



مركز النجاح الطلابي  
Center for Student Success

**ZUCSS**

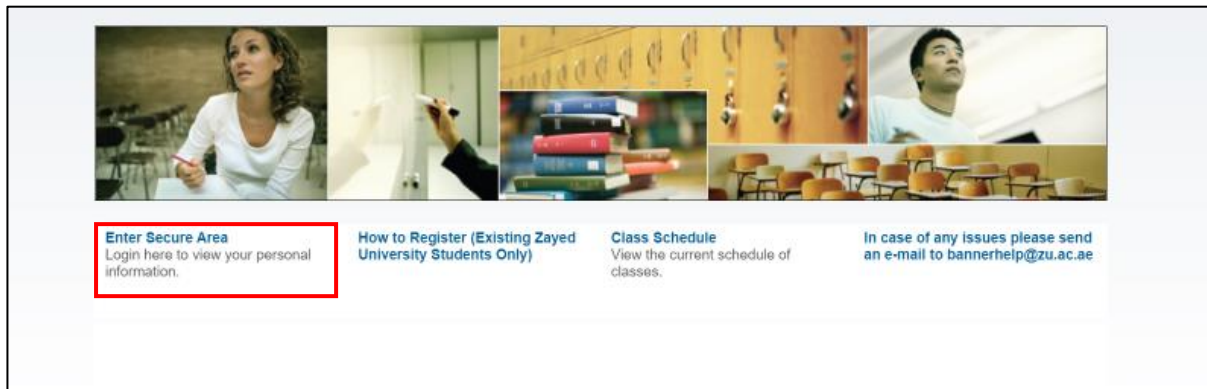
## Student Plan Ahead Advisor Guide

Center for Student Success  
November 5, 2024

## Student Plan

A faculty advisor or student can create a schedule plan for a coming semester through the “Plan Ahead” function in Banner Web. However, it is recommended that faculty advisors initiate the Plan ahead instead of the student. The faculty advisors will need to approve the plan whether it is initiated by the faculty advisor or by the student. The Advisor Hold in banner will be removed after short period. A list of Plan Ahead submitted by either student or faculty can be checked in ARM under Student Plan. ARM Student Plan is considered as an academic advising service.

- 1- The Plan Ahead can be accessed through [www.bannerweb.zu.ac.ae](http://www.bannerweb.zu.ac.ae) - Enter **Secure Area**.

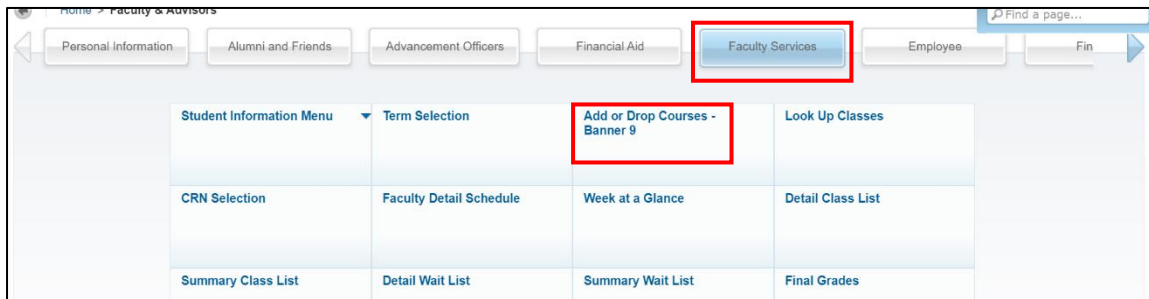


- 2- **Sign in** using your ZU ID and updated password.

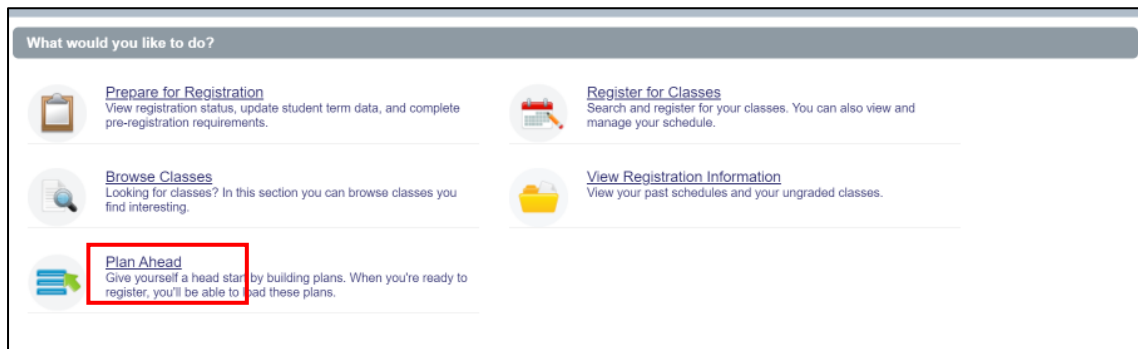
### SIGN IN

  
  
 Remember me on this computer

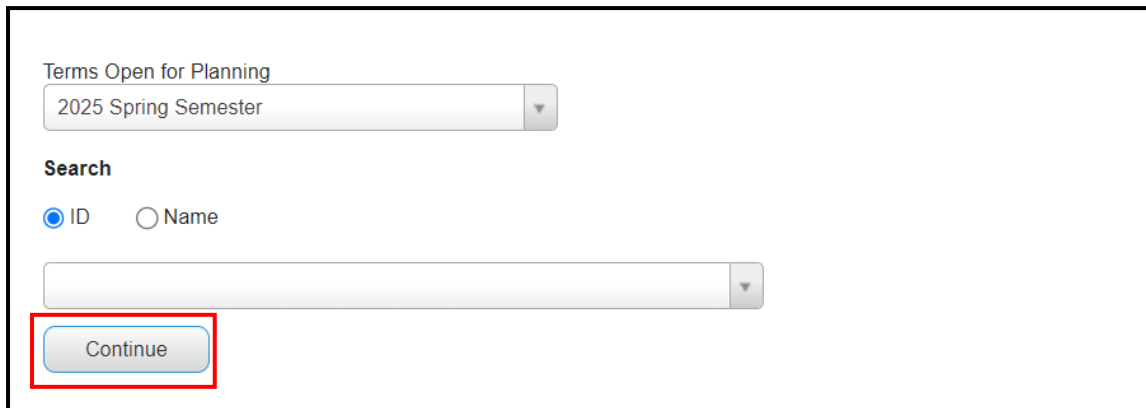
3- Click **Faculty Services** and then click **Add or Drop Courses - Banner 9**.



4- Select **Plan Ahead**.



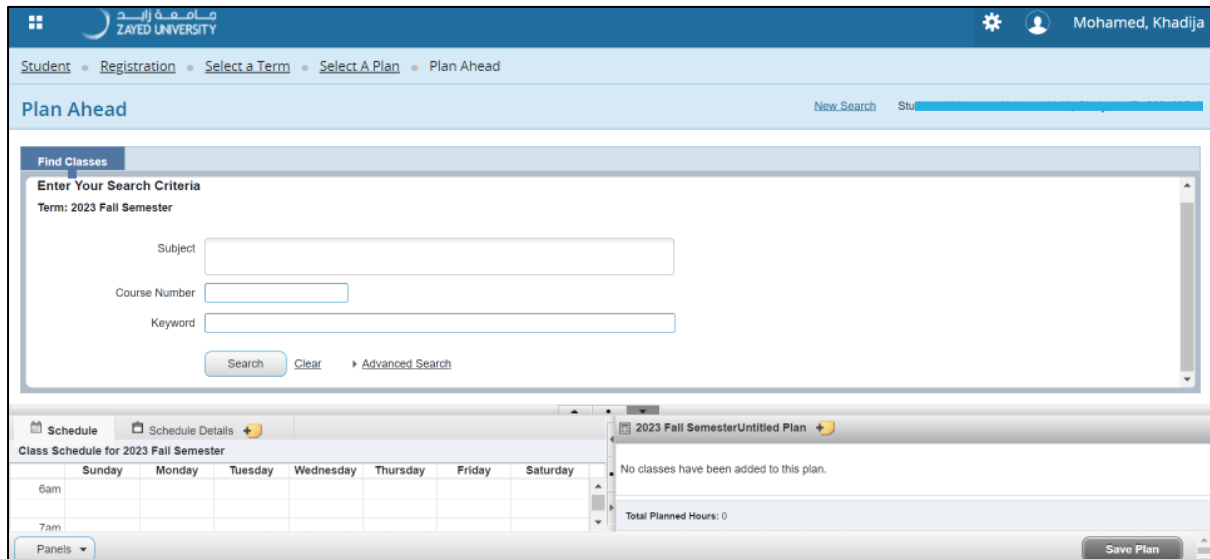
5- Choose the **Term** and enter student ID. Click **Continue**.



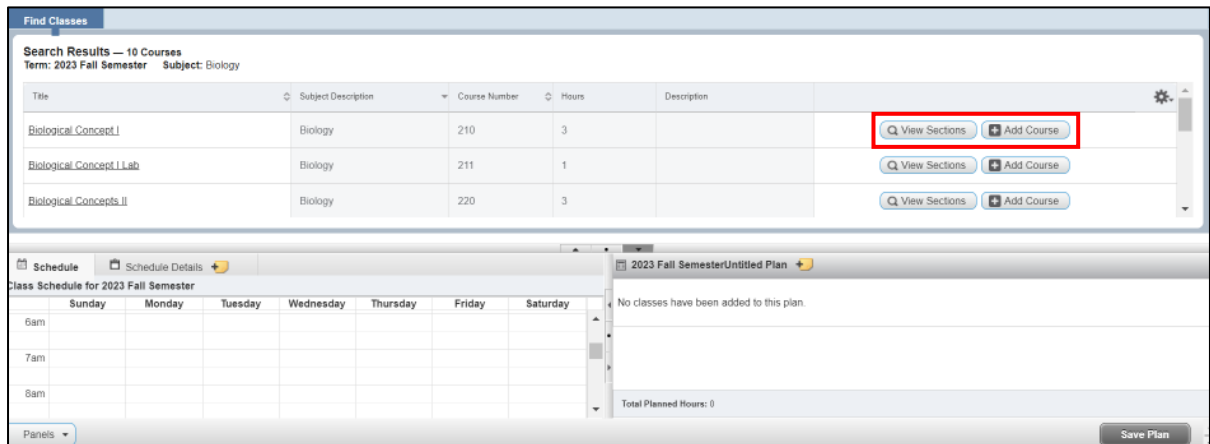
6- Click **Create New Plan**.



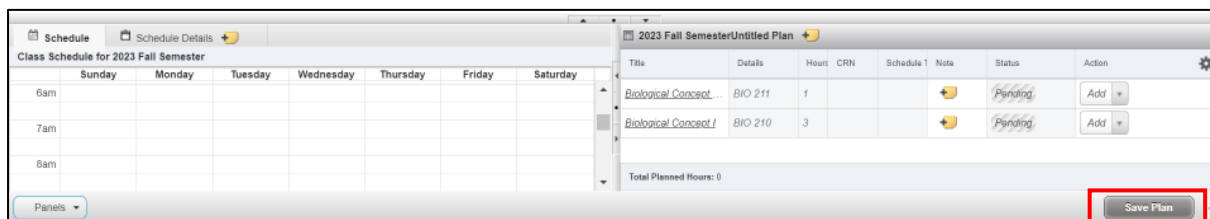
7- Search for the subject course(s) based on the **FAP - Course Projection** for the student.



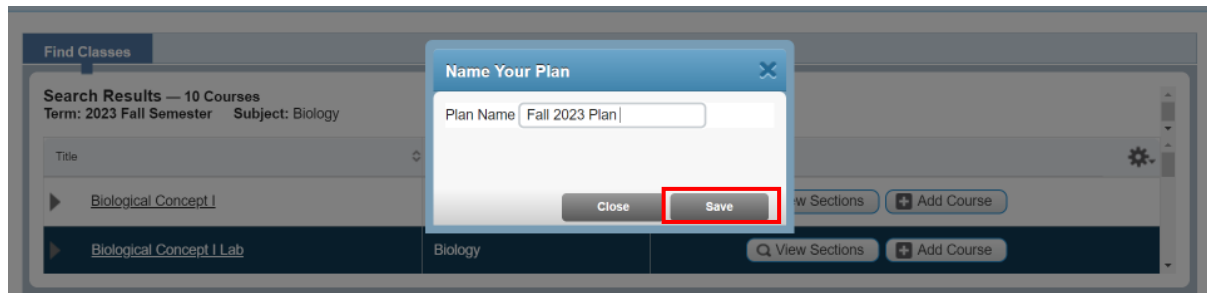
8- You can either **Add Course** directly or click **View Sections** and **Add sections**.



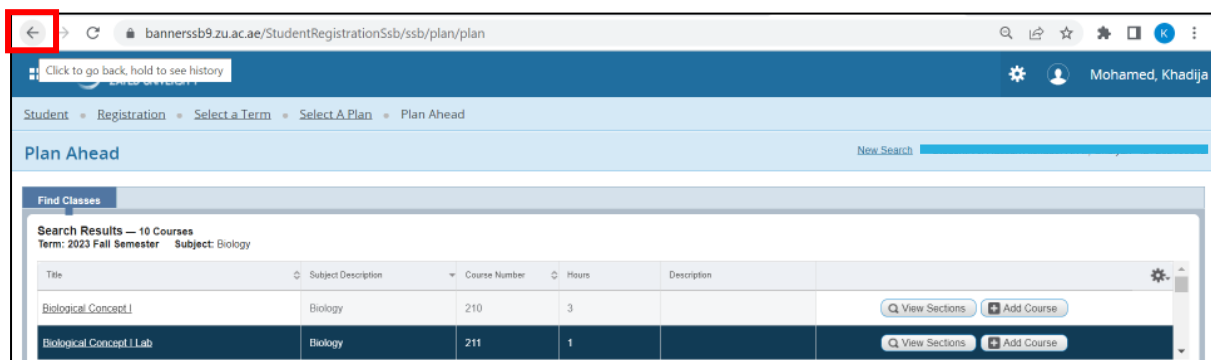
9- Click **Save Plan**.



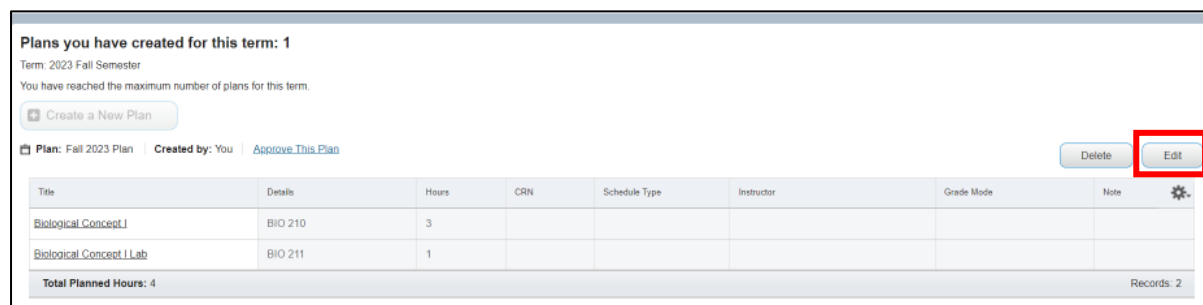
## 10- Name the plan and Save.



## 11- To add more courses, click back of the window.

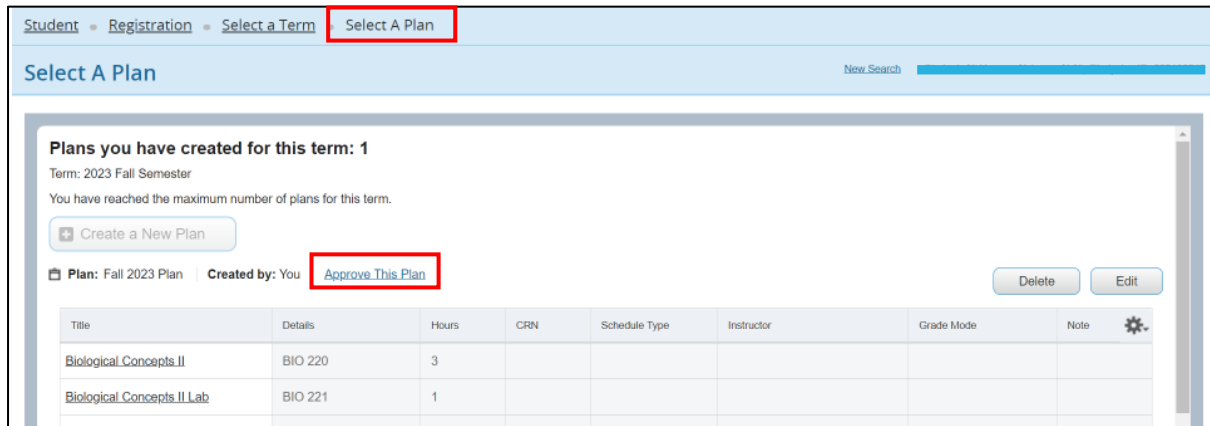


## 12- Click Edit.



## 13- Add more courses and click Save Plan every time you add new courses as previously mentioned in steps 7-9.

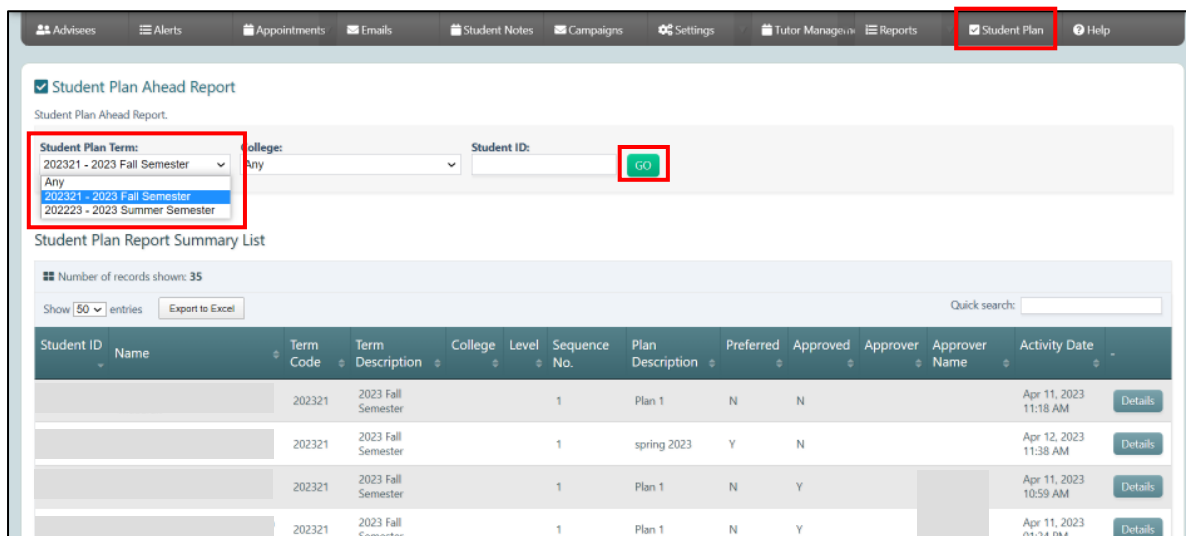
14- Once completed, click **Select A Plan** on the top tool menu to **Approve This Plan**.



15- The **Advisor Hold** will be removed automatically after 5-10 minutes.

16- Faculty advisor and student can check **Plan Ahead** in **ARM** under **Student Plan**.

17- Select **Student Plan Term** and click **GO**.



18- You can check the list submitted by either student or faculty advisor for approved (Y) or not yet approved (N) plans.

19- You can click **Details** to check the plan submitted.

Student ID	Name	Term Code	Term Description	College	Level	Sequence No.	Plan Description	Preferred	Approved	Approver	Approver Name	Activity Date
		202321	2023 Fall Semester			1	Plan 1	N	N			Apr 11, 2023 11:18 AM <a href="#">Details</a>
		202321	2023 Fall Semester			1	spring 2023	Y	N			Apr 12, 2023 11:38 AM <a href="#">Details</a>
		202321	2023 Fall Semester			1	Plan 1	N	Y			Apr 11, 2023 10:59 AM <a href="#">Details</a>
		202321	2023 Fall Semester			1	Plan 1	N	Y			Apr 11, 2023 01:24 PM <a href="#">Details</a>
		202321	2023 Fall Semester			1	Plan 1	N	Y			Apr 10, 2023 01:07 PM <a href="#">Details</a>
		202321	2023 Fall Semester			1	Plan1	N	Y			Apr 11, 2023 11:20 AM <a href="#">Details</a>
		202321	2023 Fall Semester			1	Fall	Y	Y			Apr 11, 2023 11:05 AM <a href="#">Details</a>
		202321	2023 Fall Semester			1	Plan 1	N	Y			Apr 11, 2023 12:26 PM <a href="#">Details</a>
		202321	2023 Fall Semester			1	fall 2023	Y	N			Apr 12, 2023 10:15 AM <a href="#">Details</a>
		202321	2023 Fall Semester			1	Plan1	N	Y			Apr 11, 2023 01:33 PM <a href="#">Details</a>

**Note:** Click on **Details** button to show the **Student Plan Ahead Report** to see the courses.

Student Plan Ahead Report - Details				
Student ID:	Student Name:	Term: 202421 - 2024 Fall Semester		
Plan Sequence No.: 1	Preferred: Y	Approval: Y - Z10981 Salsabeel Alfalah	Activity Date: 4/3/2024 1:57:42 PM	
Plan Description: FALL				
Number of records shown: 5				
Show 50 entries <a href="#">Export to Excel</a>				
Sequence No.	Subject	Course Number	Comment	Activity Date
2	GEN	185		Apr 03, 2024 01:48 PM
3	NET	257		Apr 03, 2024 01:48 PM
4	NET	256		Apr 03, 2024 01:48 PM
5	CIT	210		Apr 03, 2024 01:48 PM

20- In case a student submitted a plan that is incorrect or incomplete, faculty advisors **should not approve it**. Instead, you can either inform the student to create a new plan, or you can create a new plan for the student.

**Important Notes:**

- Only advisors can approve the Student Plan in **Banner - Plan Ahead**.
- The Banner Advising Hold will be removed after 5-10 minutes of approving the Plan Ahead.
- Send an email to students or call for a meeting to adjust the inaccurate plan OR develop a new plan and approve it.
- This is an advising service **ONLY** that does not guarantee seats or register students in classes.
- Saved **ARM Student Plan** is considered as an advising Service.