

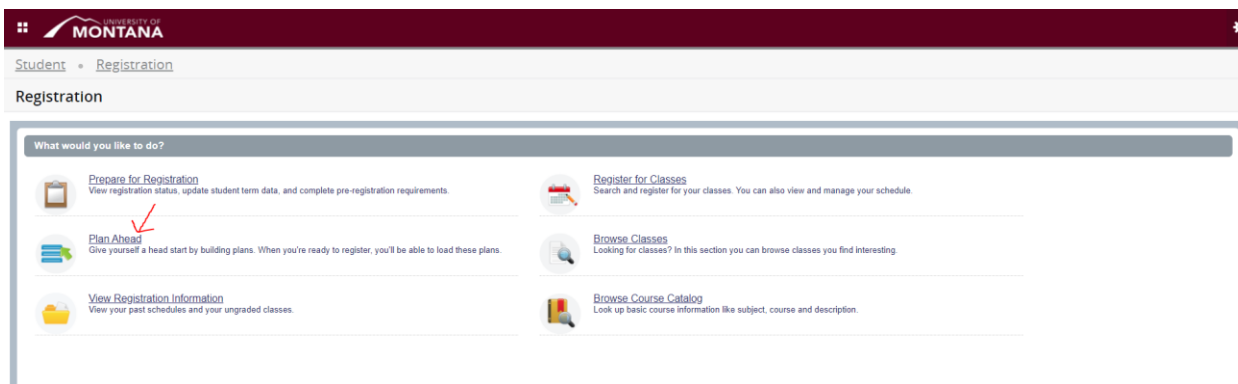
Plan Ahead

The Plan Ahead feature in the Cyberbear Registration module allows students and advisors to build a one-semester course registration plan without having to register for classes. This feature is helpful because it allows students to build a plan prior to meeting with their advisor. It also allows students and advisors to build course schedules during the priority advising period before registration opens for a future term, or when something is inhibiting a student from registering at the time of an appointment, for example if a student has holds on their account.

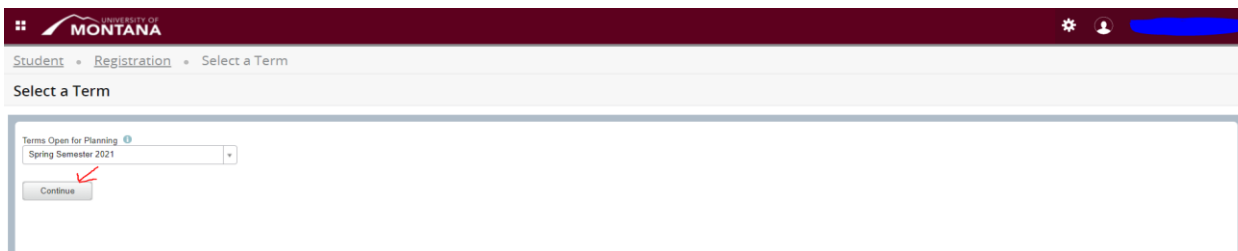
IMPORTANT: It is strongly encouraged that students and advisors open another browser and use [Course Search](#) to identify courses to add to a plan, as the Plan Ahead feature includes all course listings offered by a department, irrespective of whether they are offered during the term for which you are building a plan.

Getting Started (STUDENT)

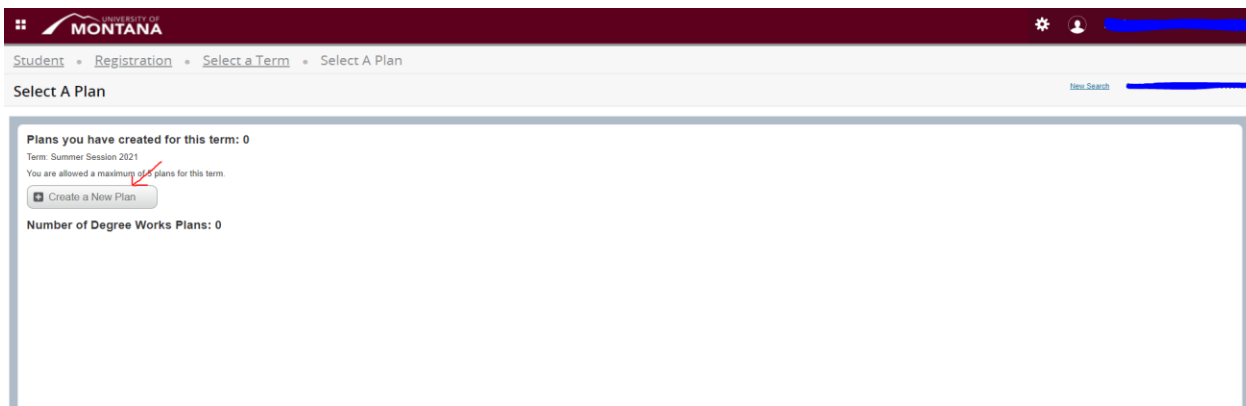
1. To access “Plan Ahead”, log in to [CyberBear](#). Click on “Student Services” and then click on the “Registration” tab located in the black ribbon on the left side of the page below your student profile picture. Now your screen should look like this:



2. Under “Registration” select the Plan Ahead tab. Now your screen should look like this:



3. Under “Select a Term”, select the term in the drop-down box for which you want to build a plan and click on the “Continue” button. Now your screen should look like this:



- Click on the button “Create a New Plan.” Upon selecting “Create a New Plan” you will be directed to the “Plan Ahead” page to find classes. Now your screen should look like this:

- Use the Subject, Course Number and Gen Ed Req/Academic Enrichment fields to search for classes that you want to add to your Plan.
Note: You can use a ‘%’ sign as a wildcard to search. See above example. In the Subject field Anthropology has been selected, and in the Course Number field ‘1’ has been added with a ‘%’. Selecting the “Search” button with these criteria entered will produce a full list of 100-level courses offered in Anthropology. Now your screen should look like this:

UNIVERSITY OF MONTANA

Student • Registration • Select a Term • Select A Plan • Plan Ahead

Plan Ahead

Find Classes Degree Works Plans

Search Results — 13 Courses
Term: Summer Session 2021 Subject: Anthropology (ANTY) Course Number: 1%

Search Again

Title	Subject Description	Course Number	Hours	Description	View Sections	Add Course
Anthro & the Human Experience	Anthropology (ANTY)	101H	3	Offered autumn and spring. Offere...	View Sections	Add Course
Intro to South & S. East Asia	Anthropology (ANTY)	102H	3	Offered intermittently. An introducti...	View Sections	Add Course
Intro Latin American Studies	Anthropology (ANTY)	103H	3	Offered intermittently. Multidiscipli...	View Sections	Add Course
Ancient Migrations	Anthropology (ANTY)	104	3	Offered spring. An exploration of mi...	View Sections	Add Course
Race and Minorities	Anthropology (ANTY)	122S	3	Offered autumn. Analysis of the de...	View Sections	Add Course
Anthropology and Global Health	Anthropology (ANTY)	126	3	Offered intermittently. Mountain Ca...	View Sections	Add Course

Schedule Schedule Details

Class Schedule for Summer Session 2021

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

Summer Session 2021Untitled Plan

No classes have been added to this plan.

Total Planned Hours: 0

Save Plan

6. Review the search results to identify the course you want to add to your plan. Once you have identified the course of interest, select “View Sections” to view section options and to determine if the course is being offered in the semester you are planning for. Now your screen should look like this:

UNIVERSITY OF MONTANA

Student • Registration • Select a Term • Select A Plan • Plan Ahead

Plan Ahead

Find Classes Degree Works Plans

Catalog Search Results Search Results — 2 Classes
Term: Summer Session 2021 : ANTY101H Anthropology (ANTY)

Title	Subject Descripti	Course N	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	Add
Anthro & the Human Experie... Lecture	Anthropolog...	101H	01B	3	51166	Sum...	David Garrett Kerr (Pri...	S M T W T F S 10:00 AM - 11:50 AM	UM...	49 of 50 seats r... 999 of 999 waitl...	Historical Studies (H) Cultural Int'l Diversity (X)	Add
Anthro & the Human Experie... Lecture	Anthropolog...	101H	01E	3	50911	Sum...	Cheyenne L. Laus (Pri...	S M T W T F S - Type: Class Building: TD Inter	Dist...	25 of 30 seats r... 999 of 999 waitl...	Historical Studies (H) Cultural Int'l Diversity (X)	Add

Page 1 of 1 Per Page

Records: 2

Schedule Schedule Details

Class Schedule for Summer Session 2021

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

Summer Session 2021Untitled Plan

No classes have been added to this plan.

Total Planned Hours: 0

Save Plan

7. One you have identified the section of the course you want to add, select the “Add” button on the right side of the screen to add the course to your plan. Once you select the “Add” button, the course will appear in your plan summary at the bottom right corner of the screen. It will also appear in your weekly schedule in the bottom left corner of your screen, given that the class has an assigned meeting time. If the course you add is an asynchronous offering and does not have an assigned meeting time, it will not populate in your weekly schedule but will appear in your plan summary. Now your screen should look like this:

UNIVERSITY OF MONTANA

Student • Registration • Select a Term • Select A Plan • Plan Ahead

Plan Ahead New Search

Find Classes Degree Works Plans

Catalog Search Results Search Results — 2 Classes
Term: Summer Session 2021 : ANTY101H Anthropology (ANTY)

Title	Subject Descript	Cours# N	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	
Anthro & the Human Experi... Lecture	Anthropolog...	101H	01B	3	51166	Sum...	David Garrett Kerr (Pri...	S M T W T F S 10:00 AM - 11:50 AM	UM...	49 of 50 seats r... 999 of 999 waitl...	Historical Studies (H) Cultural Int'l Diversity (X)	Add
Anthro & the Human Experi... Lecture	Anthropolog...	101H	01E	3	50911	Sum...	Cheyenne L. Laue (Pri...	S M T W T F S - Type: Class Building: TD Inter	Dist...	25 of 30 seats r... 999 of 999 waitl...	Historical Studies (H) Cultural Int'l Diversity (X)	Add

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Schedule Schedule Details

Class Schedule for Summer Session 2021

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
9am							
10am		ANTY101H (Pending)	ANTY101H (Pending)	ANTY101H (Pending)	ANTY101H (Pending)		
11am							
12pm							
1pm							

Summer Session 2021Untitled Plan

Title	Details	Hours	CRN	Schedule 1	Note	Status	Action
Anthro & the Human Exp...	ANTY 101H, ...	3	51166	Lecture		Pending	Add

Total Planned Hours: 0

Save Plan

8. Using steps 5-7, develop the rest of your course plan for the semester. Once you are satisfied with your plan and it includes all the coursework you intend to take for semester, select the “Save Plan” tab in the bottom right corner of the screen to save your plan. See screenshot below:

UNIVERSITY OF MONTANA

Student • Registration • Select a Term • Select A Plan • Plan Ahead

Plan Ahead New Search

Find Classes Degree Works Plans

Catalog Search Results Search Results — 2 Classes
Term: Summer Session 2021 : ANTY101H Anthropology (ANTY)

Title	Subject Descript	Cours# N	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	
Anthro & the Human Experi... Lecture	Anthropolog...	101H	01B	3	51166	Sum...	David Garrett Kerr (Pri...	S M T W T F S 10:00 AM - 11:50 AM	UM...	49 of 50 seats r... 999 of 999 waitl...	Historical Studies (H) Cultural Int'l Diversity (X)	Add
Anthro & the Human Experi... Lecture	Anthropolog...	101H	01E	3	50911	Sum...	Cheyenne L. Laue (Pri...	S M T W T F S - Type: Class Building: TD Inter	Dist...	25 of 30 seats r... 999 of 999 waitl...	Historical Studies (H) Cultural Int'l Diversity (X)	Add

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Schedule Schedule Details

Class Schedule for Summer Session 2021

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							
10am							
11am							
12pm							
1pm							

Summer Session 2021Untitled Plan

Title	Details	Hours	CRN	Schedule 1	Note	Status	Action
Anthro & the Human Exp...	ANTY 101H, ...	3	51166	Lecture		Pending	Add

Total Planned Hours: 0

Open and close bottom panels to display extra registration information.

Save Plan

9. You will be prompted to give your plan a name so that you can easily identify it when it is time for you to register for classes. For example, you can title your plan ‘Summer 2021.’ After naming your plan, select “Save” to save your plan in your registration module. See screenshot below:

UNIVERSITY OF MONTANA

Student • Registration • Select a Term • Select A Plan • Plan Ahead

Plan Ahead

Find Classes Degree Works Plans

Catalog Search Results Search Results — 2 Classes
Term: Summer Session 2021 : ANTY101H Anthropology (ANTY)

Name Your Plan
Plan Name Summer 2021

Title	Subject Descripti	Cours# N	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute
Anthro & the Human Experie... Lecture	Anthropolog...	101H	01B	3	51166	Sum...	David Garrett Kerr	S M T W T F S	UM...	49 of 50 seats r... 999 of 999 wait...	Historical Studies (H) Cultural Intl Diversity (X)
Anthro & the Human Experie... Lecture	Anthropolog...	101H	01E	3	50911	Sum...	Cheyenne L. Laue (Pri...	S M T W T F S	- Type: Class Building: TD Inter	25 of 30 seats r... 999 of 999 wait...	Historical Studies (H) Cultural Intl Diversity (X)

Page 1 of 1 | 10 Per Page Records: 2

Class Schedule for Summer Session 2021

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

Open and close bottom panels to display extra registration information.

Summer Session 2021Untitled Plan

Title	Details	Hours	CRN	Schedule 1	Note	Status	Action
Anthro & the Human Exp...	ANTY 101H, ...	3	51166	Lecture		Pending	Add

Total Planned Hours: 0

Save Plan

10. You will know you have successfully saved your plan if you receive a “Save Successful” indication in the top right corner of your screen, and the “status” of your plan in your plan summary changes from “Pending” to “Planned” and turns green. Now your screen should look like this:

UNIVERSITY OF MONTANA

Student • Registration • Select a Term • Select A Plan • Plan Ahead

Plan Ahead

Find Classes Degree Works Plans

Catalog Search Results Search Results — 2 Classes
Term: Summer Session 2021 : ANTY101H Anthropology (ANTY)

Save Successful

Title	Subject Descripti	Cours# N	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute
Anthro & the Human Experie... Lecture	Anthropolog...	101H	01B	3	51166	Sum...	David Garrett Kerr (Pri...	S M T W T F S 10:00 AM - 11:50 AM	UM...	49 of 50 seats r... 999 of 999 wait...	Historical Studies (H) Cultural Intl Diversity (X)
Anthro & the Human Experie... Lecture	Anthropolog...	101H	01E	3	50911	Sum...	Cheyenne L. Laue (Pri...	S M T W T F S	- Type: Class Building: TD Inter	25 of 30 seats r... 999 of 999 wait...	Historical Studies (H) Cultural Intl Diversity (X)

Page 1 of 1 | 10 Per Page Records: 2

Class Schedule for Summer Session 2021

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							
10am		✓ANTY101H (Planned)	✓ANTY101H (Planned)	✓ANTY101H (Planned)	✓ANTY101H (Planned)		
11am							
12pm							

Summer 2021

Title	Details	Hours	CRN	Schedule 1	Note	Status	Action
Anthro & the Human Exp...	ANTY 101H, ...	3	51166	Lecture		Planned	None

Total Planned Hours: 3

Save Plan

11. Once you are ready to register for classes for the planned term, follow the easy instructions below to **move your plan into registration**:

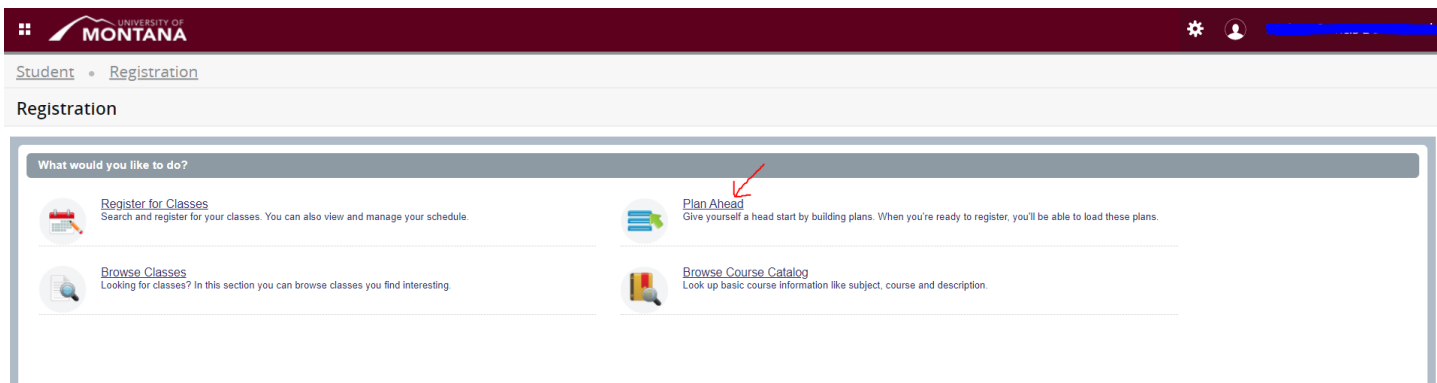
1. Log into [Cyberbear](#) using your net id and password.
2. Once logged into Cyberbear, select the “Student Services” tab.
3. In your Student Profile, under your profile picture select “Registration”.
4. Select the term that you have planned for from the dropdown box and select the “Submit” button.
5. Select "Register for Classes".
6. Select the term that you planned for again, enter your Advising PIN and select the “Submit” button.
7. Once in your registration window, select the “Plans” tab to bring up your plan. To the right of your Plan, select “Add All” and select the “Submit” button in the bottom right corner of the screen to process your registration.

Getting Started (Advisor)

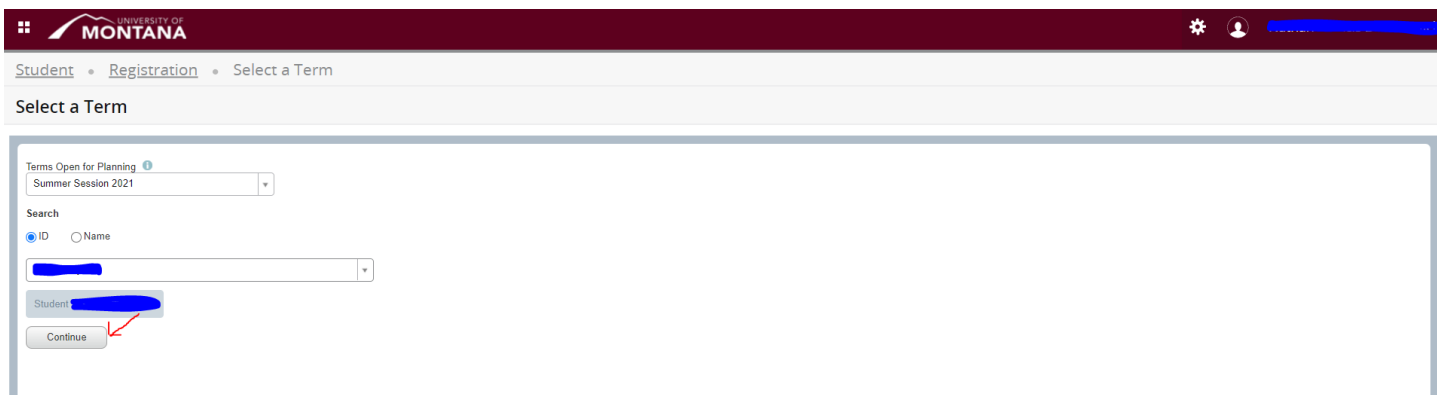
1. To access “Plan Ahead”, log in to [CyberBear](#). Click on “Cyberbear for Faculty and Advisors”, indicate you understand FERPA and select the “Advisor Menu” option. Now your screen should look like this:

2. Enter the term for which you want to plan, and the Student ID Number (790#) of the student you intend to plan for. After you have entered the term and ID Number, hit the enter button and select “View Profile.”

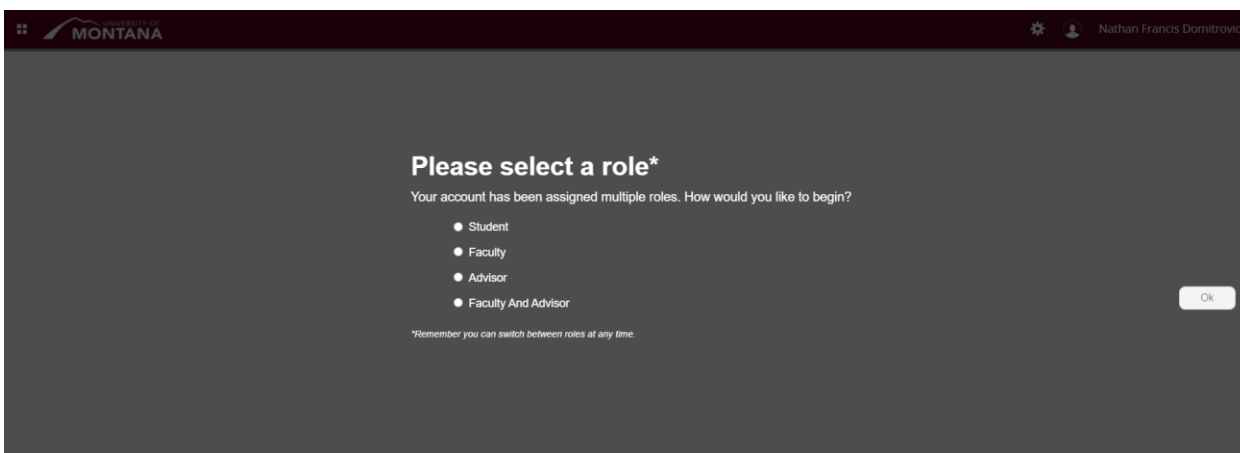
3. You will now see your advisee’s student profile. Click on the “Registration” tab located in the black ribbon on the left side of the page, below your advisee’s profile picture. Now your screen should look like this:



4. Under “Registration”, select “Plan Ahead.” Now your screen should look like this:



5. Under “Select a Term”, re-enter the term in which you want to plan and the Student ID number of the student you are building a plan for. Once the Student ID number is entered the student’s full name will appear in the drop-down list. Select the student’s name and select the “Continue” button. Now your screen should look like this:



6. Indicate your role of advisor by selecting the “Advisor” button and selecting “Ok” on the right hand of the screen. You are now in the “Find Classes” section of the Plan Ahead feature. Follow steps 5-9 in the *Getting Started (Student)* section of this guide to build a plan for your advisee. Once the plan has been saved, your advisee will be able to access the saved plan in their Cyberbear account for purposes of review and registration.

Note: To edit a course plan in Plan Ahead that you did not create, for example, if a student wants to edit a plan created by their advisor, or if an advisor would like to make changes to a plan created by a student, you will need to select the “Create New Plan” button to start a fresh plan. Then select the “Created by Others” tab to access previous plans, and either add classes in one by one using the “Add” button or transfer the entire previous plan by using the “Add All” button and continue editing from there.