**How to use Look Ahead**

The Look Ahead function will allow you to see courses you intend to enroll in and where they may be used on your worksheet.

1. Click the “Look Ahead” button on the left top side of the screen

2. Several boxes will display. In the two small boxes, you will enter in the course discipline and number that you would like to use in your scenario. The larger box will list the courses you have entered.
3. The top of the two small boxes is where you will enter in the courses discipline. All discipline codes must include a period (".") at the end. Some examples are **AFST. BIOL. HIST.**

4. The bottom box is where you will enter the course number - such as 1010, 2210, 3006W, 7100T.
5. Click the “Add Course” button to add your course, and it will move over into the larger box. Repeat steps 3 and 4 to add as many courses as you would like to use in your scenario.
6. If you made a mistake and want to remove a course, click on the course in the large box and then hit the “Remove Course” button below the box.

7. After you have entered in all of your courses, click the “Process New” button to run your look ahead scenario. It will apply the courses on the worksheet where they are applicable towards your program of study. The courses will appear as “Plan.”
8. Courses entered incorrectly will display in a “Not Counted” section. Return to the Look Ahead page and re-enter the course with the correct discipline and/or number.