

# Student Guide to Academic Planning

How to use Navigate Student to create your academic plan

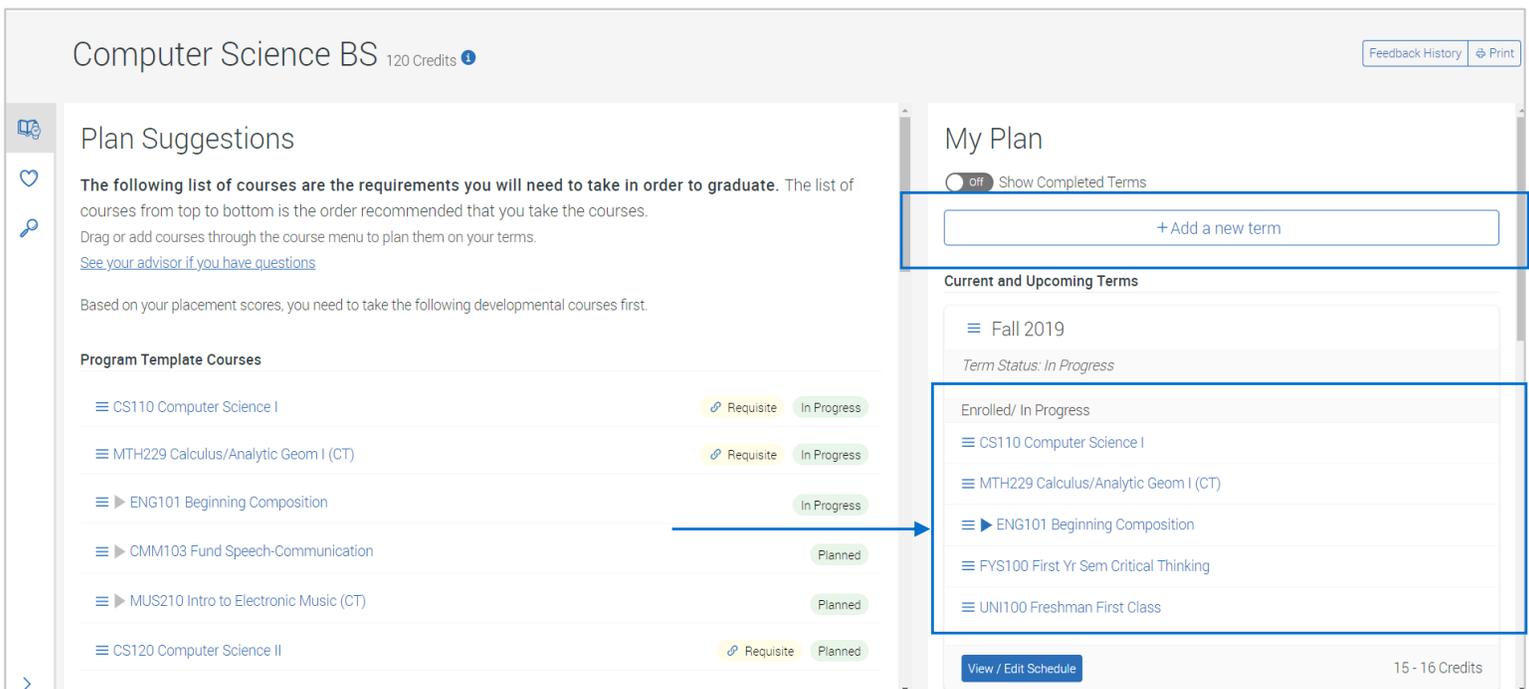
**Why create an academic plan? An academic plan will serve as a roadmap through your college career. No need to worry about what classes to take or when you are going to take them. Plan it out! By following the instructions below, you will have the chance to submit your plan to your advisor and get their 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://ndm.navigate.eab.com/> with your university single sign on username 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 for the next two terms, email your advisor and confirm that your plan is ready for their review.
4. Your advisor will check your plan and let you know of any changes or suggestions.



The screenshot displays the 'Computer Science BS' academic planning interface. On the left, under 'Plan Suggestions', a list of 'Program Template Courses' is shown with status indicators: 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), and CS120 Computer Science II (Requisite, Planned). A blue arrow points from the 'ENG101 Beginning Composition' course in the suggestions to the 'My Plan' section on the right. The 'My Plan' section shows a '+ Add a new term' button at the top. Below it, the 'Current and Upcoming Terms' section is expanded for 'Fall 2019', which has a status of 'In Progress'. The list of courses in this term includes: CS110 Computer Science I, MTH229 Calculus/Analytic Geom I (CT), ENG101 Beginning Composition, FYS100 First Yr Sem Critical Thinking, and UNI100 Freshman First Class. A 'View / Edit Schedule' button is located at the bottom of the plan, and the total credits for the plan are shown as '15 - 16 Credits'.

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How to use Navigate Student to choose class schedule and register

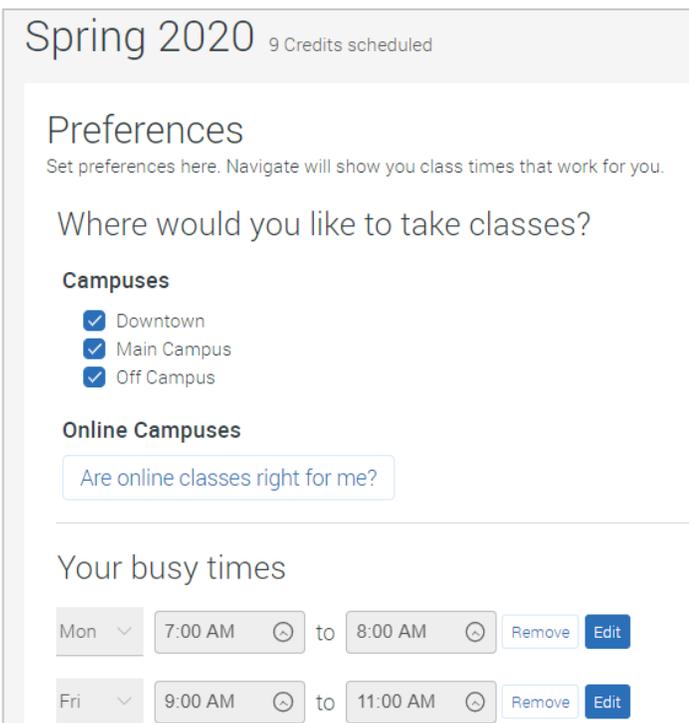
**An academic plan serves as a roadmap through your college career. When it comes time to choose classes for next term, use your academic plan to pick your class sections and build a schedule. You will be able to register for these courses directly in Navigate Student!**

## How to access Academic Planning:

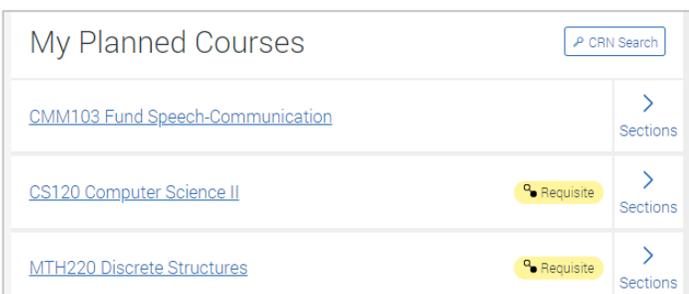
Academic Planning is accessed through the desktop version of the Navigate Student mobile app. Log in to <https://mercy.guide.eab.com/> with your university single sign on username and password. At the top of the screen next to the Navigate logo, click over to the "Planner" tab.



A screenshot of the course selection interface. It shows two courses listed with expandable menus: "PSY302 Social Psychology" and "CJ200 Intro to Criminal Justice". Below the list is a blue button labeled "Pick Times".



A screenshot of the "Preferences" section in the academic planning tool. The title is "Spring 2020" with "9 Credits scheduled" below it. The section is titled "Preferences" and includes the instruction "Set preferences here. Navigate will show you class times that work for you." Below this is a question: "Where would you like to take classes?". Under "Campuses", there are three checked options: "Downtown", "Main Campus", and "Off Campus". Under "Online Campuses", there is a text input field with the placeholder "Are online classes right for me?". The "Your busy times" section shows two time slots: "Mon 7:00 AM to 8:00 AM" and "Fri 9:00 AM to 11:00 AM", each with "Remove" and "Edit" buttons.



A screenshot of the "My Planned Courses" section. It features a "CRN Search" button and a list of three courses: "CMM103 Fund Speech-Communication", "CS120 Computer Science II", and "MTH220 Discrete Structures". Each course entry includes a "Requisite" icon and a "Sections" link with a right-pointing arrow.

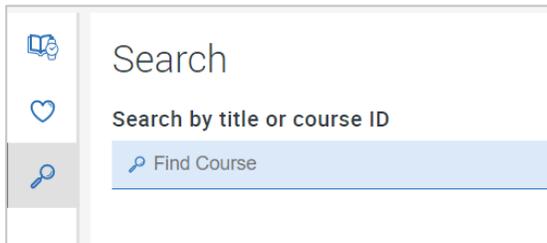
## Instructions:

- 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.

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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.



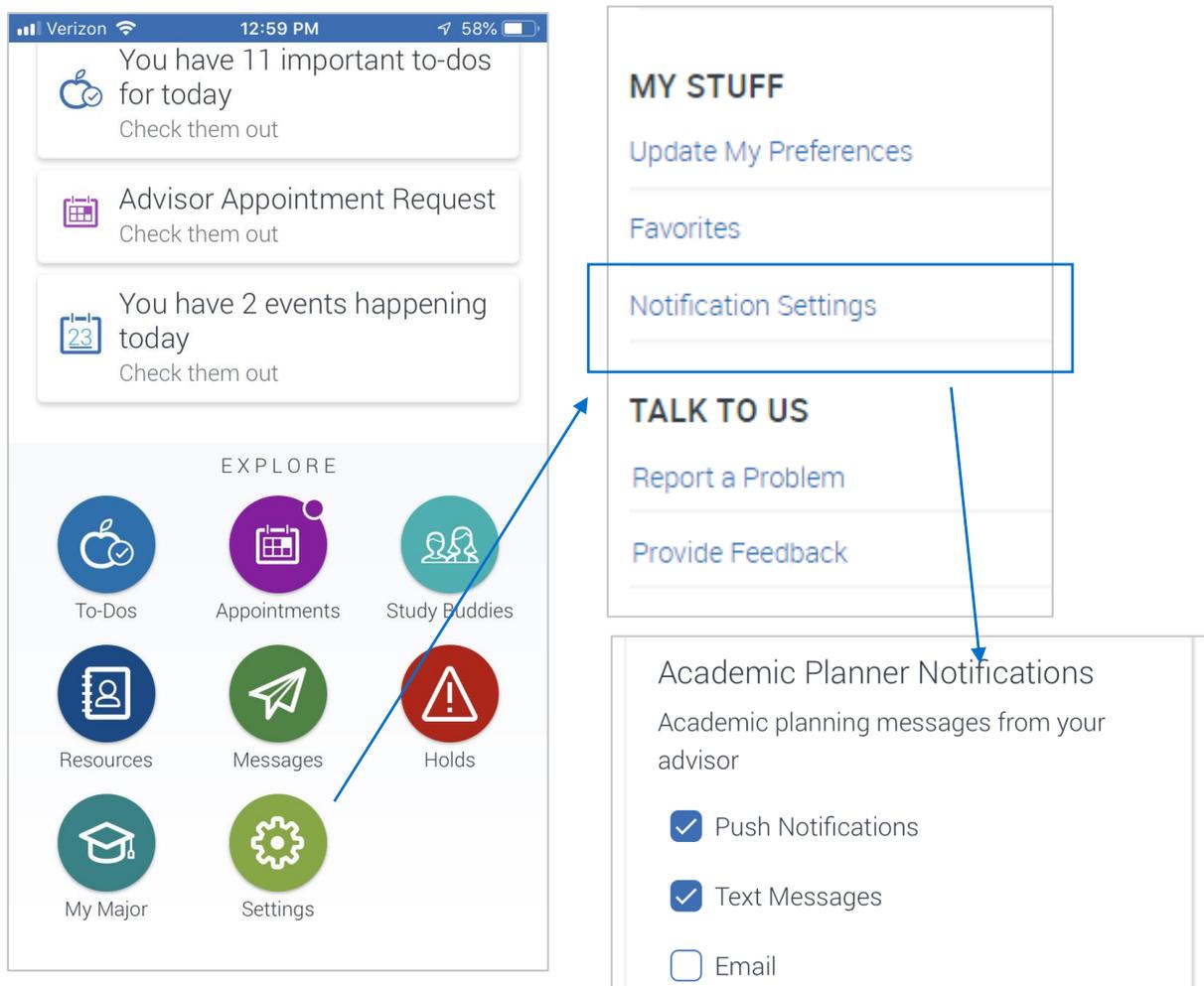
- **Double Majors and Minors:** Academic Planning will currently only show you one major; if you have an additional major(s) or minor(s) they will not display in Academic Planning. Keep in mind that you can still plan courses for your other major or minor by using the course search feature.
- **Be Proactive:** 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:** Plan to take at least 15 credits per term in order to graduate on time.

## 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 university credentials.

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 mobile app interface with a top status bar (Verizon, 12:59 PM, 58% battery). Below the status bar are three notification cards: "You have 11 important to-dos for today", "Advisor Appointment Request", and "You have 2 events happening today". Below these 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 a "Notification Settings" box on the right. This box contains "MY STUFF" (Update My Preferences, Favorites, Notification Settings) and "TALK TO US" (Report a Problem, Provide Feedback). A second blue arrow points from the "Notification Settings" box to a detailed "Academic Planner Notifications" settings box. This box shows "Academic planning messages from your advisor" with three options: "Push Notifications" (checked), "Text Messages" (checked), and "Email" (unchecked).