

## Student Guide to Academic Planning

How to use Navigate Student to create your academic plan

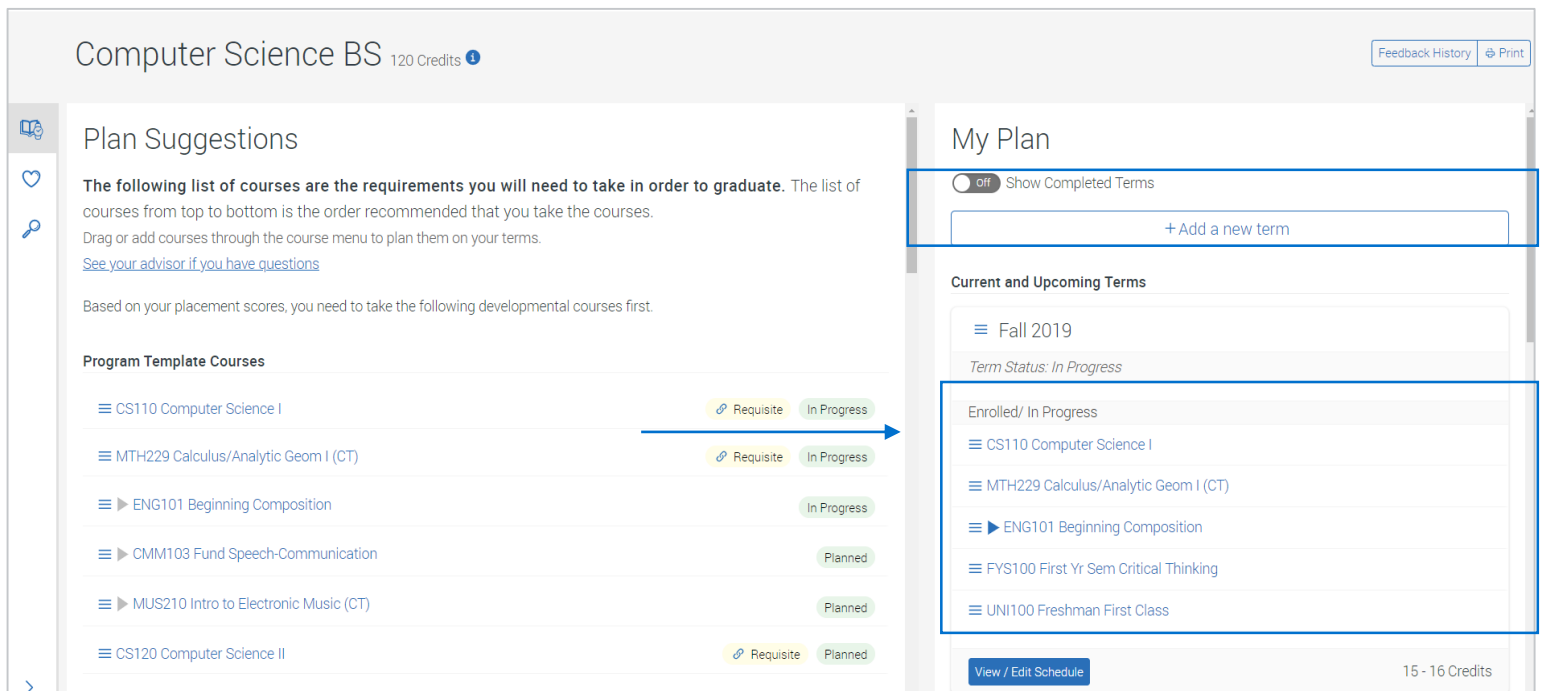
**Why create an academic plan? An academic plan will serve as a roadmap through your college career. No need to worry about what classes to take or when you are going to take them. Plan it out! By following the instructions below, you will have the chance to submit your plan to your advisor and get their feedback in a quick and easy way!**

### How to access Academic Planning:

Academic Planning is accessed through the desktop version of the Navigate Student mobile app. Log in to <https://tcl.campus.eab.com/> with your College email address and password. At the top of the screen next to the Navigate logo, click over to the "Planner" tab.

### Instructions:

1. Log in to Navigate Student and, in the Planner tab, use the "+Add Term" button in the upper right-hand corner to add the next two terms to your academic plan.
2. On the left-hand side of the page is the degree template for your program, courses are listed in the recommended order that you take them. Drag over the courses that you plan to take and add them to terms.
3. When you have finished planning your courses, if you would like for your Navigator or Faculty advisor to review your plan, email your Navigator or faculty advisor and confirm that your plan is ready for their review.
4. Your Navigator or faculty advisor will check your plan and let you know of any changes or suggestions.



The screenshot displays the 'Computer Science BS' program page with 120 credits. It is divided into two main sections: 'Plan Suggestions' on the left and 'My Plan' on the right.

**Plan Suggestions:**

- Header: Computer Science BS 120 Credits
- Buttons: Feedback History, Print
- Section: Plan Suggestions
- Text: "The following list of courses are the requirements you will need to take in order to graduate. The list of courses from top to bottom is the order recommended that you take the courses. Drag or add courses through the course menu to plan them on your terms. See your advisor if you have questions"
- Text: "Based on your placement scores, you need to take the following developmental courses first."
- Section: Program Template Courses
- Course List:
  - CS110 Computer Science I (Requisite, In Progress)
  - MTH229 Calculus/Analytic Geom I (CT) (Requisite, In Progress)
  - ENG101 Beginning Composition (In Progress)
  - CMM103 Fund Speech-Communication (Planned)
  - MUS210 Intro to Electronic Music (CT) (Planned)
  - CS120 Computer Science II (Requisite, Planned)

**My Plan:**

- Section: My Plan
- Toggle: Show Completed Terms (off)
- Button: + Add a new term
- Section: Current and Upcoming Terms
- Term: Fall 2019 (Term Status: In Progress)
- Enrolled/ In Progress:
  - CS110 Computer Science I
  - MTH229 Calculus/Analytic Geom I (CT)
  - ENG101 Beginning Composition
  - FYS100 First Yr Sem Critical Thinking
  - UNI100 Freshman First Class
- Button: View / Edit Schedule
- Credits: 15 - 16 Credits

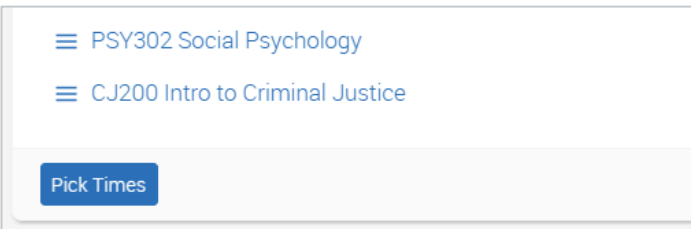
# Student Guide to Academic Planning

How to use Navigate Student to choose class schedule and register

**An academic plan serves as a roadmap through your college career. When it comes time to choose classes for next term, use your academic plan to pick your class sections and build a schedule. You will be able to register for these courses directly in Navigate Student!**

## How to access Academic Planning:

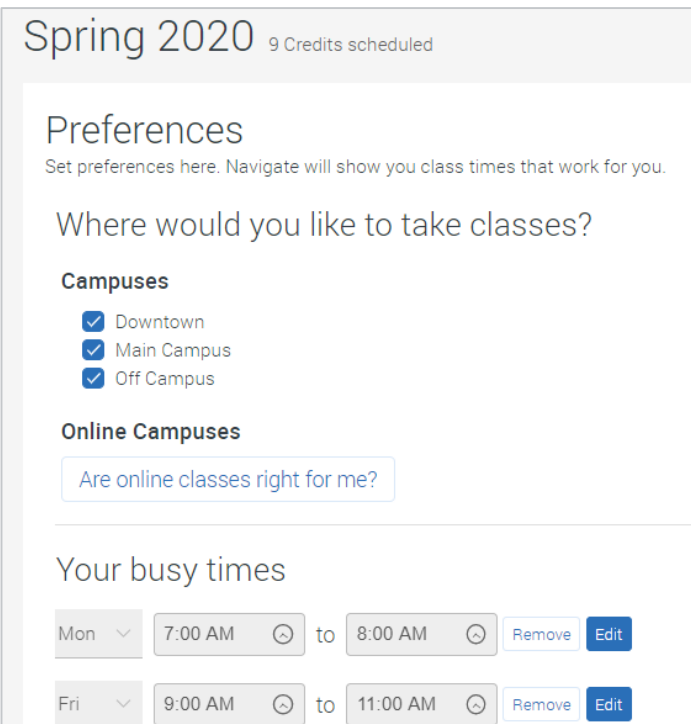
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☰ PSY302 Social Psychology

☰ CJ200 Intro to Criminal Justice

Pick Times



Spring 2020 9 Credits scheduled

### Preferences

Set preferences here. Navigate will show you class times that work for you.

Where would you like to take classes?

**Campuses**

- Downtown
- Main Campus
- Off Campus

**Online Campuses**

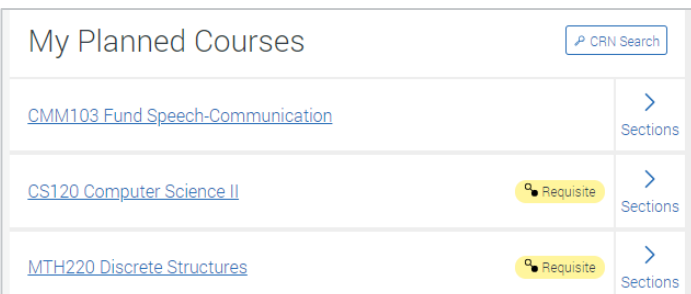
Are online classes right for me?

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Your busy times

Mon 7:00 AM to 8:00 AM Remove Edit

Fri 9:00 AM to 11:00 AM Remove Edit



My Planned Courses CRN Search

<a href="#">CMM103 Fund Speech-Communication</a>	<span>Requisite</span>	<span>&gt;</span> Sections
<a href="#">CS120 Computer Science II</a>	<span>Requisite</span>	<span>&gt;</span> Sections
<a href="#">MTH220 Discrete Structures</a>	<span>Requisite</span>	<span>&gt;</span> Sections

## Instructions:

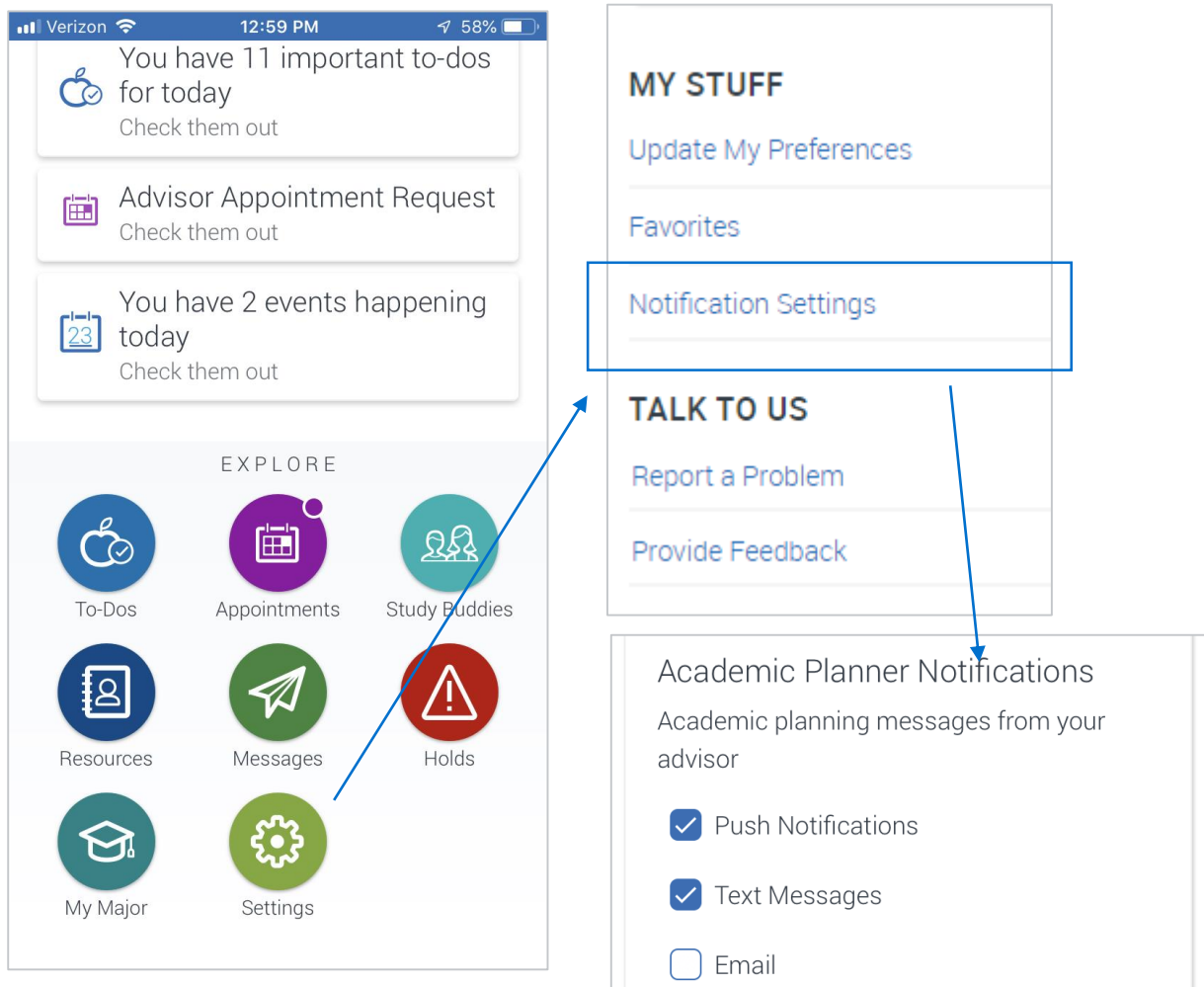
- From the Planner, click the blue "Pick Times" button to open the Scheduler portion of the tool.
- Use the "Edit Preferences" link to input information that will filter the list to help find course sections that work best for you:
  - Where would you like to take classes?** This will allow you to choose your preferred campus.
  - When are you busy?** This will help block off times where you have important conflicts, like work or athletics practice.
  - Weekly outside commitments.** This section won't filter the courses you see, but it can help you visualize how you will spend your time next term.
- Next, pick your sections. Click on the individual classes under the current term and review the list of available sections. Hover over a section to view it on the schedule or click on it to add that section. Note, there are three tabs of sections: available, conflicting and full.
  - Tip: If there are no sections listed under available, check the "Conflicting" and "Full" tabs.
- If desired, you can use the Quick Schedule link at the bottom of the list of courses to see a "best-fit" schedule option that will suggest course sections for you.
- Continue selecting sections until you have built out your desired schedule. You can scroll down to see more details about the class, like the location and instructor.
- When you have completed your schedule and registration has opened, the last step to complete the process is to click the "Register" to be redirected to the registration portal.
- If a class is full you will need to add yourself to the waitlist if the course has an available spot on the waitlist.

## How to Enable Academic Planning Notifications

It's important to allow notifications from Navigate so that you will get a reminder when your advisors sends academic plan suggestions. To get started login to the Navigate Student app on your phone or login to the desktop site with your College email and password.

1. Go to the "Settings" button on your **app** or on the **desktop site**
2. Click "Notification Settings" and scroll to find "Academic Planner Notifications"
3. Select your preferred method of notification. Note: You can select as many notification methods as desired, but you will receive multiple notifications if you choose more than one.
4. If you select the "Text" option, ensure that your cell phone number is accurate in Navigate. You can do this by clicking "Edit Contact Information."

**TIP:** When you receive Academic Plan notifications, you will access the messages in the green "Messages" tab. To respond to feedback from your advisor, you will need to login to the Navigate Student desktop site.

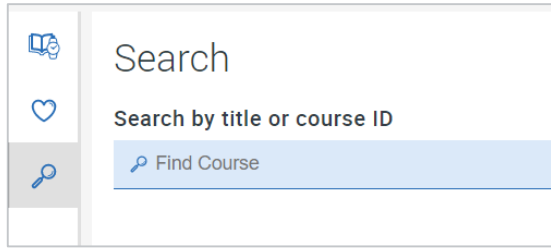


The image shows a sequence of three screenshots from the Navigate Student app. The first screenshot is the home screen with a status bar at the top showing Verizon, 12:59 PM, and 58% battery. It features a 'To-Dos' section with three items: 'You have 11 important to-dos for today', 'Advisor Appointment Request', and 'You have 2 events happening today'. Below this is an 'EXPLORE' section with icons for To-Dos, Appointments, Study Buddies, Resources, Messages, Holds, My Major, and Settings. A blue arrow points from the 'Settings' icon to the second screenshot. The second screenshot shows the 'MY STUFF' menu with options: 'Update My Preferences', 'Favorites', 'Notification Settings' (highlighted with a blue box), and 'TALK TO US' (with sub-options 'Report a Problem' and 'Provide Feedback'). A blue arrow points from the 'Notification Settings' box to the third screenshot. The third screenshot shows the 'Academic Planner Notifications' settings page, which includes the text 'Academic planning messages from your advisor' and three notification options: 'Push Notifications' (checked), 'Text Messages' (checked), and 'Email' (unchecked).

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## Tips for Successful Academic Planning

- **Add a Course Through Search:** If you want to take a course that is not on your program template, use the “Search” tab to find and add any course in the course catalog. **Please remember, courses not listed on your program template may not be eligible for financial aid.**



- **Be Proactive:** Keep in mind that some courses have pre-requisites and others need to be taken with a co-requisite. Navigate Student will give you a heads up when a course has a co-req or pre-req, but make sure you are planning pre-requisite courses now that you’ll need to take higher level courses later on.
- **Take Enough Credits to Stay on Track:** In order to be considered a full time student you must be registered for at least 12 credit hours.
- **Remember to Click Register:** You are not registered for classes until you click the blue Register button in the My Schedule section