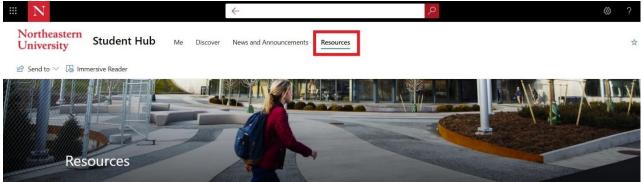
A plan allows you to create a schedule before registration opens. The classes that you add to your plan are not guaranteed until you register for them during registration. You can make a total of three plans per term.

1. Log into your Student Hub portal and select the Resources tab.



2. Select "Academics, Classes, & Registration" then "Course Registration".

Northeastern University Student Hub Me Discover	News and Announcements Resources	😒 Not following
🖻 Send to \vee 🛯 🖓 Immersive Reader		2
	On Academics, Classes & Registration Advising Services Course Catalog ① Course Catalog ① Registration Process Registration Process Registration of Carvas LMS ① myTRACE - Teacher Rating and Course Evaluation ① My Schedule ① Carvas LMS ① My Grades ① Registrar Forms ② My Orgere Audit ② LArmere ① Carvas LMS ②	
♦♥ +2 Miscellaneous	Medical Applicant Portal (Existing/Registered Users) () Course Registration () Mentoring and Advising Services ()	

3. This will take you to the Registration homepage.

Student =				100	
Registrat	ion				
What wou	uld 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.	4	Browse 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.		

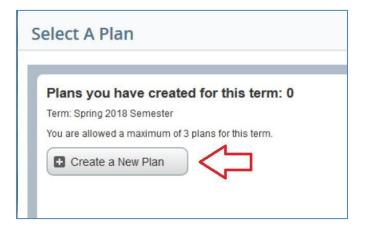
4. From the Registration menu, select "Plan Ahead."

gistrati	lon		
What wou	id you like to do?		
	Prepare for Registration View stration 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.		Browse 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.

5. Select the term for which you would like to plan from the drop-down menu and click "Continue."

ect a Term	
ns Open for Planning 🕕 ring 2018 Semester	v
ring 2018 Semester	v

6. To create a plan, click "Create a New Plan" on the next screen.



7. This will take you to the "Find Classes" page. Enter the course subjects for which you would like to search. You can search for more than one course subjects at once. You can also enter the specific course numbers. Click "Search" once you have entered your search criteria.

Plan Ahead	
Find Classes	
Enter Your Search Criteria	
Term: Spring 2018 Semester	
Subject	
Course Number	

8. You can also complete an advanced search to find classes. Click on "Advanced Search," enter your criteria and click "Search."

rm: Spring 2018 Semester			
Subject]
Course Number			
Keyword			
ubject and Course Number			
ubject and Course Number			
Keyword (With All Words)			
Keyword (With Any Words)			
Keyword (Exact Phrase)			
Keyword (Without The Word)			
Title			
Attribute			
Level			
College			
Division			Ĩ
Departments			
Schedule Type			
Course Number Range	to		
Credit Hour Range	to hour	rs	

9. To add a class to your plan, click "View Sections" for the desired class. If you click "Add Course," you

Search Results - 113 Courses					
Term: Spring 2018 Semester Subject: Biology					
Title	C Subject Description	* Course Number	0 Hours	Departplon	▼
Biology at Northeastern	Biology	1000	1	introduces first-year students to the maj	Q View Sections
Foundations of Biology	Biology	1107	4 :	Introduces evolutionary principles, cellu	🛛 Q. View Sections 🔵 🕻 🖬 Add Course 🔵
Lab for BIOL 1107	Biology	1108	1	Accompanies BIOL 1107. Includes vario	Q View Sections
General Biology 1	Biology	1111	4	Explores basic principles of biology wit	(Q. View Sectiona) (
Lab for BIOL 1111	Biology	1112	24	Accompanies BIOL 1111. Offers student	Q View Sections
General Biology 2	Biology	1113	4	Continues BIOL 1111, Examines the ev	Q View Sections Add Course
Lab for BIOL 1113	Biology	1114	3	Accompanies BIOL 1113, Covers topics.	Q View Sectiona 🗍 🖪 Add Course
General Biology 1 for Engineers	Biology	1115	4	Infroduces basic molecular and cellular	Q View Sections
Lab for BIOL 1115	Biology	1116	1	Accompanies BIOL 1115. Covers topics	Q View Sections
Integrated Anatomy and Physiology 1	Biology	1117	1411	Introduces students to integrated turna	Q View Sections

10. Click on the title of the section to view the Class Details.

fied Classes												
Catalog Search Results	Search Results 2 Term: Spring 2018 Sem		and Course	Number: BIOL 10	00 Biology							
Title	0 Subject Description	* Course Numb	e tector	0 Hours	CRM	0 1900	0 Instructor	Meeting Times	Campua	Statur		4
Biology at Northeastern Seminar	Biology	1000	02	3	34321	Spring 2	Othaties, Donald (Primary)	() () () () () () 11.45 AM - 01.25 PM Building: International VIIa	Roston	15 of 15 seals remain.	(Add)	
Biology at Northeastern Seminar	Uliology	1000	03	1	34730	Spring 2	Portes Mercence (Primary)	THE TOP OF SO AM - 11:30 AM Building: Richards Hall Ro	Boston	19 of 19 seats remain.	Add	
H I Page Sot 1 -	10 Per Page											Records 2

11. After viewing the section information, click "Close."

Class Details	
Bookstore Links	Associated Term: Spring 2018 Semester CRN: 34321 Campus: Boston
Course Description	Schedule Type: Seminar
Syllabus	Instructional Method: Traditional Section Number: 02 Subject: Biology
Attributes	Course Number: 1000
Restrictions	Title: Biology at Northeastern Credit Hours: 1
Instructor/Meeting Times	Grade Mode: No Section specified grade mode, please see Catalog link below for more information.
Enrollment/Waitlist	In below for more information.
Corequisites	
Prerequisites	
Mutual Exclusion	
Cross Listed Courses	
Linked Sections	
Fees	
Catalog	

12. The class will appear in your Schedule and Plan at the bottom of the page. Click "Save Plan."

00 Schedu	ule III Sched	ule Details							Spring 2018 SemesterU	ntitled Plan +							Preferre
lass Sched	tule for Spring 2018								Title	Details	Hours	CRN	Schedule Type	Note	Status	Action	*
10am	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday BICE 1000 (Pendag)	Saturday		Biology at Northeastern	B/OL 1000, 03	1	34730	Seminar	+	Pending	Add +	
11am						- ALALALALA											
12pm																	
1pm								h									
2pm								в									
3pm								1								-	
4pm																	
5om								-	Total Planned Hours: 0								
Panels •	•																Save Plan

13. You will then be prompted to name your plan. Type in a name for your plan into the Plan Name box and click "Save."

Name Your Plan	×
Plan Name (Preferred Plan	心
Close	Save

14. The class you added to your plan will change from "Pending" status to "Planned" status. The saved class will appear in green.

			Spring 2018 SemesterU	Intitled Plan 👈							Preferred
	11 Westpress 11		Title	Details	Hours	CRN	Schedule Type	Note	Status	Action	\$.
day	Friday	Saturday	Biology at Northeastern	BIOL 1000, 03	1	34730	Seminar	÷	Planned	None +	
									\wedge		
	\wedge		-						11		
	11		-								
		=)									
		-	Total Planned Hours: 1								
											Save Plan

15. You can go back to search for more classes at any time and add them to your plan. There is no limit to the number of classes that you can add to your plan. Select "Catalog Search Results" to return to your search results.

Student Registration Student	Select a Term 🏾 🔹 Se	lect A Plan	 Plan Ahe 	ad							
Plan Ahead											
Find Classes											
Catalog Search Results — 2 Classes Term: Spring 2018 Semester Subject and Course Number: BIOL 1000 Biology											
Title	Subject Description	r Course Numbei¢	Section 🗘	Hours	CRN \$	Term 🗘					
<u>Biology at Northeastern</u> Seminar	Biology	1000	02	1	34321	Spring 2					
<u>Biology at Northeastern</u> Seminar	Biology	1000	03	1	34730	Spring 2					
	10 💌 Per Page										

16. Click "Search Again" in the search results. This will take you back to the Find Classes page.

Find Classes						_									•
Search Results — 113 Courses Term: Spring 2018 Semester Subject: Biology															Search Again
Title	0.54	bjeta Decarption		* Course Humber 0 Hours			Description	Devalption							
Biology at North-eastern	.06	(log)		1000	1000 1		Introduces Rist-ye	Introduces Rest-year students to the ma		Q View Sections			Add Course		
Foundations of Biology	. BI	ology		1107	,1107 4		Introduces evolut	Introduces evolutionary principles, cell		Q View Sections			Add Course		
Lab.for BICK_1107	Bi	ology		1108	1108 1		Accompanies Bio	Accompanies BIOL 1107. Includes valo			Q View Sections				
General Biology 1	Binog Binog		313			Explores hasic pr	Explores tasic principles of biology wit.				View Sections	Add Course			
Lab.59(EROL.1111	Biology 111		1112 1		Accompanies BIOL 1111, Offers studen			Q View Sections			Ads Course				
General Biology 2	Bi	ciogy	1113		¥.		Continues BIOL	Continues BIOL 1111 Examines the ev			(Q	View Sections	Add Course		
Lab.for.BOL 1113 General Biology 1 for Engineers		ilogy	1114		1114 1		Accompanies BIOL 1113, Covers topic			Q View Sections			Add Course		
		ologi		1115	45		Introduces basic molecular and callula.		12 A	Q. View Sr		View Sections	Add Course		
	_	_	_			i de		-		_					_
Schedule III Schedule Details							Spring 2018 SemesterU	ititled Plan 👈							P
iss Schedule for Spring 2018 Semester Sunday Monday Th	esday Wed	Inesday	Thursday	Friday	Saturday		Trie	Dataile	Hours	ORN	Schedule Typ	n Note	Status	Adion	
10am				BiGL1882.thantes		•	Biology at Northeastern	BICL 1000, 03	1	34730	Seminar	•	Planned	None +	
15am															
12pm						1									
Ipm						-1									
2pm						đ									
3pm						4									
4pm															

17. To view all of your plans, choose "Select A Plan" from the top of the page.

Northeastern University	
Student • Registration • Select a Term • Select A Plan • Plan Ahead	
Plan Ahead	
Find Classes	
Enter Your Search Criteria	
Term: Spring 2018 Semester	
Subject	
Course Number	
Keyword	
Search Clear Advanced Search	

18. You can view, edit, or delete the plans you have created. You can also see a plan that your advisor has created. If your advisor has approved a plan for you, it will indicate approval by advisor.

Select A Plan								
Plans you have created for this te Term: Spring 2018 Semester You are allowed a maximum of splans for this te Create a New Plan Plan: Prefered Plan Created by: You P	rm.						Delete	Edit
Title	Datails	Hours	CRN	Schedule Type	Instructor	Grade Mode	Note	*
Biology at Northeastern	BIOL 1000, 03	1	34730	Seminar	Porter, Veronica (Primary)	Traditional		
Total Planned Hours: 1							R	ecords: 1

19. When registration opens, you will be able to use your plan or your advisor's plan to register for classes. Please see the Registration guide for more information on how to register from a plan.

You have to register for your plan when registration opens. You will <u>NOT</u> be automatically registered for a plan.