## **CREATING A PLAN IN BANNER**

- 1. Go to the following website: https://www.commonwealthu.edu/my-commonwealthu
- 2. Select "Student Self Service (PROD)"



3. Select "Commonwealth" to sign into your account, which takes you to your SSO.



4. From your student profile, select "Registration"



5. From there, select "Plan Ahead"

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St	udent •					
Re	gistrati	ion				
Ī	What wou	ıld you like to do?				
		Prepare for Registration View registration status, update student term data, and complete pre-registration requirements.		Plan Ahead Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.	>	
L	<b>i</b>	Register for Classes Search and register for your classes. You can also view and manage your schedule.	-	View Registration Information View your past schedules and your ungraded classes.		
L		Browse Classes Looking for classes? In this section you can browse classes you find interesting.	L	Browse Course Catalog Look up basic course information like subject, course and description.		
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6. Select a Term and then "Create a New Plan"

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ent • Registration • Select a Term ct a Term	Student • Registration • Select a Term • Select A Plan
Terms Open for Plannag ① Select a form.  I Galary Control of the select	Plans you have created for this term: 0 Term: Fal 2023 You are allowed a maximum of 8 plans for this term.

7. You can then search for courses by enter subject codes followed by "Search"

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Ferm: Fall 2023		
	Subject	
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8. Finally, you can view sections and add courses to your plan.

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udent • Registration	select a T	erm • Select A Plan • Plan Ahead					
an Ahead							
Find Classes							
Search Results — 48 Courses Ferm: Fall 2023 Subject: Commu	ication Studies						Search Again
Subject Description *	Course Number 0	Title	Credits	Description	Course Sections	Add Course	<b>\$</b> .
Communication Studies	100	Introduction to Communication	3	Emphasizes the process of co	Q View Sections	Add Course	
Communication Studies	101	Public Speaking	3	Introduces students to the verba	Q View Sections	Add Course	
Communication Studies	102	Interpersonal Communication	3	Introduces students to the proce	Q View Sections	Add Course	
Communication Studies	103	Small Group Communication	3	Addresses the theory and practi	Q View Sections	Add Course	
Communication Studies	150	Impromptu Speaking	1	Introduces the methods and con	Q View Sections	Add Course	
Communication Studies	151	Communication Perspectives in Stress and Coping	1	Introduces students to a nuance	Q View Sections	Add Course	
Communication Studies	152	Contemporary Romantic Relationships	1	Explores theoretical and practic	Q View Sections	Add Course	_
Communication Studies	153	Organizing Effective Meeting	1	Introduces students to the princi	Q View Sections	Add Course	
		Hentel Health and Little Comm	4	Explores theoretical and practic	Q View Sections	Add Course	