



جامعة عجمان
AJMAN UNIVERSITY



Banner System - Plan Ahead Academic Advising Student User Manual

The “Plan Ahead” option in Banner system is a new feature which enables you to plan your courses for the next term and to get feedback and approval from your academic advisor on the course plan which you have proposed, prior to the registration period.

The Office of Information Technology



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2019-2020

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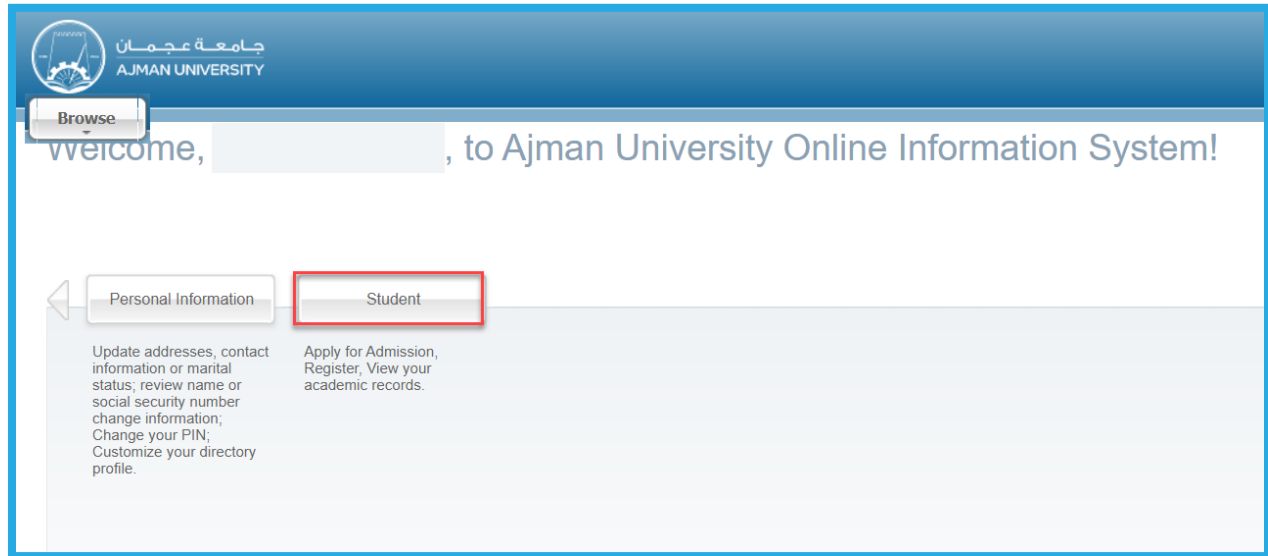
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1. Access the Plan Ahead

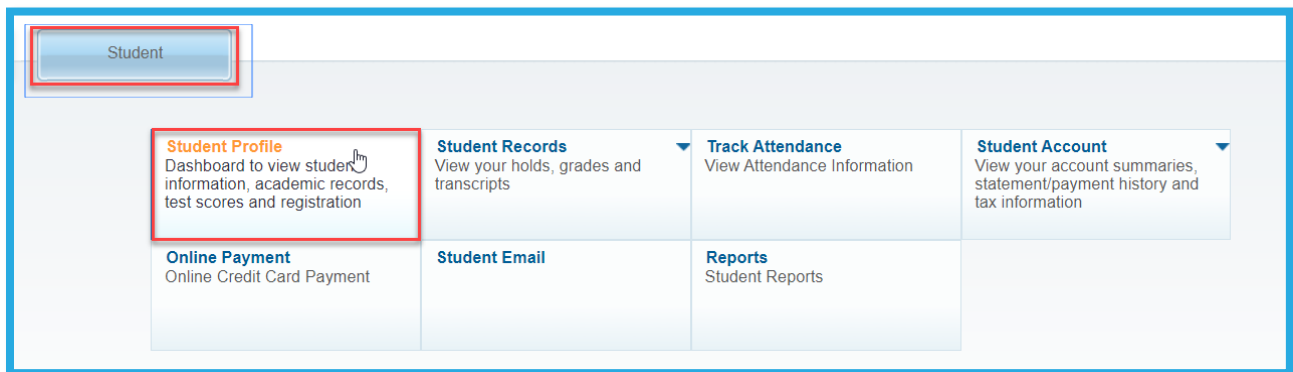
In order to access the Plan Ahead feature on Banner, please follow the below steps:

1- Log in to [Banner](#)

2- On the home page of Banner, Click on Student, as illustrated below:



3- Click on Student Profile, as illustrated below:




- 4- On your student profile, click on Registration and Planning, which is located on the left side of the screen, as illustrated below. Once you click the button, a new page will open.

Student Profile - ()

Term: Second Academic Semester 2019 ▼

Standing: No Standing, as of First Academic Semester 2019



Curriculum and Courses

Prior Education and Testing

Additional Links

Degree Evaluation

Registration History

Registration Fee Assessment

Student Schedule

Week at a Glance

Registration and Planning

Date of Birth:

Ethnicity:

Race:

Citizen:

Citizenship:

Emergency Contact:

Emergency Phone:

General Information ⓘ

Level:

Class:

Status:

Student Type:

Residency:

Campus:

First Term Attended:

Matriculated Term:

Last Term Attended:

Leave of Absence:

Graduation Information

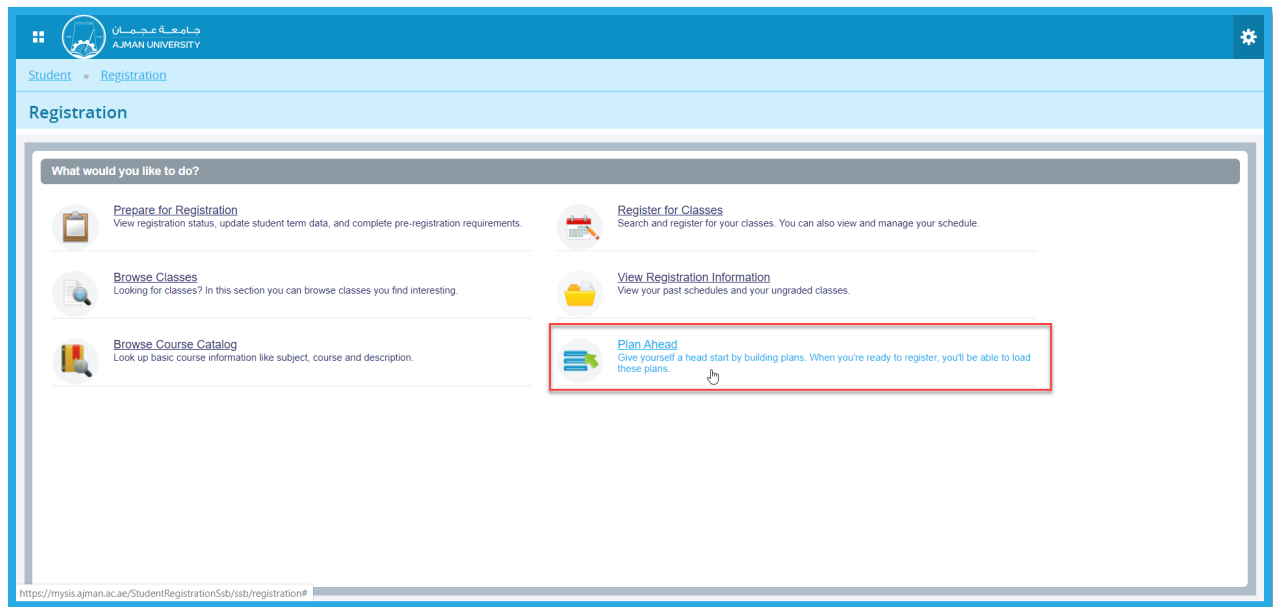
Graduation Applications:

Advisors

Primary / Academic Advisor

3

5- On the new page, click on Plan Ahead option, as illustrated below:

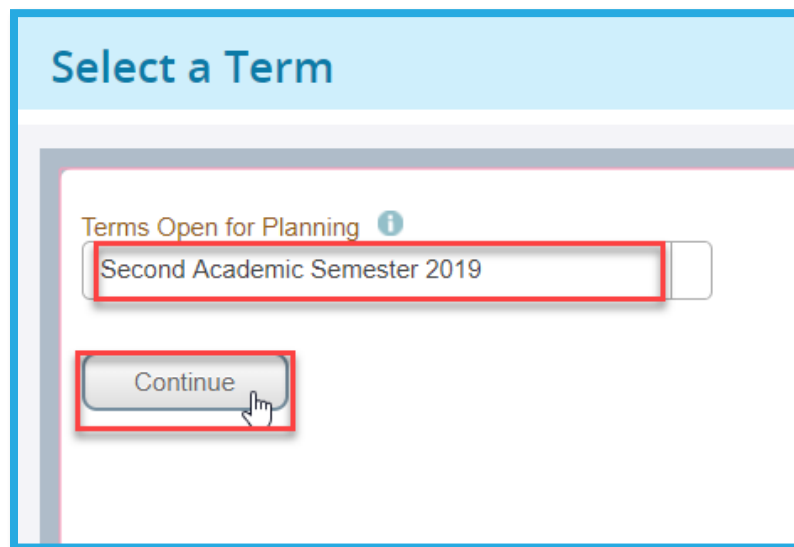


Important Note: Plan Ahead process is NOT for registering courses. You have to follow the registration process to register courses.

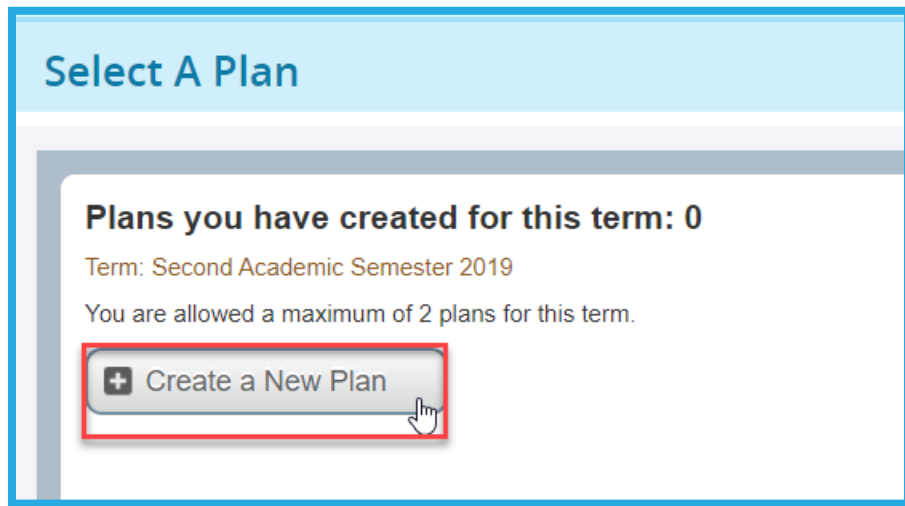
2. Create a New Plan and Send it to your Advisor

In order to create a new plan for the next term, please follow the below steps:

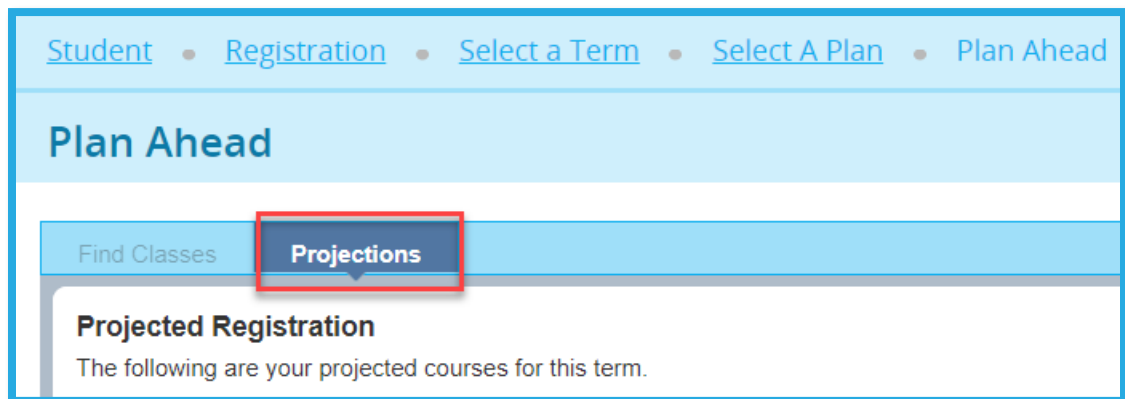
- 1- Select a term that you would like to plan for and click Continue, as illustrated below:



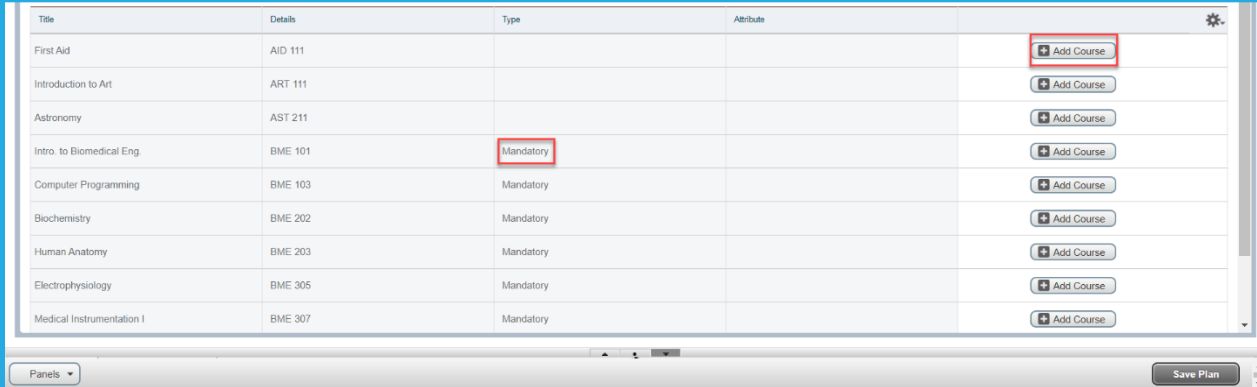
2- Click on Create a New Plan button as illustrated below:












3- Click on the Projections section, as illustrated below, to view all courses that you are able to plan for next term.



- 4- In the Projections section, you will be able to view all courses which you should be taking in the next terms, until your graduation. In each row you will be able to view the Course Title, Details, Type (Mandatory or not) and there is an Add button for each course, as illustrated below.



| Title | Details | Type | Attribute | |
|---------------------------|---------|-----------|-----------|---|
| First Aid | AID 111 | | |  |
| Introduction to Art | ART 111 | | |  |
| Astronomy | AST 211 | | |  |
| Intro. to Biomedical Eng. | BME 101 | Mandatory | |  |
| Computer Programming | BME 103 | Mandatory | |  |
| Biochemistry | BME 202 | Mandatory | |  |
| Human Anatomy | BME 203 | Mandatory | |  |
| Electrophysiology | BME 305 | Mandatory | |  |
| Medical Instrumentation I | BME 307 | Mandatory | |  |

Plan Ahead Policy

Courses under the below conditions will be listed in the Plan Ahead feature:

- 1- Courses in the student's study plan.
- 2- Courses that are not completed.
- 3- Courses that are offered in the next term.

If there is a course that you would like to plan for but is not available in the list, follow the below steps:

1. Check with your college whether this course be available in the next term?

2. If they confirmed the availability of the course, check whether it is part of your study plan.

Access your Study Plan through two ways:

First Way

The screenshot shows a 'Student' dashboard with a grid of links. The 'Reports' link under the 'Track Attendance' section is highlighted with a red box and a mouse cursor. The links include: Student Profile, Student Records, Track Attendance, Student Account, Online Payment, Student Email, and Reports.

Second Way

The screenshot shows the same 'Student' dashboard. The 'Student Profile' link is highlighted with a red box and a mouse cursor. A yellow circle with the number '1' is in the top right corner.

The screenshot shows a form with fields for Catalog Term, Level, Campus, College, Degree, and First Major. The 'Generate New Evaluation' button is highlighted with a red box and a mouse cursor. A yellow circle with the number '2' is in the top right corner.

The screenshot shows a form with fields for Curriculum and Courses, Prior Education and Testing, Additional Links, and Degree Evaluation. The 'Degree Evaluation' link is highlighted with a red box and a mouse cursor. A yellow circle with the number '3' is in the top right corner.

The screenshot shows a form with fields for Program, Degree, Major, and Term. The 'Generate Request' button is highlighted with a red box and a mouse cursor. A yellow circle with the number '4' is in the top right corner.

First Way:

On the home page, click on Student, then on Reports and then go to My Study Plan

Second Way:

- 1 Click on Student then on Student Profile
- 2 Click on Generate New Evaluation
- 3 Click on Degree Evaluation
- 4 Click on Generate Request

3. If both the above steps are confirmed, flag this issue to your advisor.

Once you add all courses, you will be able to view them, as illustrated below:

The screenshot shows the 'Projected Registration' section with a table of courses and an 'Add Course' button for each. Below this is a 'Schedule' section with a grid for the 'Class Schedule for Second Academic Semester 2019'. To the right, a pop-up window titled 'Second Academic Semester 2019Untitled Plan' displays a table of courses with columns for Title, Details, Hours, CRN, Schedule T, Note, Status, and Action. The table lists three courses: 'Computer Programm...', 'Introduction to Biom...', and 'Introduction to Art'. Each course has a status of 'Pending' and an 'Add' button. The total planned hours are shown as 0.

| Title | Details | Hours | CRN | Schedule T | Note | Status | Action |
|-------------------------|---------|-------|-----|------------|------|---------|--------|
| Computer Programm... | BME 103 | 0 | | | | Pending | Add |
| Introduction to Biom... | BME 101 | 0 | | | | Pending | Add |
| Introduction to Art | ART 111 | 3 | | | | Pending | Add |

Total Planned Hours: 0

4- In this section, you can do the following:

The screenshot shows the 'Second Academic Semester 2019Untitled Plan' interface with three numbered instructions and corresponding action buttons:

- 1 Add notes about the whole plan**: A button labeled 'Note for Second Academic Semester...' is shown with a text input field and 'Cancel' and 'Save' buttons.
- 2 Add notes about each course**: A button labeled 'Note for BME 103, Computer Progra...' is shown with a text input field and 'Cancel' and 'Save' buttons.
- 3 Remove the course, if needed**: A button labeled 'Remove' is shown next to the 'Add' button in the 'Action' column.

The table of courses is also visible, with the 'Add' button highlighted for the first course.

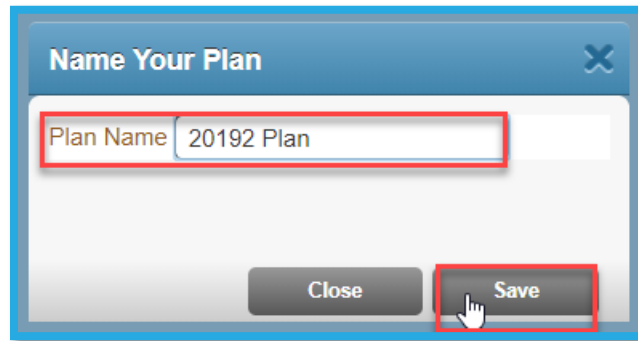
| Title | Details | Hours | CRN | Schedule T | Note | Status | Action |
|-------------------------|---------|-------|-----|------------|------|---------|--------|
| Computer Programm... | BME 103 | 0 | | | | Pending | Add |
| Introduction to Biom... | BME 101 | 0 | | | | Pending | Add |
| Introduction to Art | ART 111 | 3 | | | | Pending | Add |

Total Planned Hours: 0

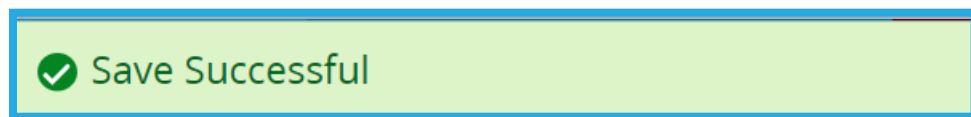
5- Click on Save Plan, once you are done with editing this plan.



6- Enter a Plan Name and click Save, as illustrated below, in order to send the plan for your advisor's feedback.

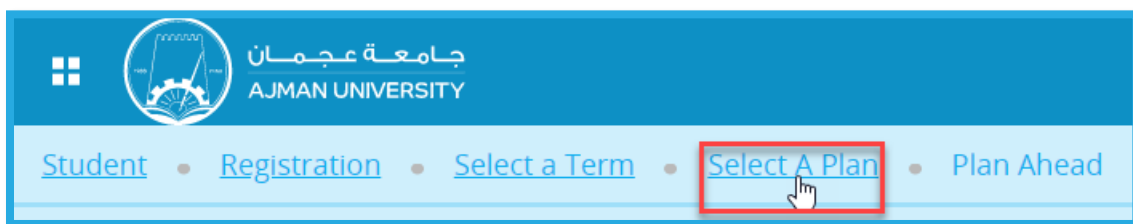


Once the plan is saved, you will receive the below message on the top right of the screen:



Tip: You can add up to two plans for your advisor to review and advise approve one of them.

7- If you'd like to add another plan or view all your plans for a specific term, click on the Select A Plan button, as illustrated below:



3. View the Approved Plan

Once your advisor approves your plan, you will be notified through your AU email.

You can view the approved plan from the same location where you accessed the Plan Ahead (mentioned in the first section of this document).

The approved plan would appear for you as illustrated below:

| Plan: Advised Plan Created by: .(Advisor) (Approved - . - Advisor) | | | | |
|--|---------|-------|-----|---------------|
| Title | Details | Hours | CRN | Schedule Type |
| Computer Programming | BME 103 | 0 | | |
| Computer Programming | BME 103 | 0 | | |
| Introduction to Biomedical Eng. | BME 101 | 0 | | |
| Total Planned Hours: 0 | | | | |

Please register the courses as shown in your approved plan during the registration period.