level override, or other special permissions to add a course, you will need to have [the appropriate form approved](#) to add the course. Try to submit any forms prior to your registration time!
6. You can find a list of common [registration errors](#) and how to prevent them on the Registrar's website.
7. As you get closer to the start of the new semester, if you have not been able to enroll in a course you believe that you need for on-time progression in your major, reach out to your CASA advisor for guidance.