

How to Build a Plan in Plan Ahead

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1. Purpose and Overview

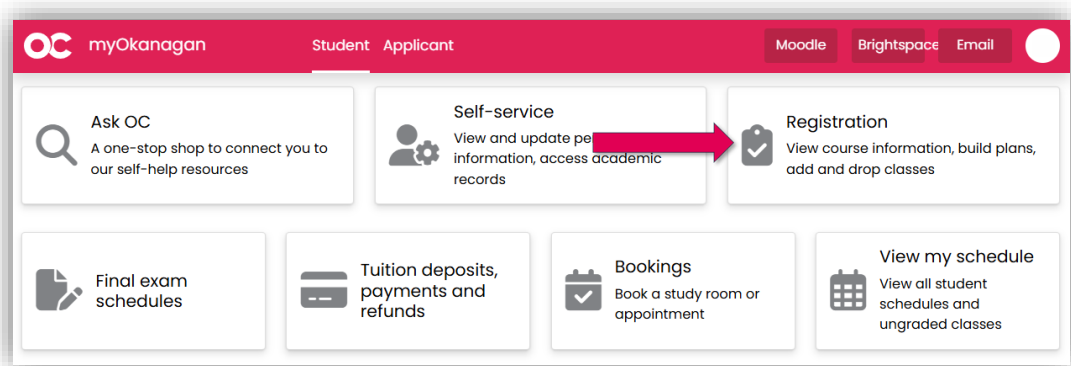
Plan Ahead helps you build your class schedule before your registration window opens. You can search for courses, compare sections and meeting times, and save your preferred schedule for later.

You can create up to **five plans per term, making it easier to compare** schedule options.

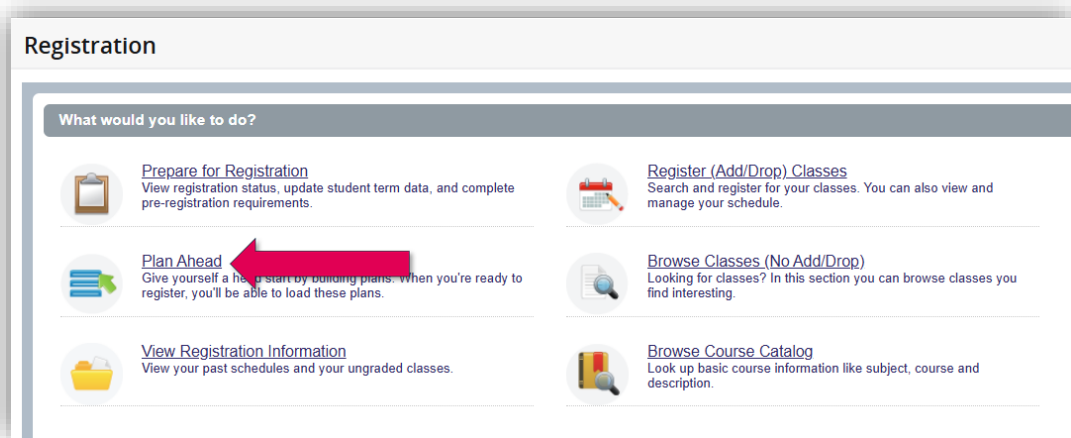
Important: Creating a plan does not reserve a seat in a course. Your saved plan will be available to use when your registration window opens.

2. Access Plan Ahead

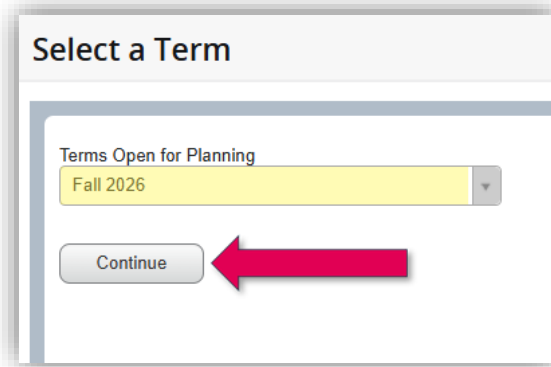
1. Log in to [myOkanagan](#).
2. Select **Registration**.



3. Select **Plan Ahead**.

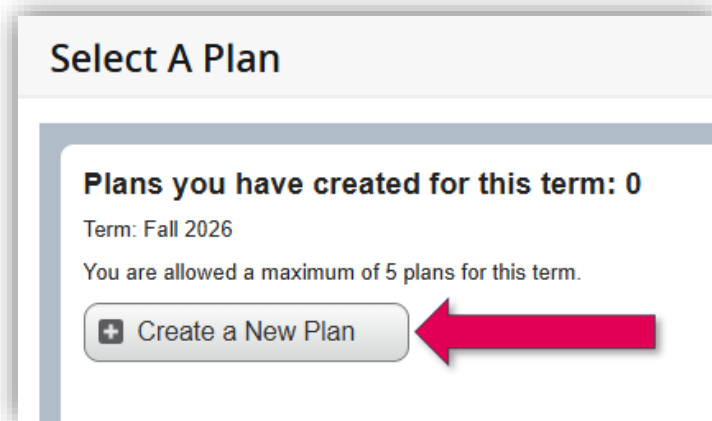


4. Select the term you want to plan for.
5. Click **Continue**.



The screenshot shows a dialog box titled "Select a Term". Inside, there is a section labeled "Terms Open for Planning" with a dropdown menu currently showing "Fall 2026". Below the dropdown is a button labeled "Continue". A large red arrow points from the right towards the "Continue" button.

6. Click **Create a New Plan**.



The screenshot shows a dialog box titled "Select A Plan". It displays the text "Plans you have created for this term: 0" and "Term: Fall 2026". Below this, it says "You are allowed a maximum of 5 plans for this term." At the bottom, there is a button labeled "+ Create a New Plan". A large red arrow points from the right towards this button.

Note: You can create up to 5 plans per term.

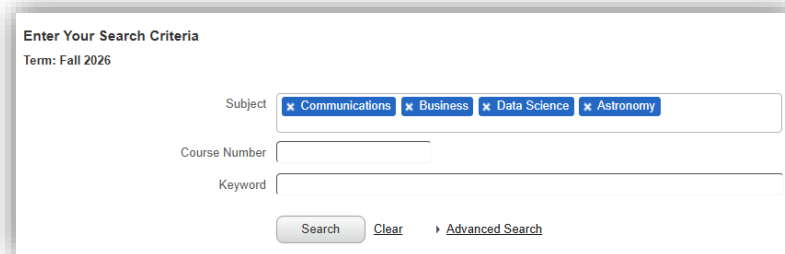
3. Search for Courses

1. Search for courses using one or more of the following:

- **Subject**
- **Course Number**
- **Keyword**

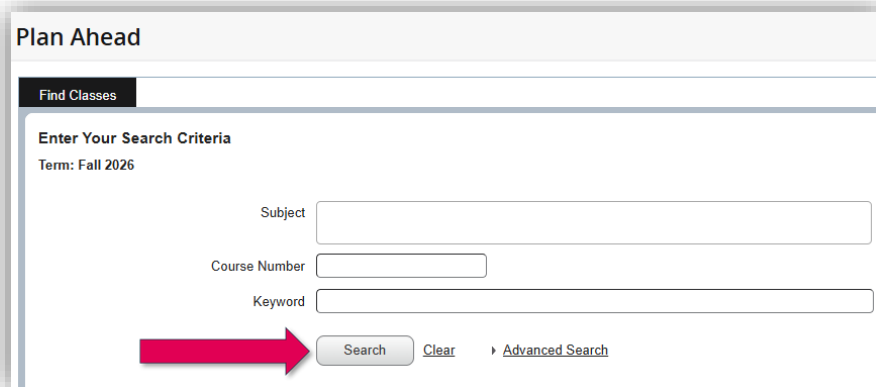
2. When searching by subject, select the subject from the drop-down list.

You can select multiple subjects to search across several subject areas at once.



The screenshot shows a search form titled "Enter Your Search Criteria" with the term "Fall 2026" selected. The "Subject" field contains four selected items: "Communications", "Business", "Data Science", and "Astronomy", each with a small 'x' icon to its left. The "Course Number" and "Keyword" fields are empty. At the bottom, there are buttons for "Search", "Clear", and a link for "Advanced Search".

3. Click **Search**.



The screenshot shows the "Plan Ahead" page with a "Find Classes" tab. Below the tab is the "Enter Your Search Criteria" section with the term "Fall 2026" selected. The "Subject", "Course Number", and "Keyword" fields are empty. A large red arrow points to the "Search" button. At the bottom, there are buttons for "Search", "Clear", and a link for "Advanced Search".

4. Find the course you want.
5. Click **View Sections**.

Plan Ahead

Find Classes

Search Results — 1 Courses
Term: Fall 2026 Subject: Business Course Number: 111 Search Again

Title	Subject Description	Course Number	Hours	Description	Course Sections	Add Course
Financial Accounting I	Business	111	3		View Sections	Add Course

Display or hide additional registration information using Ctrl + Alt + V. Use Ctrl + Alt + C to reset all panels.

Panels Save Plan

4. Review and Add a Course

A course may have multiple sections. Review the available sections to find the option that works best for you.

Sections may have different:

- Campuses
- Instructional methods, such as in-person or online
- Instructors
- Meeting days and times
- Seat availability

Important: Check the **Campus** and **Instructional Methods** columns carefully before selecting a section.

View Course Details

Click the **course title** to view more information about a section.

Plan Ahead

Find Classes

Catalog Search Results Search Results — 9 Classes
Term: Fall 2026 Subject and Course Number: BUAD111 Business

Title	Subject Desc/Pr	Course#N	Section#	Instructional Methods	Campus	Credit Ho	CRN	Term	Faculty/Instructor	Meeting Times	Status- Seats may	Schedule Type	Linked Sections	Add
Financial Accounting I		111	002	Online Asynchronous	Online	3	30113	Fall 2026	Ryan, Robert (Pr...)	Type: Class Building: Online Room: ONLINE Start Date: 09/09/2026 End Date: 12/08/2026	45 of 45 seats ... 90 of 90 waitlis...	Lecture		Add
Financial Accounting I	Business	111	003	In-Person	Kate...	3	30114	Fall 2026	Hathredyn, La...	Type: Class Building: E Building Room: 300 Start Date: 09/09/2026 End Date: 12/08/2026	43 of 45 seats ... 90 of 90 waitlis...	Lecture		Add
Financial Accounting I	Business	111	004	In-Person	Kate...	3	30115	Fall 2026	Hathredyn, La...	Type: Class Building: C Building Room: 320 Start Date: 09/09/2026 End Date: 12/08/2026	45 of 45 seats ... 90 of 90 waitlis...	Lecture		Add
Financial Accounting I	Business	111	005	In-Person	Kate...	3	30116	Fall 2026	Hazen, Michael (...	Type: Class Building: E Building Room: 300 Start Date: 09/09/2026 End Date: 12/08/2026	44 of 45 seats ... 90 of 90 waitlis...	Lecture		Add
Financial Accounting I	Business	111	006	In-Person	Kate...	3	30117	Fall 2026	Ryan, Robert (Pr...	Type: Class Building: E Building Room: 300 Start Date: 09/09/2026 End Date: 12/08/2026	44 of 45 seats ... 90 of 90 waitlis...	Lecture		Add

Display or Hide additional registration information using Ctrl + Alt + V. Use Ctrl + Alt + C to reset all panels.

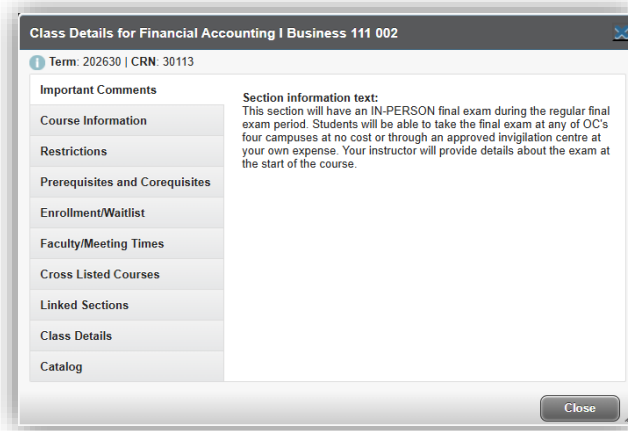
Panels

Save Plan

Depending on the course, this may include:

- Important comments
- Course information
- Restrictions
- Prerequisites and co-requisites
- Enrollment and waitlist information
- Faculty and meeting times
- Linked sections

Close the window when finished reviewing the information.



Add the Course

1. Find the section you want.
2. Click **Add**.

Find Classes											
Search Results — 9 Classes											
Term: Fall 2026 Subject and Course Number: BUAD111 Business											
Title	Subject Desc/Pr	Course N	Section	Instructional Methods	Campus	Credit Hr	CRN	Term	Faculty/Instructor	Meeting Times	Status- Seats may
Financial Accounting I	Business	111	002	Online Asynchronous	Online	3	30113	Fall 2026	Ryan, Robert (Pr...		45 of 45 seats ... 90 of 90 waitlis...
Financial Accounting I	Business	111	003	In-Person	Kalouena	3	30114	Fall 2026	Hetherington, La...		43 of 45 seats ... 90 of 90 waitlis...

The course appears in your plan and in the class schedule.

The screenshot shows the 'Plan Ahead' interface. At the top, there's a 'Find Classes' section with search results for 'Fall 2026' and 'Subject and Course Number: BUAD111 Business'. Below this, a table lists three courses: 'Financial Accounting I', 'Business', '111', '003', 'In Person', 'Kalamita', '3', '30114', 'Fall 2026', 'Hedderlyton, La.', '03:30 PM - 05:20 PM', '43 of 65 seats', '90 of 90 seats', 'Lecture', and an 'Add' button. Below the table, there's a 'Class Schedule for Fall 2026' section with a calendar view showing the course is scheduled for Tuesday, Wednesday, and Thursday. To the right, there's a 'Fall 2026 Planned Plan' section with a table showing the course details: 'Financial Accounting I', 'BUAD 111, 003', '3', '30114', 'Lecture', 'Pending', and an 'Add' button.

Add a Note - Optional

Use the **Note** icon beside the plan or the course to add a personal reminder.

The screenshot shows the 'Fall 2026 1' plan. A table lists the course details: 'Financial Accounting I', 'BUAD 111, 003', '3', '30114', 'Lecture', 'Note', 'Status', and 'Action'. A red arrow points to the '+' icon in the 'Note' column, and another red arrow points to the '+' icon in the 'Action' column.

For example:

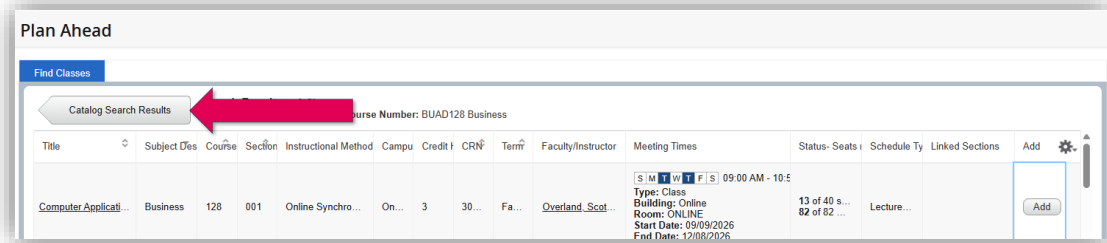
Choose the Monday section if it fits my work schedule.

The screenshot shows a dialog box titled 'Note for Fall 2026 1'. It contains a text area with the text 'Choose the Monday section if it fits my work schedule.' and a 'Note' label. Below the text area are 'Cancel' and 'Save' buttons.

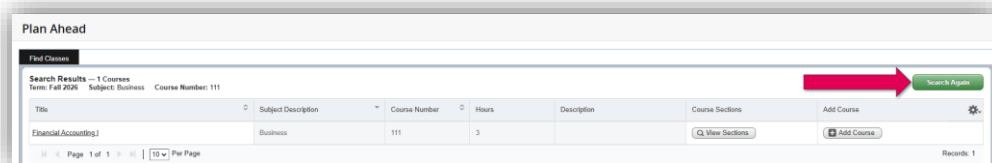
Notes are for your reference and do not affect registration.

5. Add More Courses

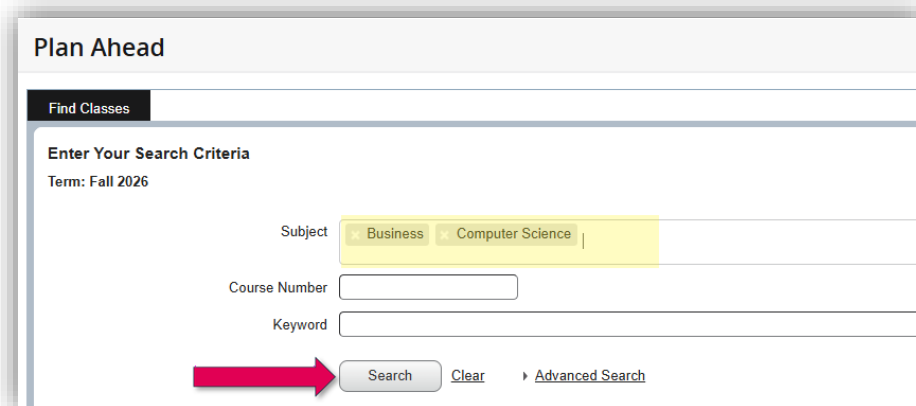
1. Click **Catalog Search Results** to return to your course search.



2. Click **Search Again**.



3. Enter new search criteria.
4. Click **Search**.



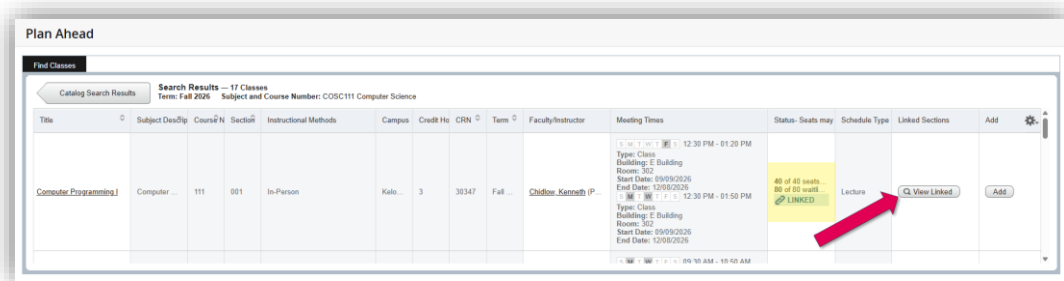
Continue this process until you have added the courses you want to your plan.

6. Add a Course with Linked Sections

Some courses require more than one section, such as a **lecture and a lab**.

When a course has a required linked section, **Linked** appears in the course information.

1. Find the course and click **View Sections**.
2. Locate the section you want.
3. Click **View Linked**.



The available linked sections appear.

A course may have one or several linked options. Review the **campus, instructional method, instructor, and meeting time** to find the option that works best with your schedule.

4. Click **Add All** for the combination you want.

Plan Ahead

Find Classes

[Back To Search Results](#) **Linked Sections** -- 7 Options
Term: Fall 2026 Subject and Course Number: COSC111 Computer Science

Title : Computer Programming I Schedule Type : Lecture CRN: 30347 [Add All](#)

Title	Subject Descrip	Course N	Section	Instructional Methods	Campus	Credit Ho	CRN	Term	Faculty/Instructor	Meeting Times	Status- Seats may	Schedule Type
Computer Programming I	Computer ...	111	L01	In-Person	Kelo...	0	30355	Fall ...	Chidlow, Kenneth (P...	1 M T W T F 10:00 AM - 11:50 AM Type: Class Building: E Building Room: 301 Start Date: 09/09/2026 End Date: 12/08/2026	29 of 20 seats This section h LINKED	Lab
Total Hours : 0												
Title : Computer Programming I Schedule Type : Lecture CRN: 30347 Add All												
Computer Programming I	Computer ...	111	L07	In-Person	Kelo...	0	30361	Fall ...	Nastos, James (Prim...	1 M T W T F 02:00 PM - 03:50 PM Type: Class Building: E Building Room: 301 Start Date: 09/09/2026 End Date: 12/08/2026	1 of 15 seats r... This section h... LINKED	Lab
Total Hours : 0												
Title : Computer Programming I Schedule Type : Lecture CRN: 30347 Add All												
Display or hide additional registration information using Ctrl + Alt + V. Use Ctrl + Alt + C to reset all panels.												

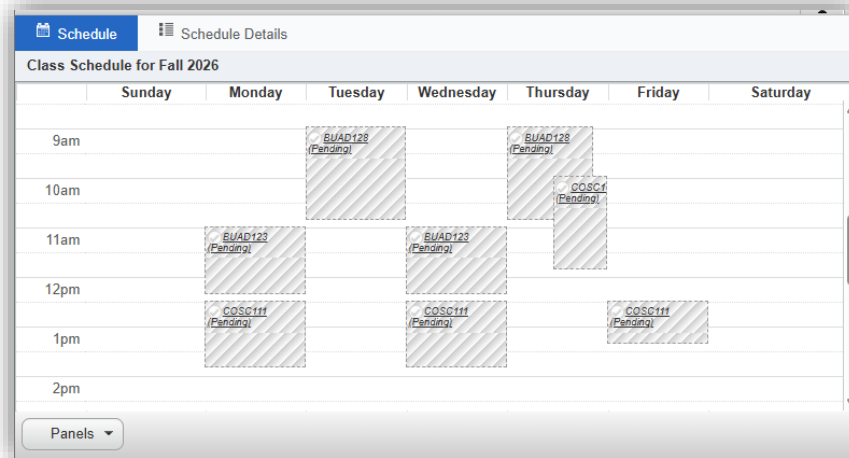
[Panels](#) [Save Plan](#)

Both the lecture and its linked section are added to your plan.

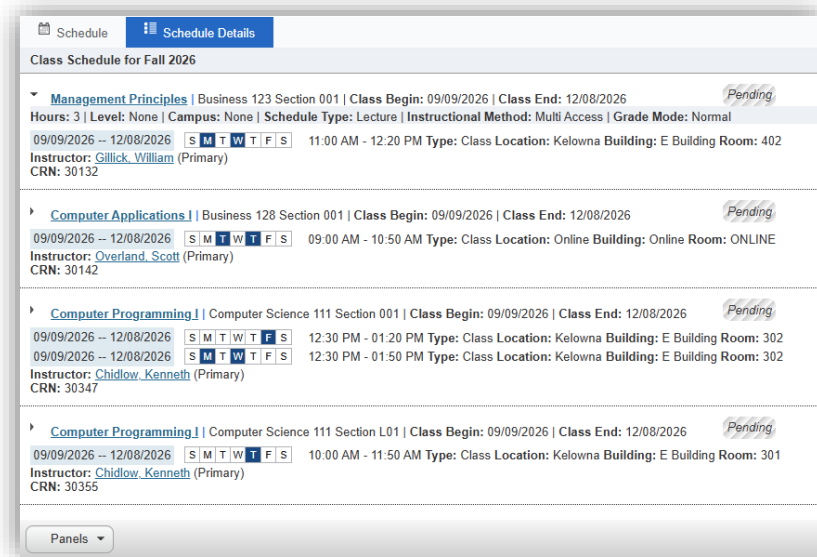
Important: When linked sections are required, make sure all required sections are included in the plan.

7. Review and Save Your Plan

As courses are added, use the **Schedule** panel to see how they fit into your weekly schedule.



Select **Schedule Details** to view more information about your planned courses, including meeting times, locations, instructors, and other class details.

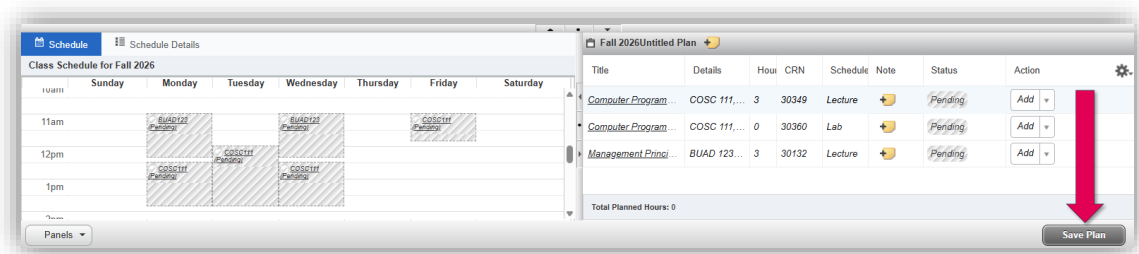


Review your plan and make sure:

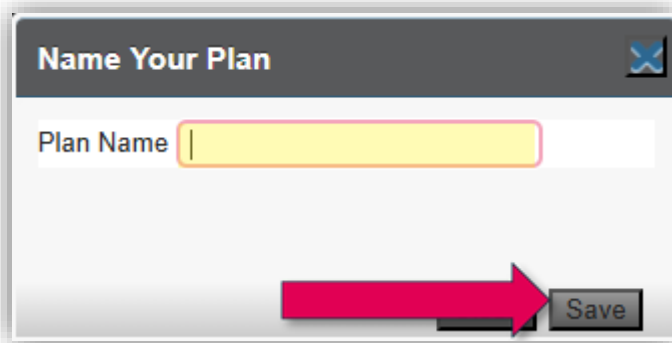
- Courses do not overlap.
- The campus is correct.
- Meeting times work with your schedule.
- Required linked sections are included.

When you are ready:

1. Click **Save Plan**.

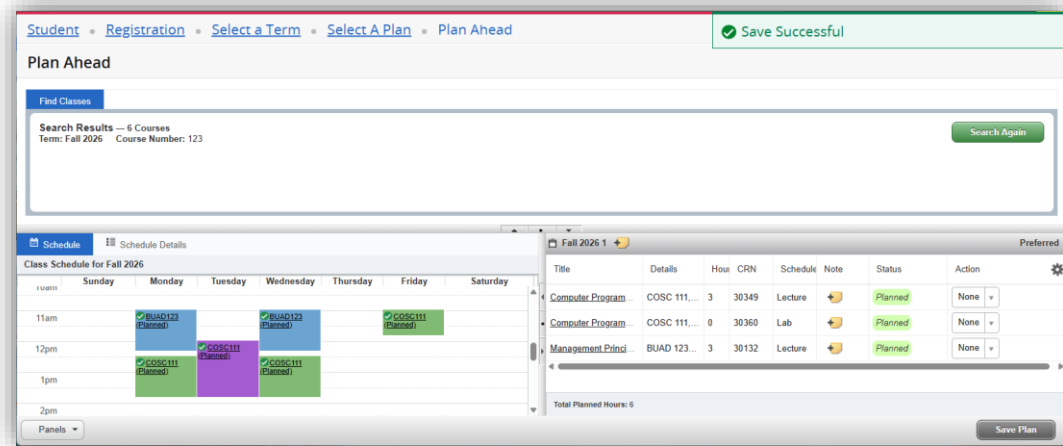


2. Enter a name for your plan.
3. Click **Save**.



Use a name that will make the plan easy to identify later, especially if you create multiple plans.

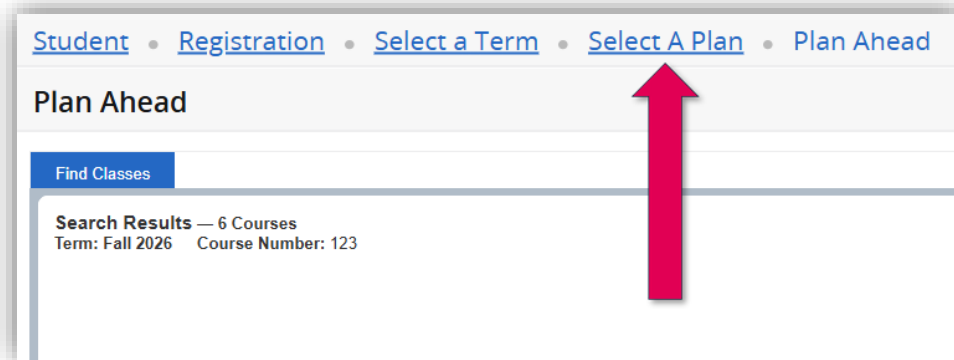
4. Confirm that the **Save Successful** message appears at the top of the page.



The **Save Successful** message confirms that your plan has been saved.

8. View and Manage Saved Plans

Select '**Select a Plan**' to view your saved plans.



From this page, you can:

- Review the courses in a plan.
- Click **Edit** to make changes.
- Click **Delete** to remove a plan.
- Click **Create a New Plan** to build another schedule.

Select A Plan

Plans you have created for this term: 1
Term: Fall 2026
You are allowed a maximum of 5 plans for this term.

Create a New Plan

Plan: Fall 2026 1 Created by: You Preferred

Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	Instructional Methods	Note	
Computer Applications I	BUAD 128, 003	3	30144	Lecture/Lab	Gillick, William (Primary)	Normal	In-Person		
Computer Programming I	COSC 111, 001	3	30347	Lecture	Childow, Kenneth (Primary)	Normal	In-Person		
Computer Programming I	COSC 111, L01	0	30355	Lab	Childow, Kenneth (Primary)	Normal	In-Person		
Financial Accounting I	BUAD 111, 003	3	30114	Lecture	Hetherington, Laura (Primary)	Normal	In-Person		
Professional Writing I	CMNS 112, 001	3	30315	Lecture	Saboun, Saeed (Primary)	Normal	In-Person		

Total Planned Hours: 12

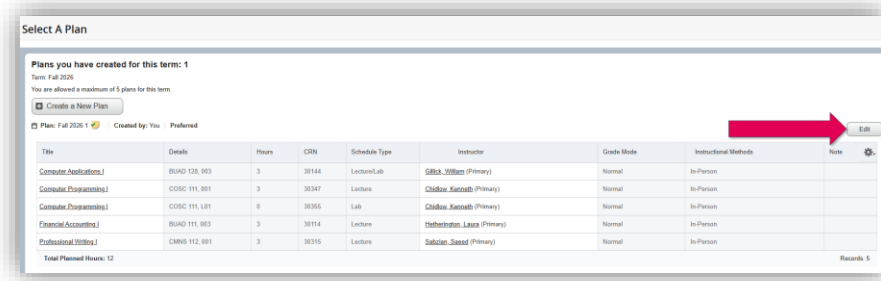
Records: 5

You can create up to **five plans per term**. Consider creating different plans with alternate sections or meeting times in case your preferred classes are unavailable when registration opens.

9. Edit a Saved Plan

Plans can be updated if a course or meeting time no longer works for you.

1. From **Select a Plan**, click **Edit** beside the plan you want to change.



2. Click **Search Again** to find another course or section.
3. Search for the course and click **View Sections**.
4. Review the available options.
5. Add the courses and save the Plan.

If replacing an existing course or linked section:

1. In your current plan, open the **Action** drop-down menu for the section you want to remove.
2. Select **Delete**.
3. Click **Save Plan**.

The screenshot shows the 'Plan Ahead' interface. On the left is a 'Class Schedule for Fall 2025' grid. On the right is a table of 'Linked Sections' with 7 options. The table has columns: Title, Details, Hours, CRN, Schedule T, Note, Status, and Action. The 'Management Principles' section (BLAD 123, 002, 3, 30133, Lecture, Planned) is highlighted with a red box. A red arrow points from the bottom right of the grid area to the 'Save Plan' button.

Title	Details	Hours	CRN	Schedule T	Note	Status	Action
Computer Applications I	BLAD 128, 003, 3	30144	Lecture		Planned	None	
Computer Programming I	COSC 111, 001, 3	30347	Lecture		Planned	None	
Computer Programming I	COSC 111, L01, 0	30366	Lab		Planned	None	
Financial Accounting I	BLAD 111, 003, 3	30118	Lecture		Planned	None	
Management Principles	BLAD 123, 002, 3	30133	Lecture		Planned	Delete	
Professional Writing I	CMNS 112, 001, 3	30316	Lecture		Planned	None	

10. Delete a Plan

If you no longer need a plan:

1. Return to **Select a Plan**.
2. Find the plan you want to remove.
3. Click **Delete**.

Select A Plan

Plans you have created for this term: 2
Term: Fall 2026
You are allowed a maximum of 5 plans for this term.

[Create a New Plan](#)

Plan: Fall 2026 1 | Created by: You | Preferred Delete Edit

Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	Instructional Methods	Note
Computer Programming I	COSC 111, 003	3	30349	Lecture	Foss, Sarah (Primary)	Normal	In-Person	
Computer Programming I	COSC 111, L06	0	30360	Lab	Foss, Sarah (Primary)	Normal	In-Person	
Management Principles	BUAD 123, 001	3	30132	Lecture	Gillick, William (Primary)	Normal	Multi Access	

Total Planned Hours: 6 Records: 3

Plan: Fall 2026 2 | Created by: You | [Make Preferred](#) Delete Edit

Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	Instructional Methods	Note
Intro to Cultural Anthropology	ANTH 121, 001	3	30020	Lecture	Surette, Flannery (Primary)	Normal	In-Person	

Total Planned Hours: 3 Records: 1

4. Confirm the message “Plan Deleted”.

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

Select A Plan

Plans you have created for this term: 1
Term: Fall 2026
You are allowed a maximum of 5 plans for this term.

[Create a New Plan](#)

Plan: Fall 2026 1 | Created by: You | Preferred Delete Edit

Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	Instructional Methods	Note
Computer Programming I	COSC 111, 003	3	30349	Lecture	Foss, Sarah (Primary)	Normal	In-Person	
Computer Programming I	COSC 111, L06	0	30360	Lab	Foss, Sarah (Primary)	Normal	In-Person	
Management Principles	BUAD 123, 001	3	30132	Lecture	Gillick, William (Primary)	Normal	Multi Access	

Total Planned Hours: 6 Records: 3

Deleting a plan does not affect courses you are already registered in.

Important Notes

- You can create up to **five plans per term**.
- Creating a plan **does not reserve a seat** in a course.
- Review the **campus, instructional method, meeting time, and section** before adding a course.
- Some courses require **linked sections**, such as a lecture and lab.
- Use the schedule to check for overlapping class times.
- A saved plan can be edited or deleted.
- Your saved plan will be available to use when your registration window opens.
- Course availability may change before registration.

Getting Help

If you need help using Plan Ahead or experience an issue, contact the [Ask OC Help Centre](#) for support.