

# **STUDENT GUIDE**

**SCHEDULE AHEAD REGISTRATION FEATURE  
2019-2020**

# SCHEDULE AHEAD REGISTRATION FEATURE

You can use this feature to begin building your schedule before your registration time ticket opens.

1. Log in to DrexelOne.
2. Click on the Academics tab.
3. In the Registration channel, under Prepare to Register, select “Schedule Ahead”.



**Registration**

**Prepare to Register**  
If you need help prior to registering, schedule an appointment with your academic advisor.

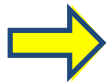
[Review Registration Information](#)  
View your current information such as academic status, program, and when you can register for courses.

[DegreeWorks Graduation Requirements](#)  
Use DegreeWorks to review your graduation requirements and completed courses as you build your registration schedule.

[Review the Term Master Schedule](#)  
Use the Term Master Schedule as a guide before you actually register.

[Schedule Ahead](#)  
Build your schedule before your registration time ticket opens. You can register from your schedule when you are ready.

4. On the registration landing page, select “Schedule Ahead.”



Student • [Registration](#)

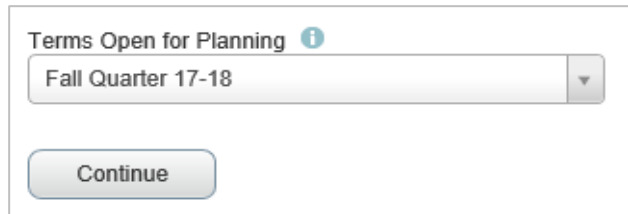
## Registration

What would you like to do?

<b>Review Registration Information</b> View your current information such as academic status, program, and when you can register for courses.	<b>Register for Courses</b> Search for and add or drop courses, view and manage your schedule.
<b>Schedule Ahead</b> Build your schedule before your registration time ticket opens. You can register from your schedule when you are ready.	<b>Check Course Availability</b> Looking for course sections? Browse the listing of current course sections.
<b>View Schedules</b> View your current and past schedules.	<b>Browse Course Catalog</b> Look up basic course information like subject, course and description.

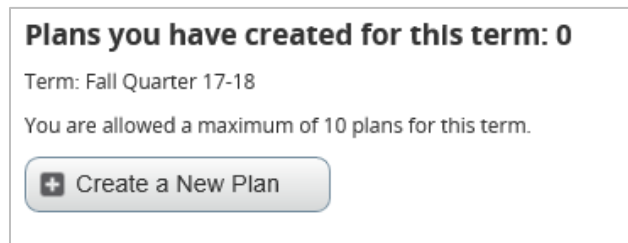
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5. Choose the term and select “continue”.



The screenshot shows a dropdown menu titled "Terms Open for Planning" with an information icon. The selected option is "Fall Quarter 17-18". Below the dropdown is a "Continue" button.

6. To create a new schedule, select “Create a New Plan”.

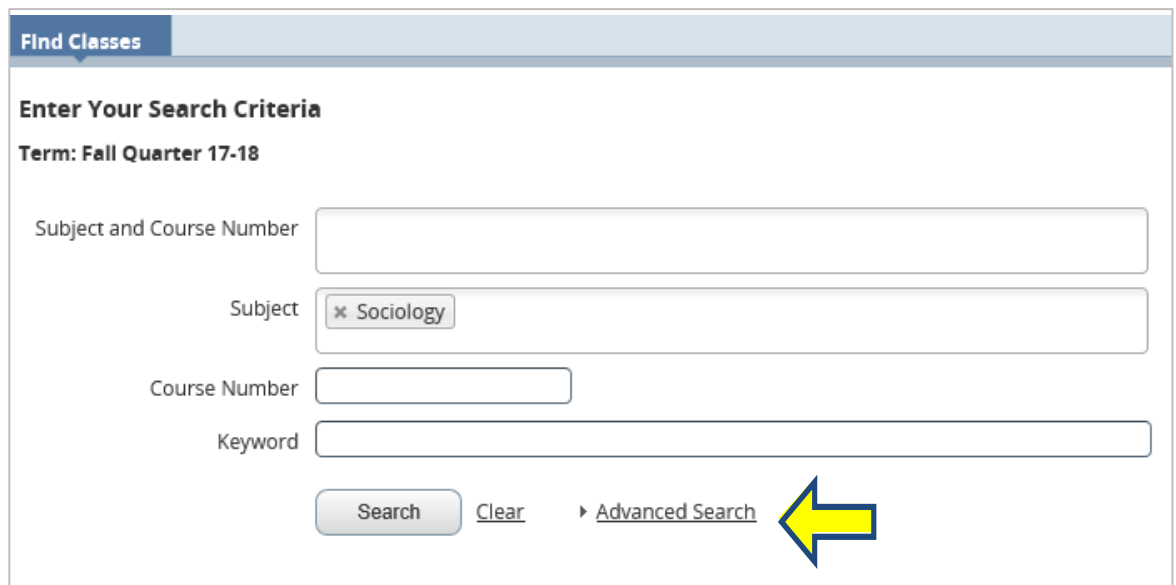


The screenshot shows a section titled "Plans you have created for this term: 0". Below this, it says "Term: Fall Quarter 17-18" and "You are allowed a maximum of 10 plans for this term." There is a "+ Create a New Plan" button.

*Note: You can create up to 10 schedules per term.*

7. Search for courses to add to your schedule.

*Note: Please use DegreeWorks to ensure you have the correct courses for progression to degree.*

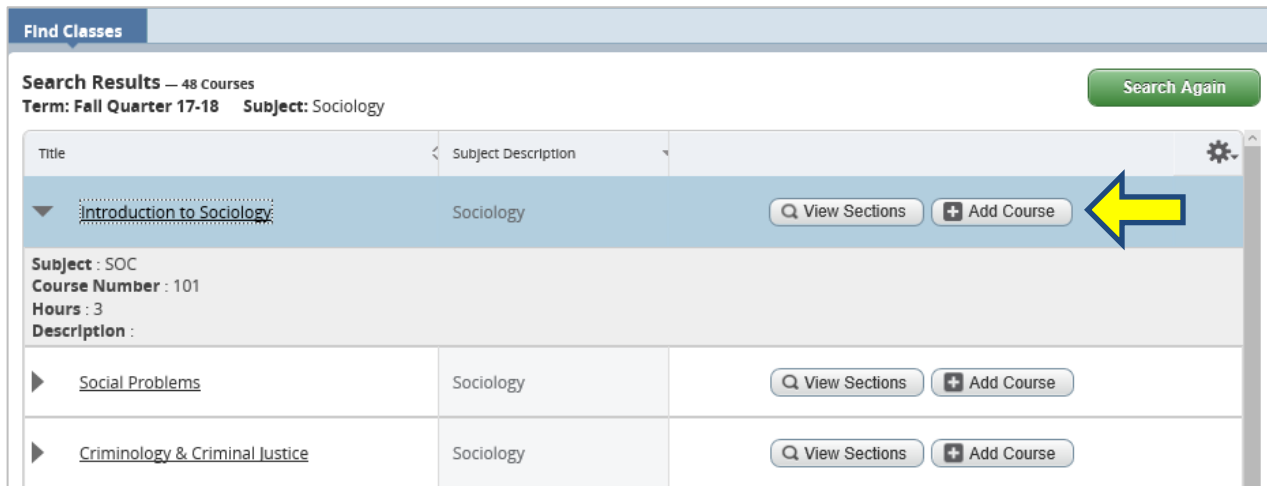


The screenshot shows the "Find Classes" search interface. It has a header "Find Classes" and a section "Enter Your Search Criteria" with "Term: Fall Quarter 17-18". There are four input fields: "Subject and Course Number", "Subject" (with a tag "x Sociology"), "Course Number", and "Keyword". At the bottom, there are buttons for "Search", "Clear", and a link for "Advanced Search" with a yellow arrow pointing to it.

*Note: For additional search fields, click on the “Advanced Search” link.*

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8. Once you've identified a course to add to your schedule, select "Add Course."



**Find Classes**

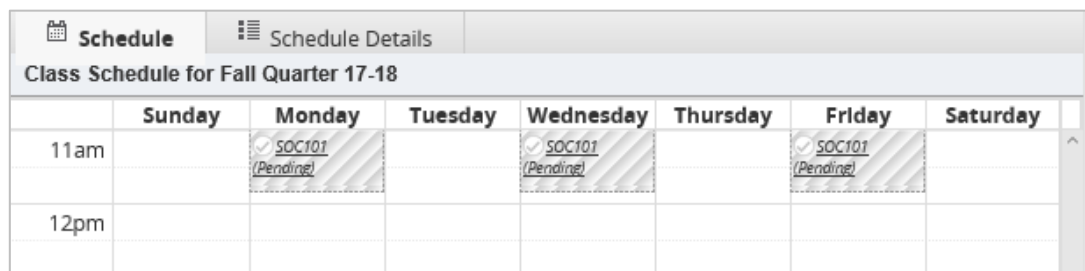
**Search Results** — 48 Courses Search Again

Term: Fall Quarter 17-18 Subject: Sociology

Title	Subject Description	
Introduction to Sociology	Sociology	<input type="button" value="View Sections"/> <input type="button" value="Add Course"/>
<b>Subject :</b> SOC <b>Course Number :</b> 101 <b>Hours :</b> 3 <b>Description :</b>		
Social Problems	Sociology	<input type="button" value="View Sections"/> <input type="button" value="Add Course"/>
Criminology & Criminal Justice	Sociology	<input type="button" value="View Sections"/> <input type="button" value="Add Course"/>

*Note: You can also add course sections by selecting "View Sections." However, the days and times that these sections are offered are subject to change.*

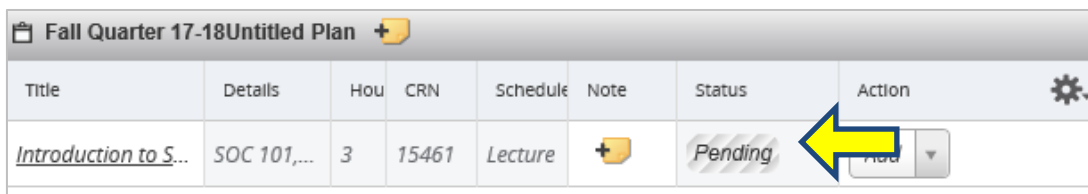
9. Once you've selected a course to add, it will appear in the schedule view as "Pending".



**Schedule** Schedule Details

Class Schedule for Fall Quarter 17-18

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
11am		<input checked="" type="checkbox"/> SOC101 (Pending)		<input checked="" type="checkbox"/> SOC101 (Pending)		<input checked="" type="checkbox"/> SOC101 (Pending)	
12pm							

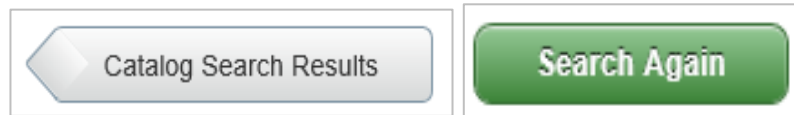


**Fall Quarter 17-18 Untitled Plan** +

Title	Details	Hou	CRN	Schedule	Note	Status	Action
Introduction to S...	SOC 101,...	3	15461	Lecture	<input checked="" type="checkbox"/>	Pending	<input type="button" value="Add"/>

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- To search for another course to add, select “Catalog Search Results”; then select “Search Again.”



*Note: You can remove courses from your schedule at any time by selecting “Remove” from the dropdown menu under the Action column.*

Class Schedule for Fall Quarter 17-18							
Title	Details	Hours	CRN	Schedule Type	Note	Status	Action
<a href="#">American History</a>	HIST 100	4			+	Pending	Add
<a href="#">Introduction to Sociology</a>	SOC 101, 001	3	15461	Lecture	+	Pending	Add Remove

Records: 2

- Once all of the courses have been added to your schedule, select “Save Plan” at the bottom of the screen to save your schedule.

Class Schedule for Fall Quarter 17-18							
Title	Details	Hours	CRN	Schedule Type	Note	Status	Action
<a href="#">American History</a>	HIST 100	4			+	Pending	Add
<a href="#">Introduction to Sociology</a>	SOC 101, 001	3	15461	Lecture	+	Pending	Add

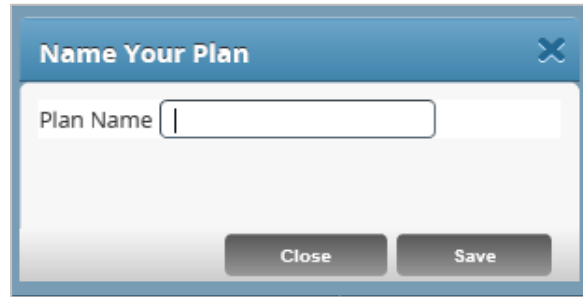
Records: 2

**Total Planned Hours: 0**

Panels Save Plan

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12. A dialogue box will pop open allowing you to Name Your Plan.



A dialog box titled "Name Your Plan" with a close button (X) in the top right corner. It contains a text input field labeled "Plan Name" and two buttons at the bottom: "Close" and "Save".

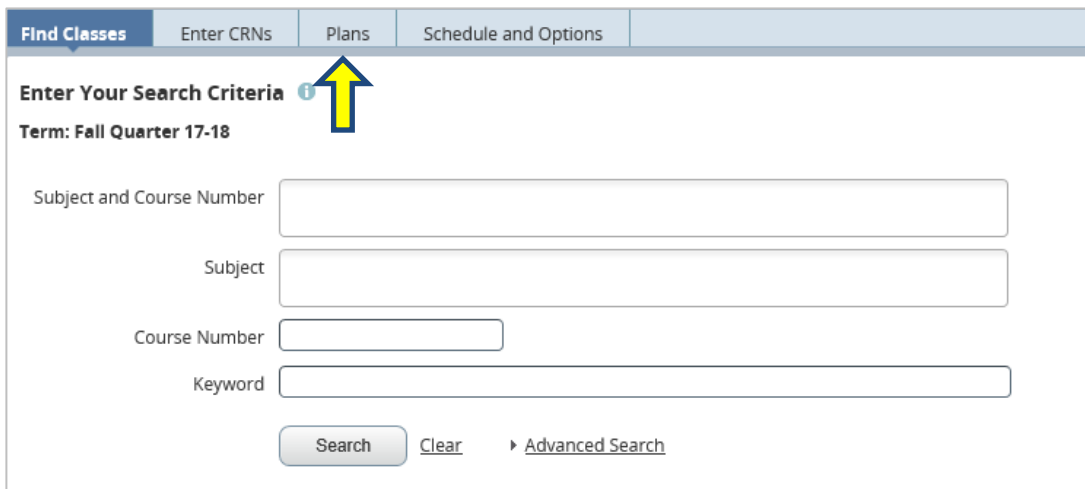
13. After your schedule has been successfully saved, select "Select A Plan" at the top of the page.



[Student](#) • [Registration](#) • [Select a Term](#) • [Select A Plan](#) • [Plan Ahead](#)

*Note: At this point, you can create another schedule (up to 10 per term) or edit an existing schedule.*

14. After your time ticket has opened and you are ready to register for courses, you can register from a schedule by clicking on the Plans tab on the Register For Classes screen.



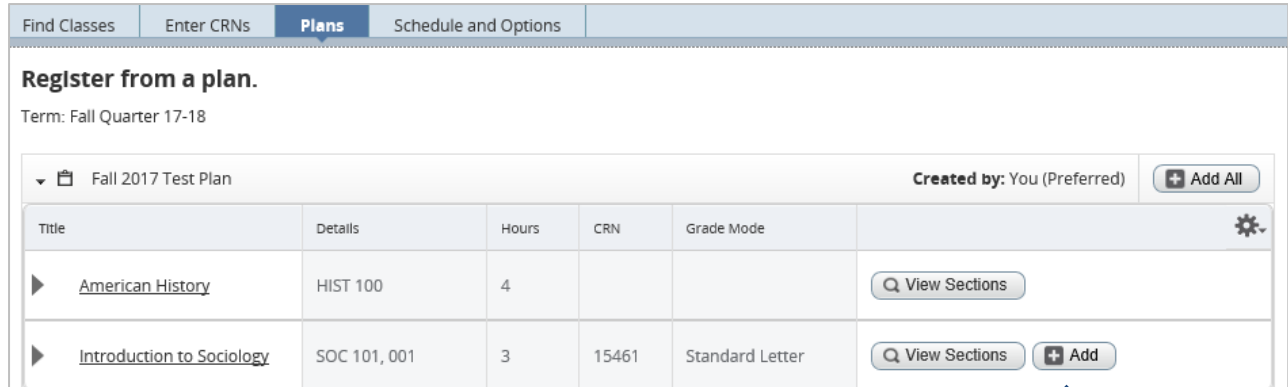
The "Register For Classes" screen with the "Plans" tab selected. The "Enter Your Search Criteria" section is highlighted with a yellow arrow. The search criteria include:

- Term: Fall Quarter 17-18
- Subject and Course Number
- Subject
- Course Number
- Keyword

Buttons: Search, Clear, and Advanced Search.

## STUDENT GUIDE: SCHEDULE AHEAD REGISTRATION FEATURE

15. Here you can choose course sections (if you haven't previously done so) from your schedule and register for courses by selecting "Add."



Find Classes | Enter CRNs | **Plans** | Schedule and Options

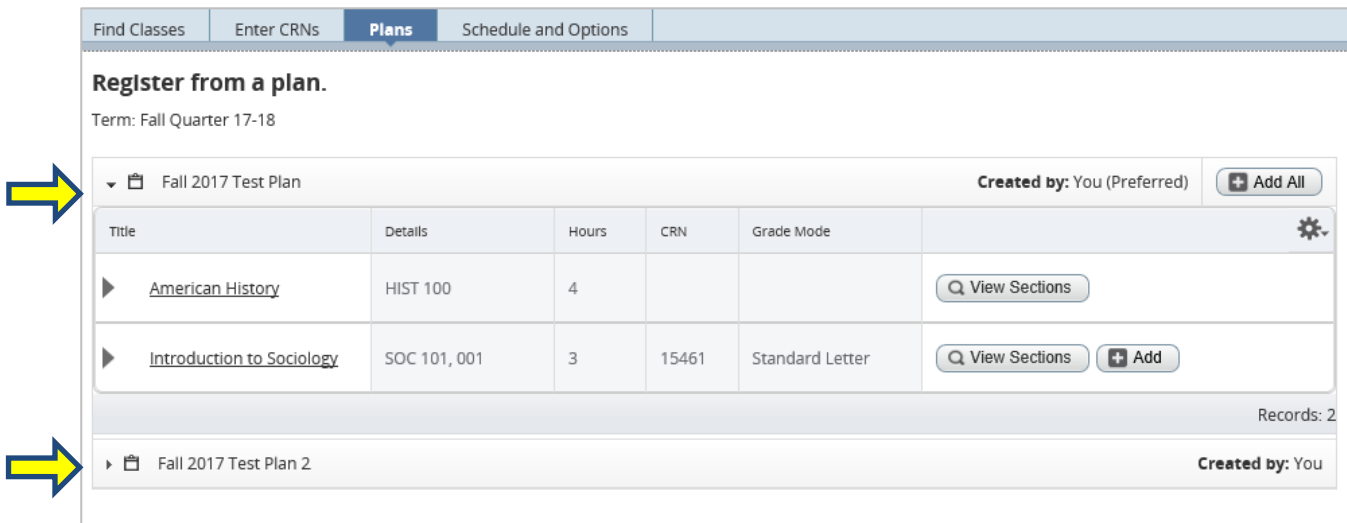
**Register from a plan.**  
Term: Fall Quarter 17-18

▼ Fall 2017 Test Plan Created by: You (Preferred) + Add All

Title	Details	Hours	CRN	Grade Mode	
▶ <a href="#">American History</a>	HIST 100	4			<span>Q View Sections</span>
▶ <a href="#">Introduction to Sociology</a>	SOC 101, 001	3	15461	Standard Letter	<span>Q View Sections</span> <span>+ Add</span>



*Note: If you've created more than one schedule, your first schedule will show by default. However, you can expand and collapse plans by clicking the arrow icon to the left of the plan names.*



Find Classes | Enter CRNs | **Plans** | Schedule and Options

**Register from a plan.**  
Term: Fall Quarter 17-18

▼ Fall 2017 Test Plan Created by: You (Preferred) + Add All

Title	Details	Hours	CRN	Grade Mode	
▶ <a href="#">American History</a>	HIST 100	4			<span>Q View Sections</span>
▶ <a href="#">Introduction to Sociology</a>	SOC 101, 001	3	15461	Standard Letter	<span>Q View Sections</span> <span>+ Add</span>

Records: 2

▶ Fall 2017 Test Plan 2 Created by: You

For detailed information on registering for courses, please see the registration guide and video provided on Drexel Central's website at [drexel.edu/drexelcentral](http://drexel.edu/drexelcentral).

*Please note that you should verify your ability to register for the course(s) saved in your schedule before you use it for registration. The registration interface does not check your eligibility for courses during the creation of your schedule.*