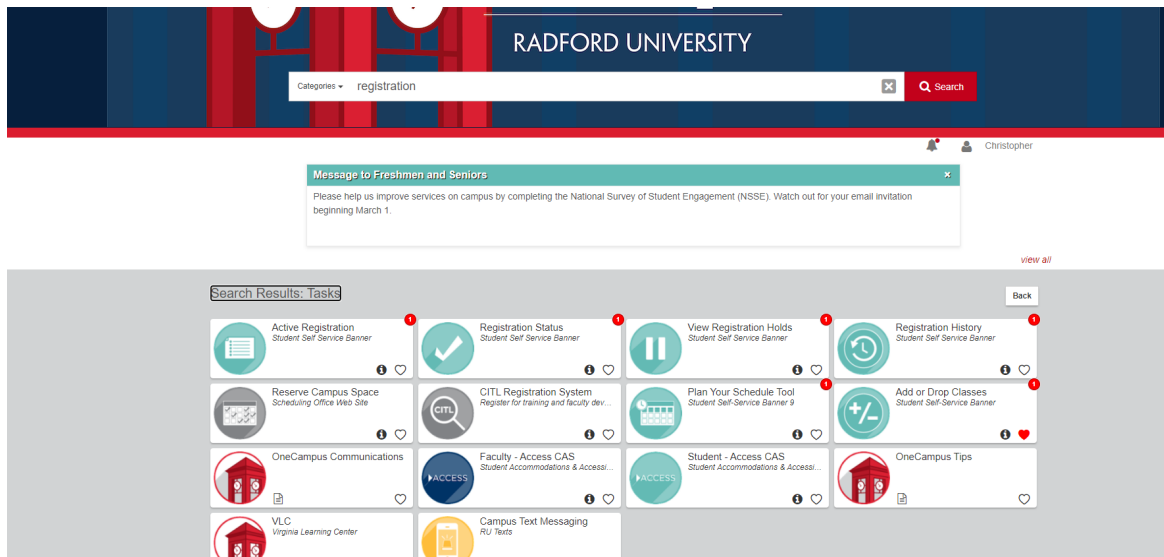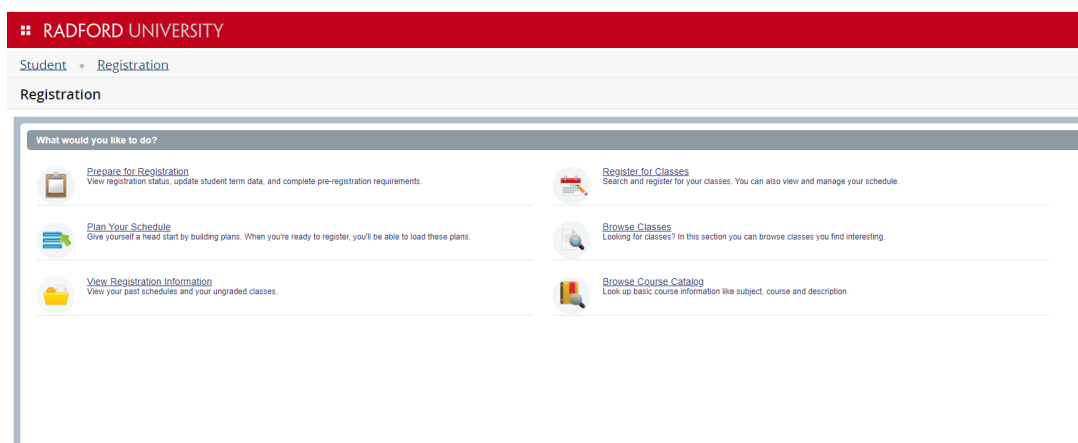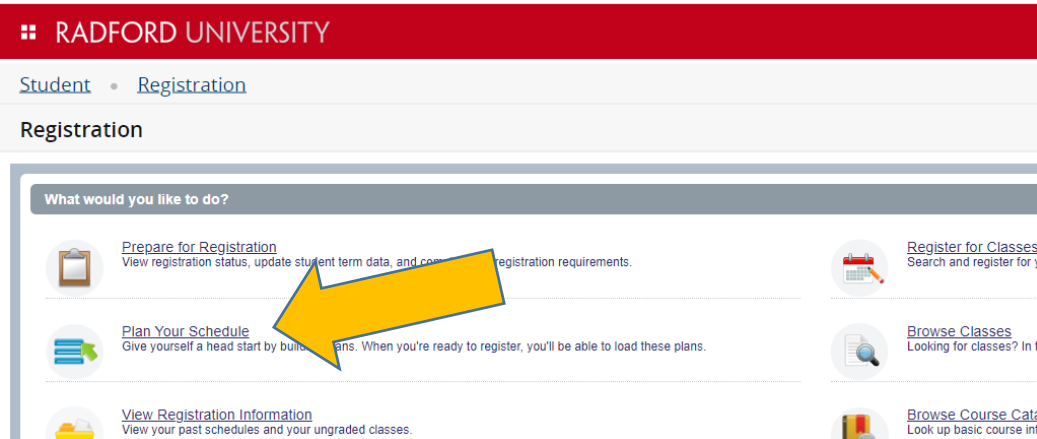# Plan Your Schedule

This tutorial will cover how to create a registration plan using the **Plan Your Schedule** tool.

Start by logging into OneCampus and typing "registration" or "plan your schedule" into the search function. Several tiles will populate:

You can select anything that is related to registration (Active Registration, Registration Status, View Registration Holds, Registration History, Add or Drop Classes) to get to the landing page for registration:
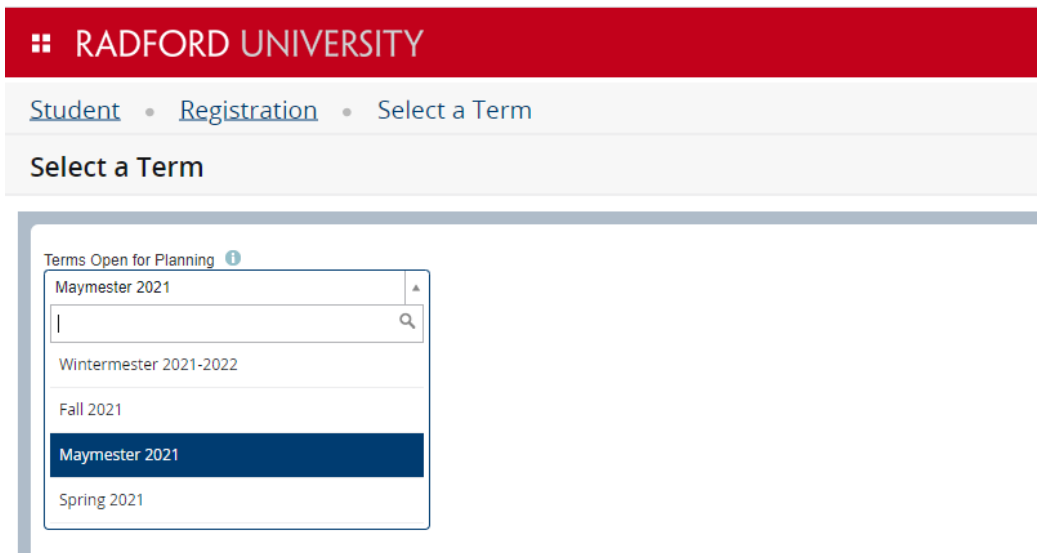
Select the **Plan Your Schedule** tool:

Next, choose a term:

Now select **Create a New Plan**:

This feature can be used to prepare for advising appointments and for actual registration. For the purposes of this tutorial, we are going to prepare a plan for Maymester 2021.

Once **Create a New Plan** is selected, search for the courses you want to register:

You can search for courses by subject, course number, or keyword, or you can use the **Advanced Search** option to narrow your search further.

For now, we will search for a Communication & Media Studies class by typing "Communication" into the Subject field. As you can see, Communication & Media Studies is auto-populated in the search field:

Next, we will type the course number into the Course Number search field, and select **Search**:

Select **View Sections** to view all available times and dates for the course:

There is only one section of COMS 226 available in this example.

If more information about the course is needed, click on the title of the course to open a tooltip that contains details about the course:

Here you can view information like books needed for the course, prerequisites, and the assigned instructor.

Select **Add** to add a course to your plan:

A pop-up window confirms the course has been added. The course that has just been added shows as having a "Pending" status:

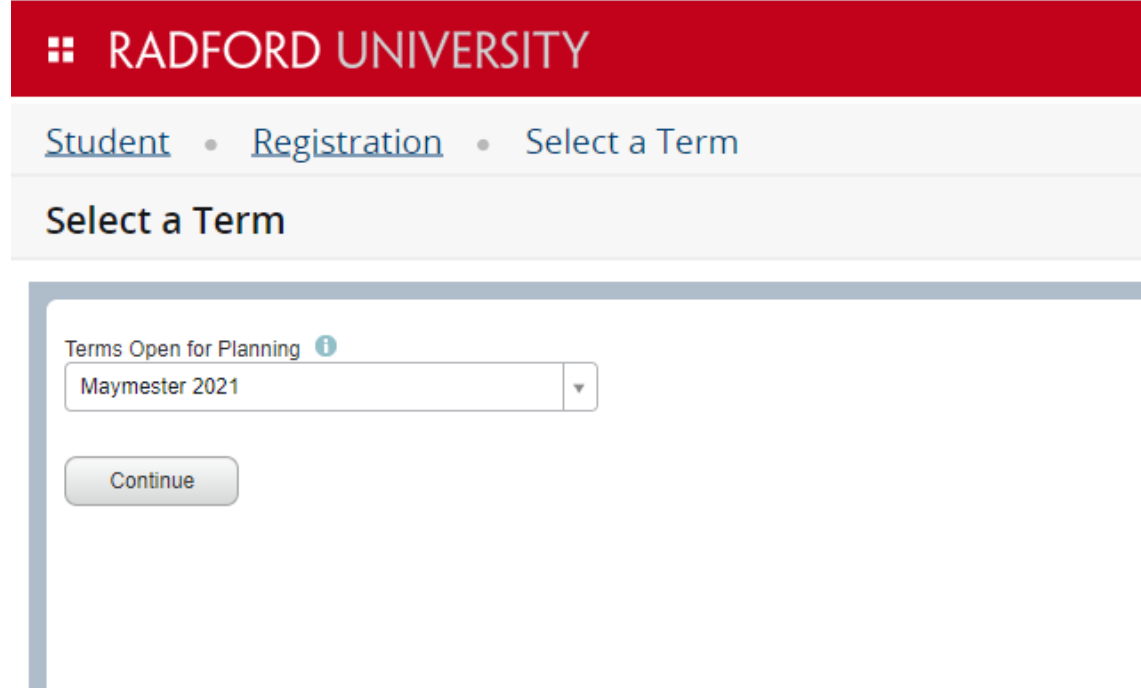You can continue adding as many courses to this plan as you wish. When you are ready, select **Save Plan**:

Give your plan a name and select **Save**. You have now created a registration plan.

You can view your plan at any time. Select **Plan Your Schedule** from the landing page:

Select the term:

And view your plan:

You can edit your plan to add more courses, choose a different section, or delete your plan and start over.

If you have any questions you can contact the Registrar's Office at 540-831-5271, or by email at registrar@radford.edu.