



مركز النجاح الطلابي
Center for Student Success

ZUCSS

Student Plan Ahead Student Guide

Center for Student Success

Last updated on November 5, 2024


Student Plan

A student can create a schedule plan for a coming semester through the “Plan Ahead” function in Banner Web. The faculty advisor will check the plan and approve it. The Advising Hold will be removed after a while. The student can check approved/not yet approved plan from the **Student Plan** tab in ARM.

Note

Student Plan ahead is meant for an advising purpose only to release the advising hold from your registration and to make your courses ready in the Banner Web registration. It does not guarantee the student a seat in the planned sections or courses.

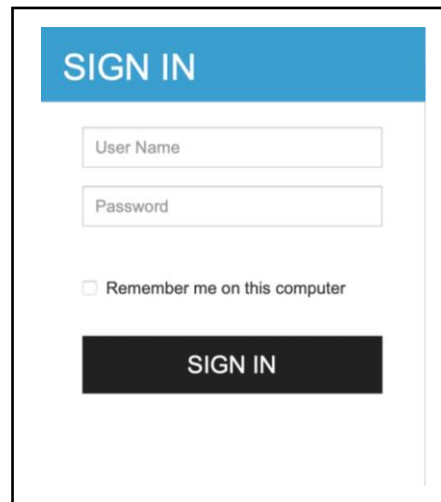
- 1- The Plan Ahead can be accessed through www.bannerweb.zu.ac.ae - Enter Secure Area



The image shows a navigation menu with four items, each with a corresponding image and text:

- Enter Secure Area** (highlighted with a red box): Login here to view your personal information.
- How to Register (Existing Zayed University Students Only)**
- Class Schedule**: View the current schedule of classes.

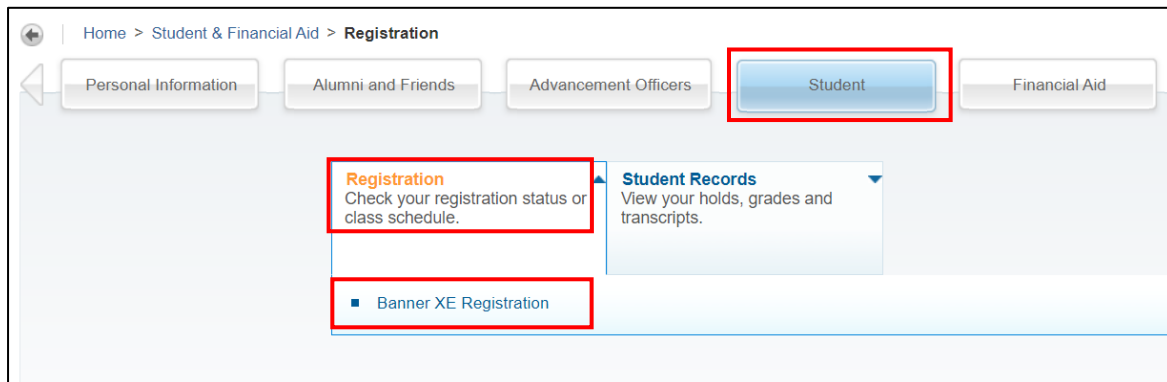
- 2- Sign in with your ZU ID and password.



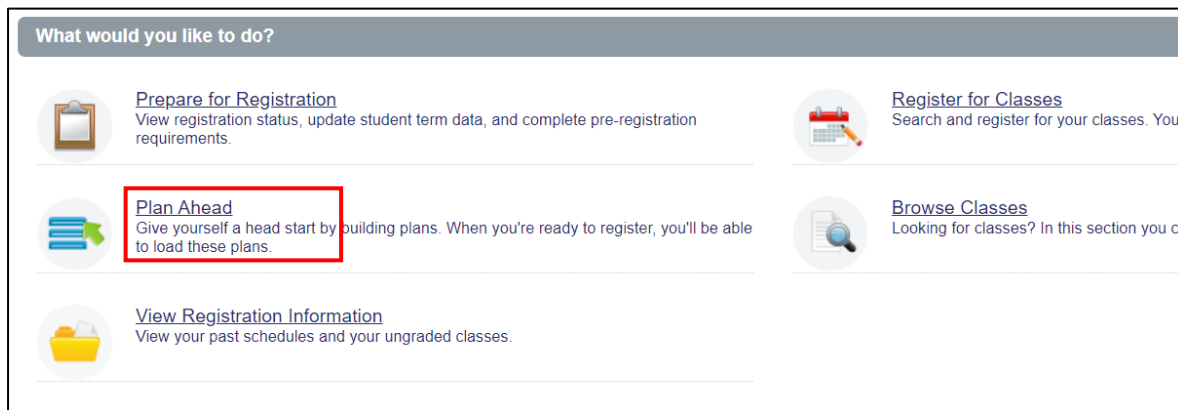
The image shows a sign-in form with the following elements:

- SIGN IN** header
- User Name input field
- Password input field
- Remember me on this computer
- SIGN IN** button

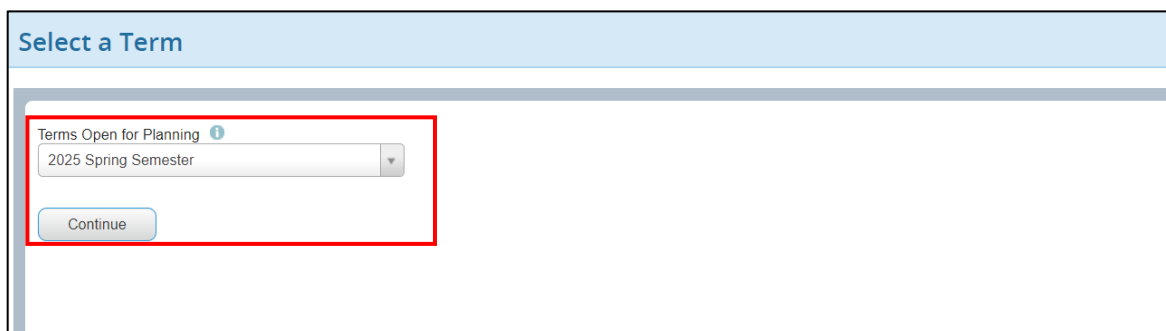
3- Click on Student, then choose **Registration** and select **Banner XE Registration**.



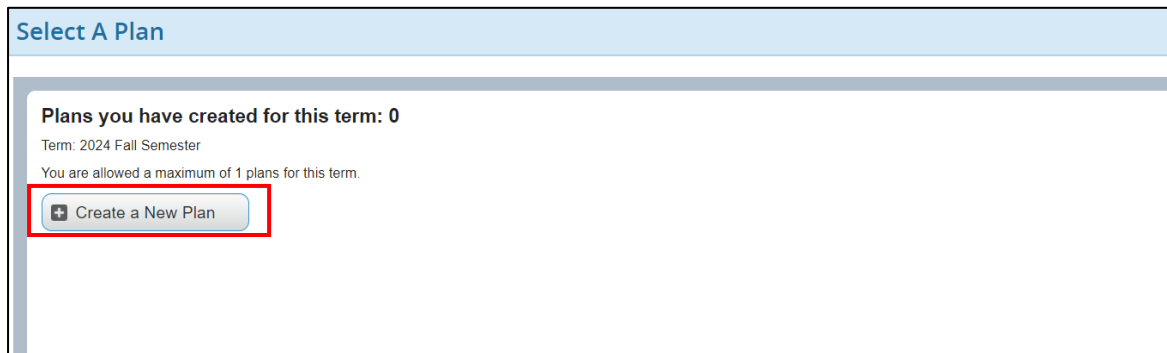
4- Click **Plan Ahead**.



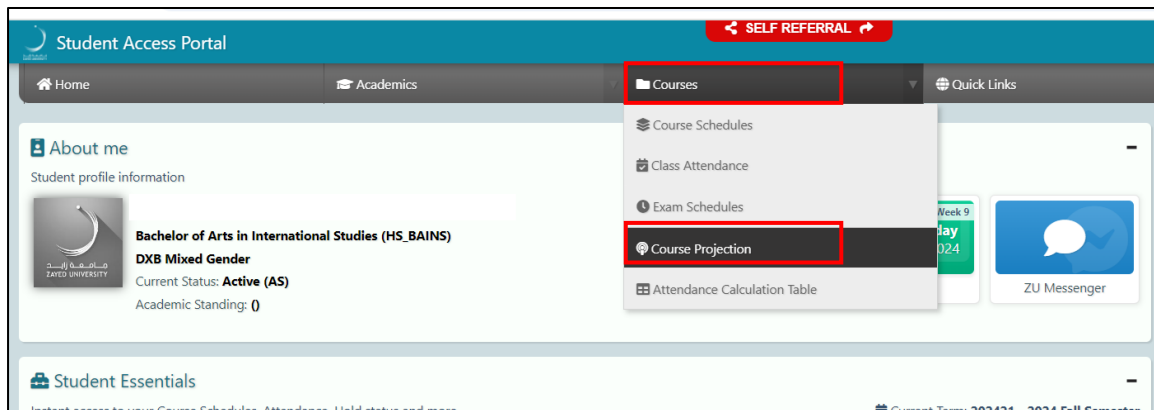
5- Choose the correct **Term** and click **Continue**.



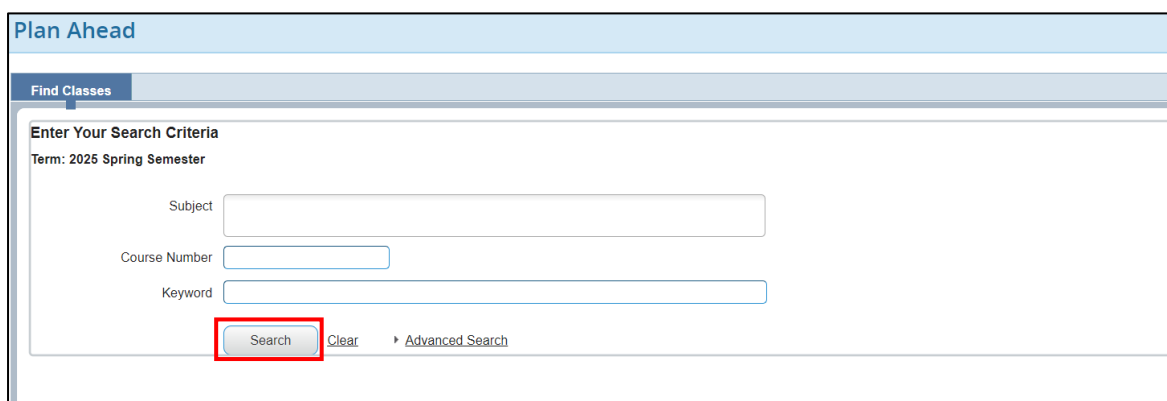
6- Click Create a New Plan.



7- Based on your SAP Courses - Course Projection, you need to build your plan.



8- Find classes based on Subject and Course Number and click Search button.



9- Choose View Sections or Add Courses directly.

Course Number: 261				
Subject Description	Course Number	Hours	Description	
Anthropology	261	3	This course is an introductio...	<input type="button" value="View Sections"/> <input type="button" value="Add Course"/>

10- Save Plan

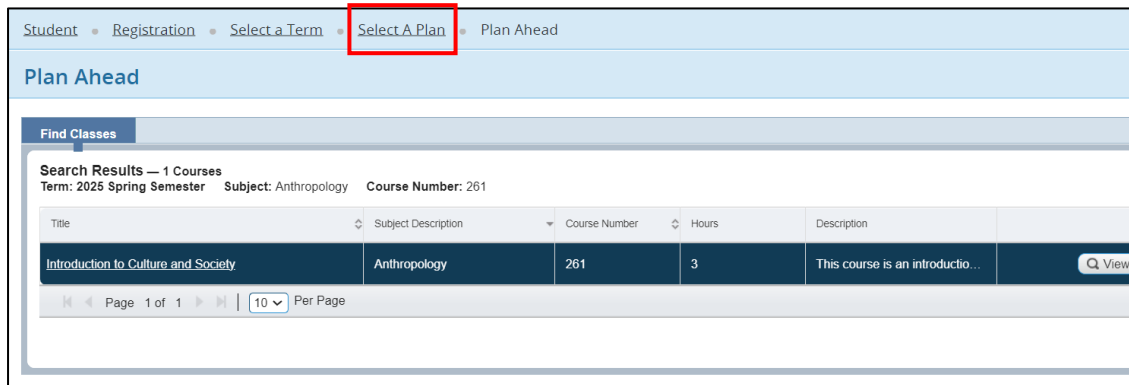
2025 Spring SemesterUntitled Plan +							
Title	Details	Hours	CRN	Schedule	Note	Status	Action
<i>Introduction to Cult...</i>	ANT 261	3			+	Pending	Add
Total Planned Hours: 0							
<input type="button" value="Save Plan"/>							

11- Name the plan and click Save.

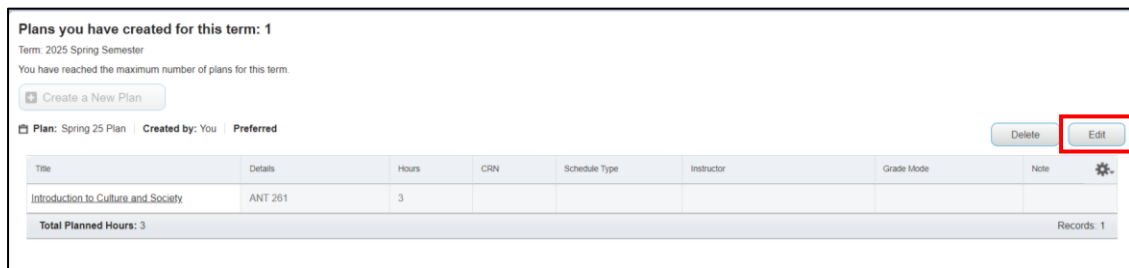
Name Your Plan ✕

Plan Name

12- In the menu bar, click **Select A Plan**.



13- Click **Edit** to add extra courses in your plan based on your CGPA and allowed credits.

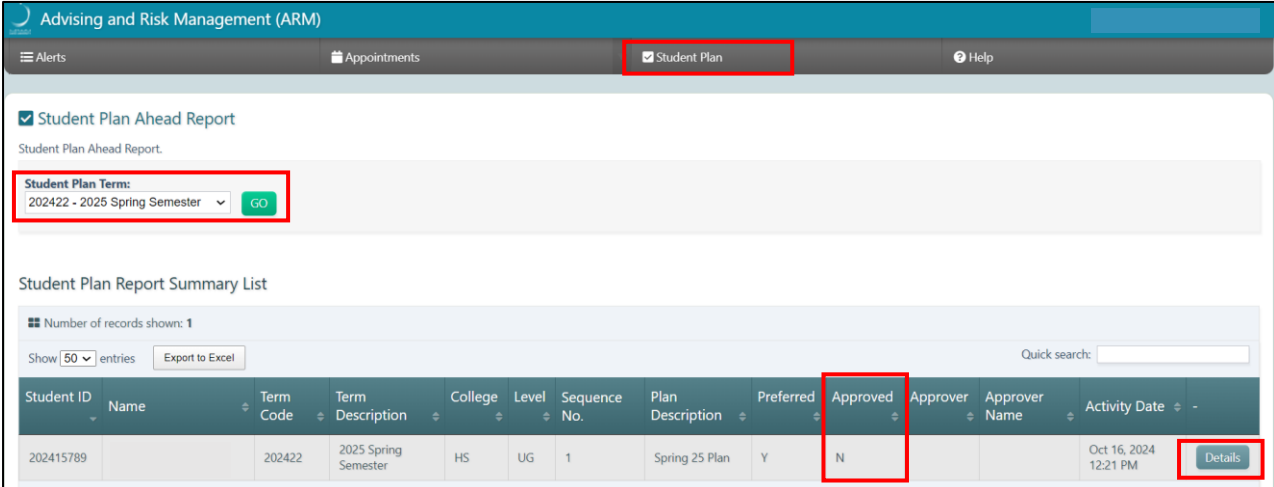


14- Add courses - one at a time- and every time click **Save Plan** until you build a complete plan with enough credits.

15- You can **Delete** or **Edit** the plan any time before the faculty advisor approves it.



16- You can find the **Student Plan Ahead Report** under **Student Plan** in **ARM** to check if the plan is approved (Y) or not (N).



Advising and Risk Management (ARM)

Alerts Appointments **Student Plan** Help

Student Plan Ahead Report

Student Plan Ahead Report.

Student Plan Terms:
202422 - 2025 Spring Semester

Student Plan Report Summary List

Number of records shown: 1

Show 50 entries Quick search:

Student ID	Name	Term Code	Term Description	College	Level	Sequence No.	Plan Description	Preferred	Approved	Approver	Approver Name	Activity Date
202415789		202422	2025 Spring Semester	HS	UG	1	Spring 25 Plan	Y	N			Oct 16, 2024 12:21 PM

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



Student Plan Ahead Report - Details

Student ID: 202421 Student Name: Salsabeel Aifalah Term: 202421 - 2024 Fall Semester

Plan Sequence No.: 1 Preferred: Y Approval: Y - Z10981 Salsabeel Aifalah Activity Date: 4/3/2024 1:57:42 PM

Plan Description: FALL

Number of records shown: 5

Show 50 entries

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