



# OC: COURSE PLANNING & REGISTRATION



## 1. COURSES: Determine what courses you want to take in your first year.

a. Follow the "**New Student Checklist**" for month-by-month to-dos and links:

[https://www.okanagan.bc.ca/sites/default/files/2024-04/all\\_campuses\\_-\\_new\\_student\\_checklist\\_1.pdf](https://www.okanagan.bc.ca/sites/default/files/2024-04/all_campuses_-_new_student_checklist_1.pdf)

b. Use the "**PLANNING SHEETS**": <https://www.okanagan.bc.ca/education-advising#planning>

The link takes you to "**PLANNING SHEETS**" for many programs, as well as "Course Planning Questions" to help you determine how many courses to take, how to switch programs, and more. Look for tab "**Planning Sheets**" under heading "**Plan your courses**"

## 2. REGISTRATION PREPARATION:

a. **WHEN** do you register?

Registration dates are posted here: <https://www.okanagan.bc.ca/office-of-the-registrar/how-to-register> . Your exact day and time (registration time / time ticket / registration appointment) when you can start registering will be posted in Self-service in your myOkanagan account. Click on 'Prepare for Registration' and your time ticket will be displayed in the Registration Status window.

b. Use "**PLAN AHEAD**" to build your schedule before your registration date. This feature allows students to browse the class schedule, select classes, and save the plan for upcoming registration. You can save up to 5 plans. Important note: Creating a plan does not check for holds, pre-requisites, or anything that might prevent registration.

<https://www.okanagan.bc.ca/office-of-the-registrar/how-to-register> (scroll down to "How to build your schedule (Plan Ahead))

- ➔ Download the "**PLAN AHEAD GUIDE**" from the link above. This gives instructions for creating plans, how to search courses, how to choose the section you want, pro tips, registration, and more.
- ➔ Access "**PLAN AHEAD**" through your myOkanagan account. Under "My Program", click on Registration. This will open Banner Self-service in another window. In the Registrations section, click on "**PLAN AHEAD**".
- ➔ View "**PLAN AHEAD**" video guide from the link above (7 minutes) or <https://www.youtube.com/watch?v=RWBn3Q5XxRQ>

Note: Build multiple schedules in "**PLAN AHEAD**". Remember, you can save up to 5 plans. Use the resources above to practice switching sections, deleting sections/courses, and navigating the course schedule system. When you register, it is possible that courses and/or sections you want are full and you will need to make alternate plans. The more familiar you are with the course schedule system, the more adept you will be in managing your registration.

## 3. REGISTER

Once you have built plans (draft schedules) in **PLAN AHEAD**, and your registration window opens, you can register some or all of your courses directly from your plan(s).

- ➔ Download the "**PLAN AHEAD GUIDE**" <https://www.okanagan.bc.ca/sites/default/files/2023-03/plan-ahead.pdf> (scroll down). Page 4 gives registration instructions.
- ➔ View "**How to register**" video (5 minutes) <https://www.okanagan.bc.ca/office-of-the-registrar/how-to-register> (scroll down) or <https://www.youtube.com/watch?v=EIZ7ZVVfGVs>
- ➔ Waitlist information & FAQs: <https://www.okanagan.bc.ca/office-of-the-registrar/how-to-register>