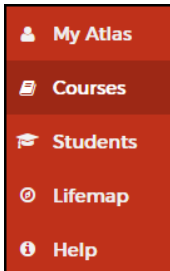**VALENCIA COLLEGE**

Plan Ahead

Plan Ahead allows you to create a class schedule from which you may register. You can create your own **Plan** or your academic advisor may create one for you. Follow the instructions below to locate and create a **Plan** using the **Plan Ahead** feature inside **Registration**.
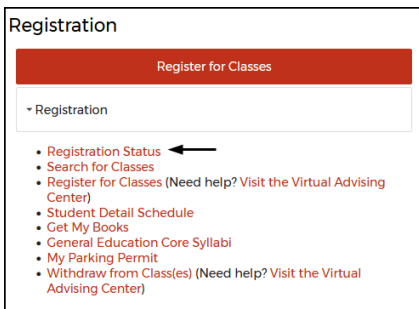
1. Log in to your Atlas account

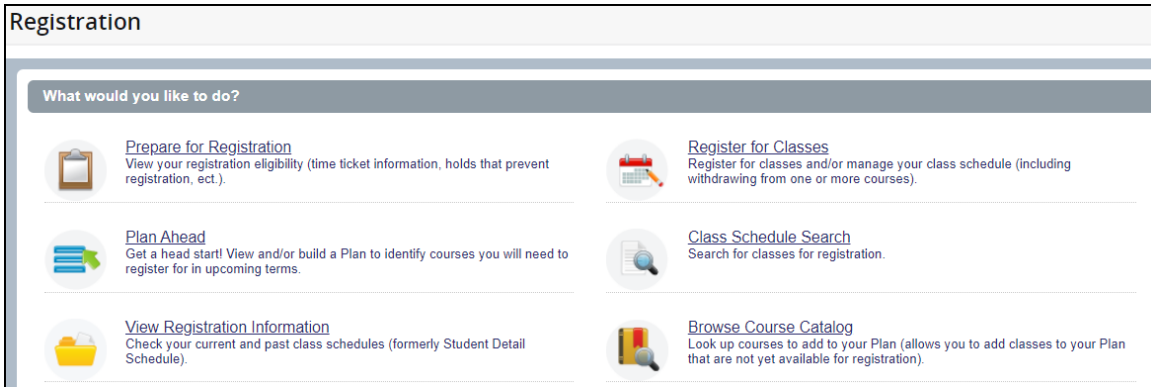2. Click on the **Courses** tab:

3. On the **Courses** tab, click on **Registration** inside the **Registration** channel:
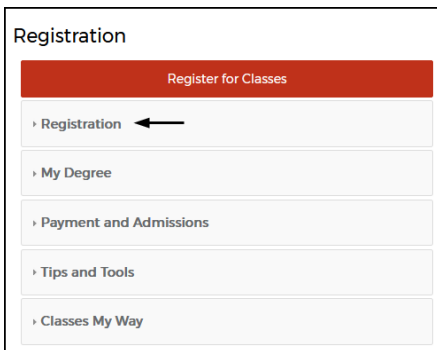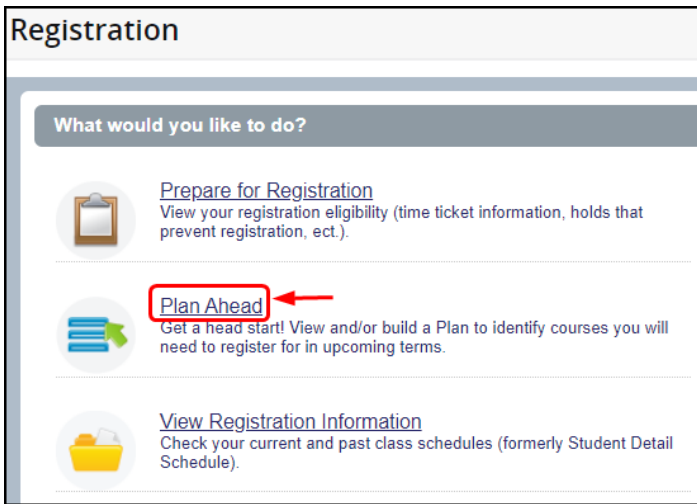
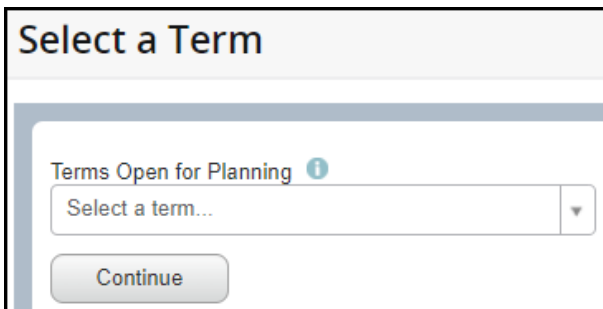

4. Click on **Registration Status**:

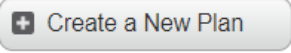5. You will be directed to the **Registration** menu:
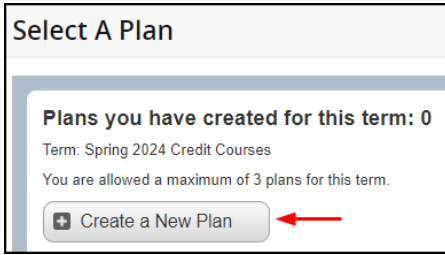

6. Click on **Plan Ahead**:

7. To begin building a **Plan**, you must first select the **Term** you wish to plan for by clicking on the drop-down arrow inside the **Select a term…** field; click Continue after selecting a term:
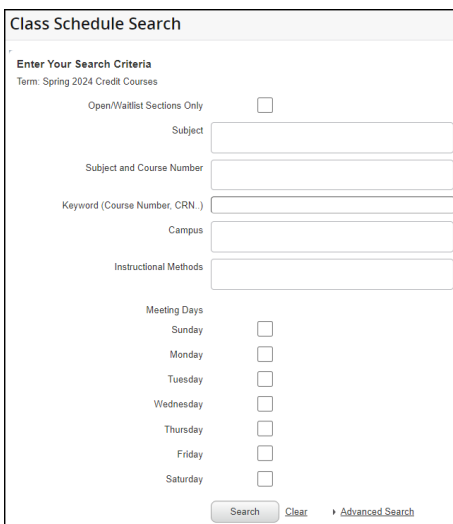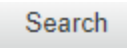
8. Click on **➕ Create a New Plan** :

Select A Plan

Plans you have created for this term: 0

Term: Spring 2024 Credit Courses

You are allowed a maximum of 3 plans for this term.

➕ Create a New Plan ⟵
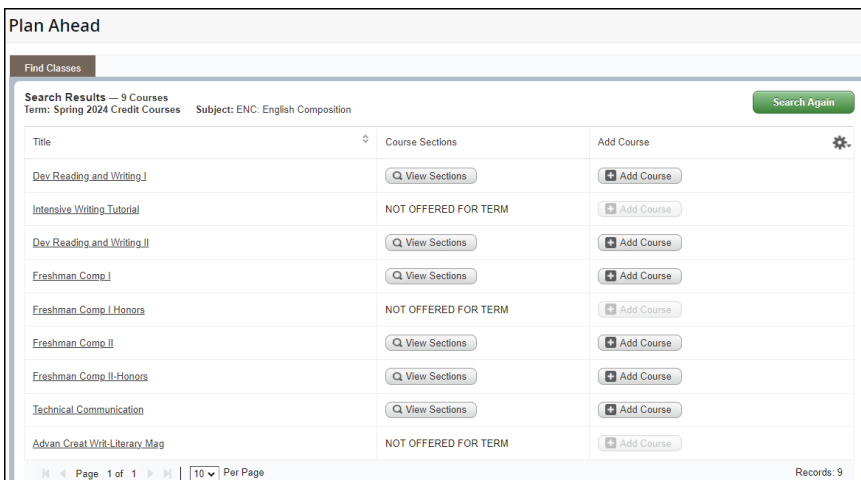
9. Next, you will be prompted to perform a **Class Schedule Search** to find courses to add to your **Plan** screenshot on next page):

Class Schedule Search

Enter Your Search Criteria
Term: Spring 2024 Credit Courses

Open/Waitlist Sections Only	☐
Subject	
Subject and Course Number	
Keyword (Course Number, CRN..)	
Campus	
Instructional Methods	

Meeting Days
Sunday ☐
Monday ☐
Tuesday ☐
Wednesday ☐
Thursday ☐
Friday ☐
Saturday ☐

Search   Clear   ▸ Advanced Search

10. In this tutorial, we will use English Composition as our example. After selecting ENC in the **Subject** search field, we click on Search to generate options and the **Plan Ahead** page opens to the **Find Courses** section:

Plan Ahead

Find Classes

Search Results — 9 Courses   Search Again
Term: Spring 2024 Credit Courses   Subject: ENC: English Composition

Title	Course Sections	Add Course	⚙
Dev Reading and Writing I	🔍 View Sections	➕ Add Course	
Intensive Writing Tutorial	NOT OFFERED FOR TERM	➕ Add Course	
Dev Reading and Writing II	🔍 View Sections	➕ Add Course	
Freshman Comp I	🔍 View Sections	➕ Add Course	
Freshman Comp I Honors	NOT OFFERED FOR TERM	➕ Add Course	
Freshman Comp II	🔍 View Sections	➕ Add Course	
Freshman Comp II-Honors	🔍 View Sections	➕ Add Course	
Technical Communication	🔍 View Sections	➕ Add Course	
Advan Creat Writ-Literary Mag	NOT OFFERED FOR TERM	➕ Add Course	

◀ ◀ Page 1 of 1 ▶ ▶ | 10 ▾ Per Page   Records: 9

11. We locate the course we wish to add to our **Plan**; in this example, we wish to add Freshman Comp I:

12. If sections already exist for the course and you wish to add a specific section to your **Plan**, click on

Q View Sections next to the course:

a. After clicking on **View Sections**, you will see:

b. Select the specific course section you wish to add to your **Plan** by clicking on **Add**:

c. After you have clicked ![Add], you will see two new areas under the **Find Classes** section:

d. The course you clicked ![Add] for now appears in the box on the lower right:

e. Click ![Save Plan] to add the course to your **Plan**

f. You will be prompted to **Name** your **Plan**; enter a name for your **Plan** and click ![Save] (screenshot on next page):
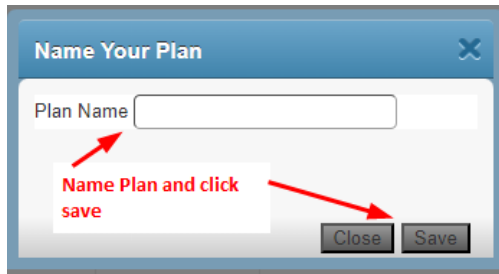
g. You will receive a ![Save Successful] message on the upper right of your screen confirming your **Plan** has been saved.

h. You will see the **Plan** on your **Select A Plan** page:
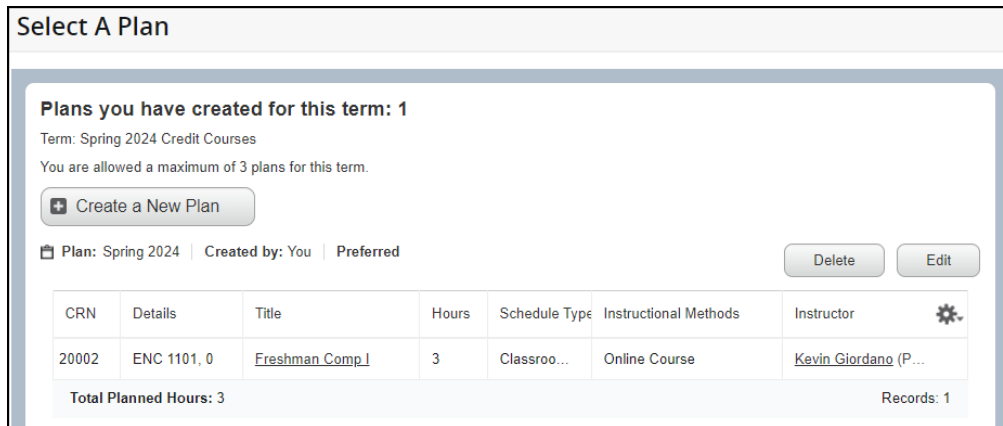
13. If sections do not yet exist for the course or if you are not yet ready to select a specific course section, click on ![Add Course] next to the course:

a. After clicking on **Add Course** , you will see:

b. The course you clicked **Add Course** for now appears in the box on the lower right (screenshot on next page):
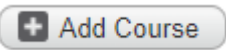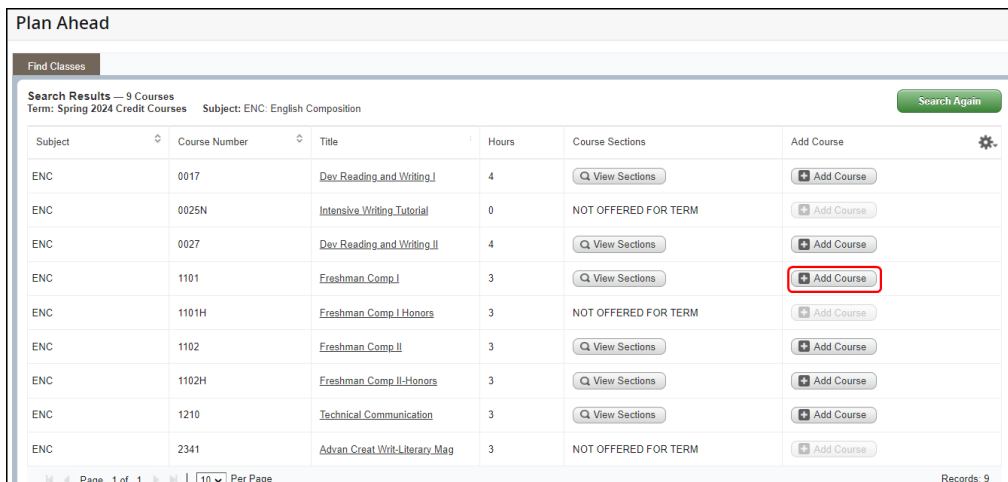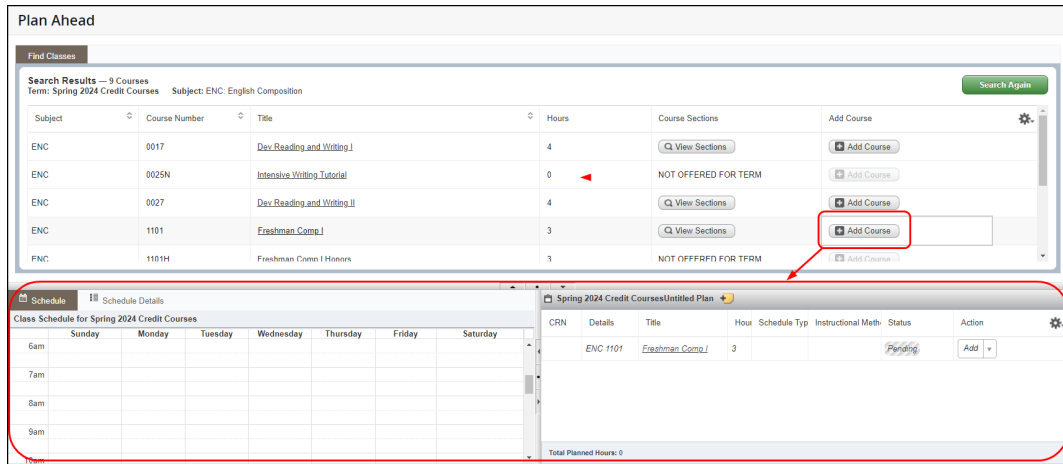

c. Click **Save Plan** to add the course to your **Plan**

d. You will be prompted to **Name** your **Plan**; enter a name for your **Plan** and click **Save**:

e. You will receive a **Save Successful** message on the upper right of your screen confirming your **Plan** has been saved.

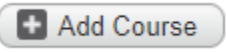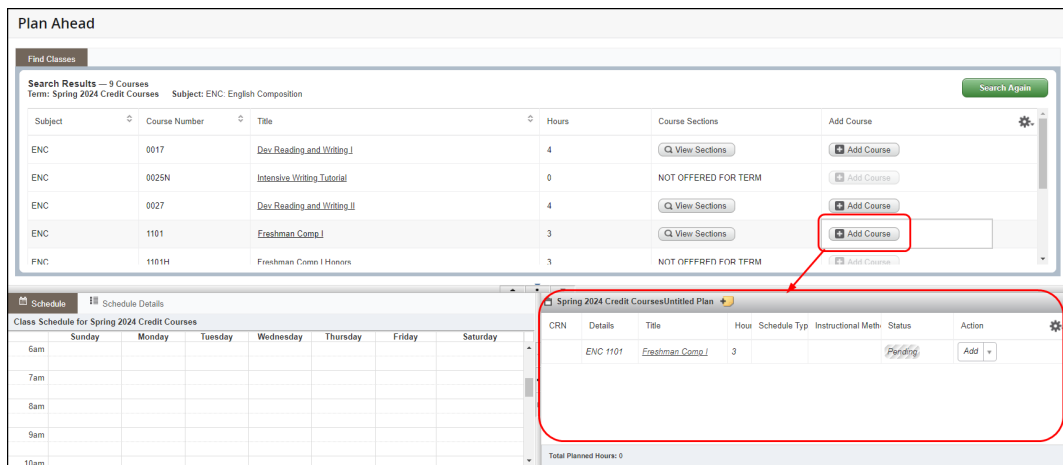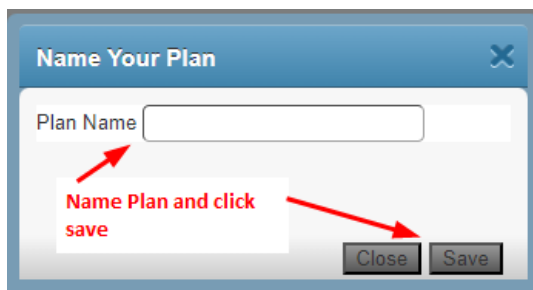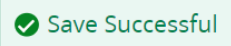f. You will see the **Plan** on your **Select A Plan** page:

Need help? Reach out to one of our Student Support Services. For technical assistance with your Atlas account, call the Atlas Student Help Desk at 407-582-5444 or email askatlas@valenciacollege.edu.