








# Cyberbear Registration

## Plan Ahead

The Plan Ahead section allows you (or your advisor) to create up to 5 registration plans per term, including an option to create a plan from your Degree Works degree plan that will make registering easier and quicker when your registration timeslot opens.

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

## Select a Term

Terms Open for Planning 

Select a Term for your Plan

## Select A Plan

**Plans you have created for this term: 0**  
Term: Autumn Semester 2018  
You are allowed a maximum of 5 plans for this term.

**Number of Degree Works Plans: 1**  
Plan: Core Courses Created by: Rehm, Trevor J

To create a Plan, click on the **Create A New Plan** button

*You can create plans or see plans that have been created for you by your Advisor or Degree Works.*

Watch the **Browse Classes** video or training document to search for courses.

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Use the **Find Classes** tab to search for courses that you would like to add to your plan.

Plan Ahead

Find Classes Degree Works Plans

Enter Your Search Criteria  
Term: Autumn Semester 2018

Subject

Course Number

Title

Credit Hour Range  to  hours

Gen Ed Require/Acad Enrichmnt

Degree Level

Search Clear Advanced Search

The **Subject** field allows you to type in partial name, subject abbreviation, or simply to click on the name to select

Type in the entire course number, including any letters for general education designators, or use % as a wildcard character before and after the number to search for specific courses

Use the **'%'** sign as a wildcard to search for courses.

*Note: These special characters are ignored*

**\*^%@\$#&?[]()|**

Enter Your Search Criteria  
Term: Autumn Semester 2018

Subject

Course Number

Title

Credit Hour Range  to  hours

Gen Ed Require/Acad Enrichmnt

Degree Level

Search Clear Advanced Search

These special characters are ignored: \*^!@\$#&?[]()|. The % is allowed.

As an example, we can search for 100-level Media Arts courses.

Type the name **Media Arts** or the abbreviation **MART** into the Subject field, then type **1%** (% is a wildcard character) into the Course Number field

Click the **Search** button to find the 100-level Media Arts courses

If you want to save a course in your plan, but wait to select a specific section until you register, click on the **Add Course** button.

Intro to Media Arts

Media Arts (MART) 101L 3

Offered&nbsp;every term...

View Sections Add Course

If you want to select a specific section of the course for your plan, click on the **View Sections** button. Sections for the courses will display showing the instructor, days and times the course is offered, and the seats available.

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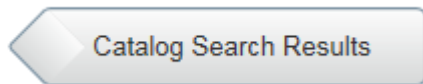
The screenshot shows a table of search results for 'Intro to Media Arts Lecture'. The table has columns for Title, Subject Descriptor, Course #, Section, Hours, CRN, Term, Instructor, Meeting Times, Campus, Status, and Subject. There are five rows of results. The first row is highlighted in blue. An arrow points from the 'Add' button in the first row to the text below.

Title	Subject Descriptor	Course #	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Subject	Action
Intro to Media Arts Lecture	Media Arts...	101L	01M	3	73002	Aut...	Murphy, Michael (Pri...	[M] T W T F S 03:00 PM - 04:20 PM Buildin	UM...	97 of 100 seat... 999 of 999 waitlist	MART	Add
Intro to Media Arts Lecture	Media Arts...	101L	1D	3	73024	Aut...	Staff, Staff (Primary) Patterson, Jordan	[S] M T W T F S - Building: None Room: No	Dua...	20 of 20 seats... Restriction!	MART	Add
Intro to Media Arts Lecture	Media Arts...	101L	2D	3	73029	Aut...	Schultz, Cindy (Prima... Patterson, Jordan	[S] M T W T F S - Building: None Room: No	Dua...	20 of 20 seats... Restriction!	MART	Add
Intro to Media Arts Lecture	Media Arts...	101L	3D	3	73378	Aut...	Cole, Beth (Primary) Patterson, Jordan	[S] M T W T F S - Building: None Room: No	Dua...	FULL: 0 of... Restriction!	MART	Add
Intro to Media Arts Lecture	Media Arts...	101L	5D	3	72988	Aut...	Hassinger, Kurtis (Pri...	[S] M T W T F S - Building: MD Internet Instr	Dist...	100 of 100 sea... 999 of 999 waitlist	MART	Add

Click the **Add** button to preview the section in your plan. The course status will appear as Pending in the **Calendar** and **Summary**, below the Find Courses section.

The screenshot shows the 'Autumn Semester 2018 Untitled Plan' interface. A red box highlights the 'Catalog Search Results' button in the top left. An arrow points from this button to the 'Add' button in the search results table above. Another arrow points from the 'Add' button in the table to the 'Intro to Media Arts' entry in the details panel on the right. The details panel shows the course title, CRN (73002), and status (Pending).

To search for more courses to add to your plan, click on the **Catalog Search Results** on the top left.



On the next screen, click on the **Search Again** button.



Click **Clear** next to the **Search** button on the **Find Classes** screen at the bottom on the parameter options and search for another course.

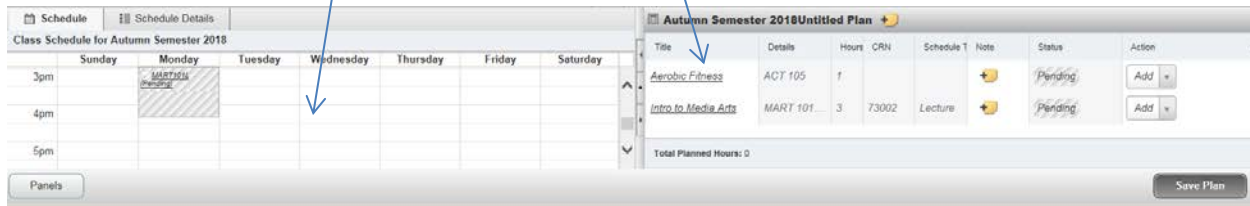


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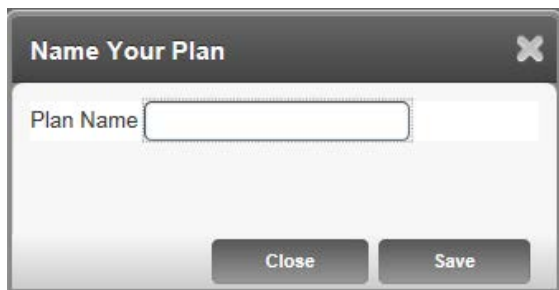
This time in the example, we will click on **Add Course** and select a section later.

The course is added to your **Summary** in a *Pending* status, but not to the **Calendar**, as no specific section has been selected.

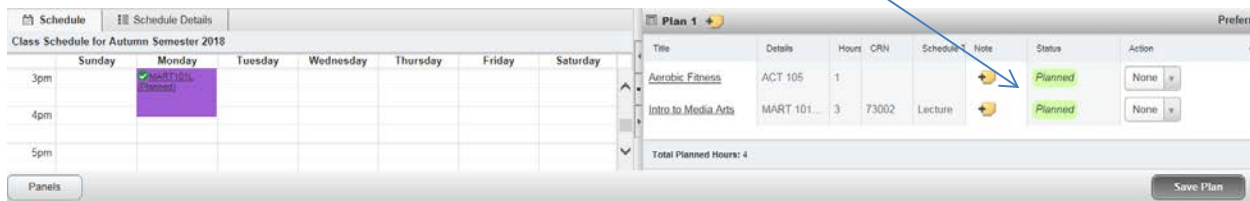


Click the **Save Plan** in the lower right to save your plan.

Type a title in the Plan Name field and click Save.



The status for each of your courses in the **Summary** will change from *Pending* to *Planned*.



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## Degree Works Plans

To view the Degree Works Plan, click on the Degree Works tab after you select a term on the Plan Ahead link

### Plans you have created for this term: 1

Term: Autumn Semester 2018

You are allowed a maximum of 5 plans for this term.

Create a New Plan

Plan: Activity Plan | Created by: You | Preferred

Title	Details
<a href="#">Intro Indoor Rock Climbing</a>	ACT 114, 03
<a href="#">Open Yoga</a>	ACT 105, 01
Total Planned Hours: 2	

If a **Degree Works Plan** has been created for you, it will be displayed on the **Select a Plan** page.

Create a New Plan

Click on the **Create a New Plan** button to view your suggested Degree Works plans

### Number of Degree Works Plans: 1

Plan: Business Majors Core Courses Created by: Rehm, Trevor J

Click on the **Degree Works Plans** tab to view specific courses in your suggested plan. You can view and add specific sections or just add courses to a separate plan from those courses suggested in your **Degree Works Plan**.

## Plan Ahead

First Classes | Degree Works Plans

Number of Degree Works Plans for this term: 1  
Term: Autumn Semester 2018

Business Majors Core Courses Created by: Rehm, Trevor J

Critical	Title	Details	Hours	Delivery	Choice Group	Choice Description	Attribute Summary	Note
	<a href="#">Introduction to Business</a>	BGEN 105S	3		1	BGEN 105S or BMGT 101...		<input checked="" type="checkbox"/> <a href="#">View Sections</a> <a href="#">Add Course</a>
	<a href="#">Intro to Entertainment Mgmt</a>	BMGT 101S	3		1	BGEN 105S or BMGT 101...		<input checked="" type="checkbox"/> <a href="#">View Sections</a> <a href="#">Add Course</a>
	<a href="#">Personal Finance</a>	BFIN 205S	3		1	BGEN 105S or BMGT 101...		<input checked="" type="checkbox"/> <a href="#">View Sections</a> <a href="#">Add Course</a>
	<a href="#">College Writing I</a>	WRIT 101	3		2	WRIT 101 or COMX 111A...		<input checked="" type="checkbox"/> <a href="#">View Sections</a> <a href="#">Add Course</a>
	<a href="#">Intro to Public Speaking</a>	COMX 111A	3		2	WRIT 101 or COMX 111A...		<input checked="" type="checkbox"/> <a href="#">View Sections</a> <a href="#">Add Course</a>

Panels [Save Plan](#)

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The courses will be displayed as *Pending* and appear in your calendar if you have selected a section until you click the Save Plan button to save.

The screenshot shows the 'Autumn Semester 2018' registration interface. On the left is a calendar grid for the week of Sunday to Saturday. The right side features a table of courses with columns for Title, Details, Hour, CRN, Schedule, Note, Status, and Action. The course 'Personal Finance' (BFIN 205S) is listed with a status of 'Pending'. A blue arrow points from the text above to the 'Pending' status. At the bottom right, a 'Save Plan' button is visible, with another blue arrow pointing to it from the text above.

Title	Details	Hour	CRN	Schedule	Note	Status	Action
Personal Finance	BFIN 205S	3				Pending	Add
Planetary Astronomy	ASTR 131	3	70007	Lecture		Registered	

Once you save, it will change the status from *Pending* to *Planned*.

This screenshot shows the same registration interface as above, but the course 'Personal Finance' now has a status of 'Planned', highlighted in green. A blue arrow points from the text above to this status. The 'Save Plan' button is still present at the bottom right.

Title	Details	Hour	CRN	Schedule	Note	Status	Action
Personal Finance	BFIN 205S	3				Planned	None
College Writing I	WRIT 101	3	70050	Lecture		Registered	

Advisor Plans will work the same as the Degree Works Plans.