

"PLAN AHEAD" STEP-BY-STEP



STEP 1

Go to my.citadel.edu and enter your My Citadel Portal username & password to sign in.

STEP 2

Find the Office of the Registrar card and click Student Registration Tools.

STEP 3

On the left-hand side, click the Register for Classes link.

STEP 4

You are now ready to create a new plan using the Plan Ahead feature. Click the Plan Ahead link.

STEP 5

Select the correct term for which you plan to register for, then press Continue.

STEP 6

Click Create a New Plan.

STEP 7

Type the subject into search bar and select desired subject, then type the course number (e.g. MATH 119). Click Search when ready.

STEP 8

Click Add Course and the course will be added to your plan for the term. You can add the course to your plan or find specific sections to add.

STEP 9

Title	Details	Hours	CRN	Schedule Type	Note	Status
Executive Leadership	ALTY 102	1				Pending
History of America II	HIST 202	2				Pending
Elementary Math	MATH 104	2				Pending
Principles of Chemistry	FSM 101	2				Pending
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Repeat steps 7 & 8 by clicking the green "Search Again". When you have finished building your plan, click Save Plan. Give your Plan a name such as "2026 Fall".