Creating a Plan

Advisors
1. Go to www.clemson.edu.

2. Click on Faculty/Staff.

3. Click the iROAR link.

4. Click the iROAR button.
5. Click on Current Faculty, Students and Staff. Log in using your Clemson username and password.

6. Click on the Faculty Services tab.

7. Click on the Student Information Menu.
8. Click Plan Ahead.

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10. Select the term you want to plan for. You will also need to enter the student information for the student you are creating a plan for. You can either enter the students’ CUID or their name.
11. Click on the matching button to search by either ID or name. Click continue.

Please note, you can create up to two plans for each student. You are not required to create a plan, but it may help your students when they come to register. Students can register from your plan. You may only plan for your advisees. Students are not required to register from your plan, but can use it as a guide.

12. To create a plan for your student, click create a new plan.
13. You will then be required to find the classes you want to add to the plan. You can enter a number of course subjects at one time. You can use the advanced search feature for more specific search criteria. Click search.

14. When you click search, your classes will populate. You can either add an entire course, such as Math 1010, without selecting a specific section, or you can select a specific course section. If you select the entire course, the student will be required to search for their own section when they come to register.
15. When you have clicked add, the course will not be saved to the plan, until you click Save Plan. You can go back and add more classes before you click save, or you can go back and edit later. Click Save Plan.

16. Use the crumb trail to go back to Select a Plan.

17. You will be able to see any plans a student has made in this section, as well as the plans you have made for your students. To approve a plan you, or a student, have made, click approve plan. The student can see when you have approved a plan and when you have created a plan for them.

18. You can remove approval by clicking remove approval.