

Student Guide to Academic Planning

How to use Navigate Student to register for classes

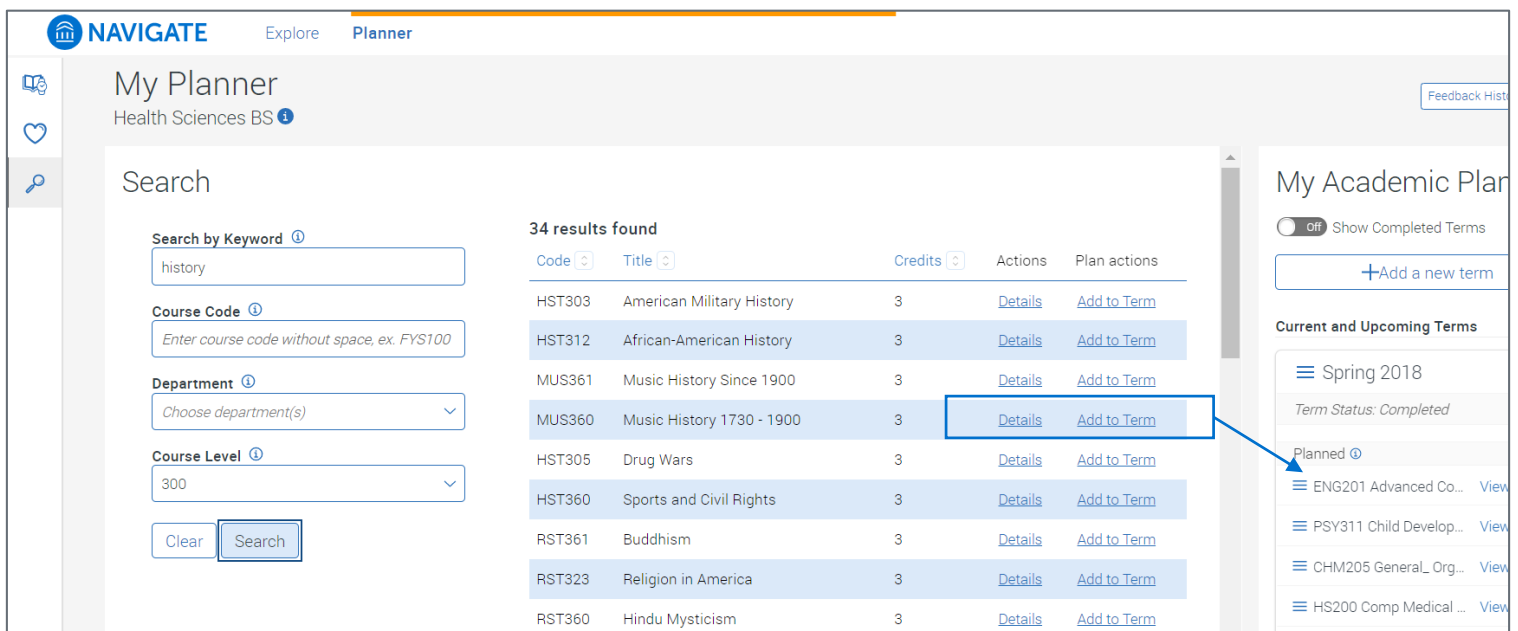
NDMU students now have access to a new tool for planning, scheduling and registering classes for next term. Planning out your classes for next term will make it easier for your advisor to help you and give you recommendations on what to take. It will help us know which classes are in highest demand for next term. Use the instructions below to login and start building your plan.

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 NDMU 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 upcoming terms to your academic plan (ex: Fall 2020, Spring 2021).
2. Using the course search, look up the courses you would like to take next term. The "Details" button will show you the course description; use the "Add to Term" button to plan that course for Fall '20 or another upcoming term.
 1. You can use the course catalog, degree audit, and any resources provided by your department to see what courses you may want to consider.
 2. If an advisor has sent you suggested courses, review and accept the suggestions to move on to picking your schedule.
3. If you have questions, email your advisor. Be sure to mention that you used Navigate to plan!
4. While you are here, use the "Settings" page under the "Explore" tab to allow notifications from Navigate. This way, if you advisor suggests any edits or shares comments, you will be automatically notified and can log in to confirm your new plan.



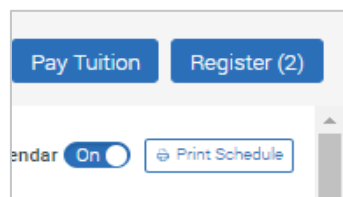
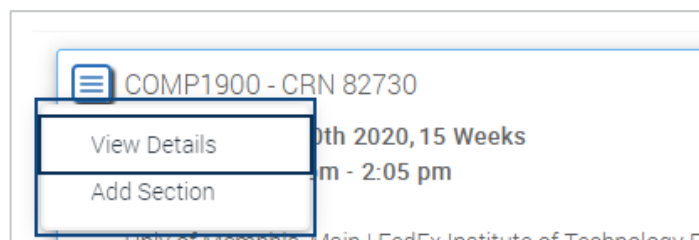
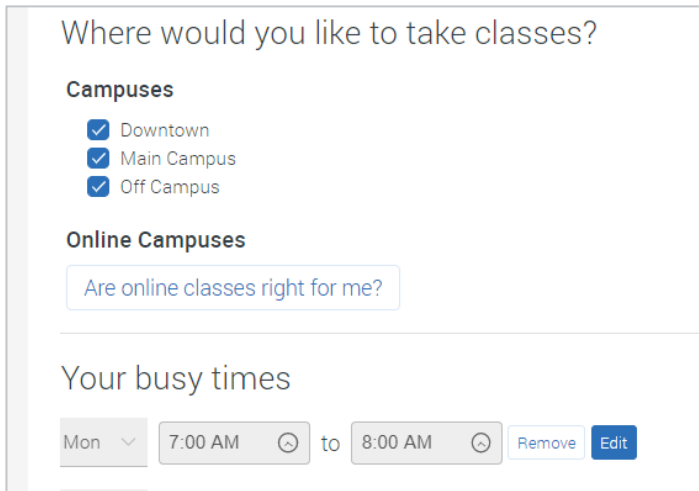
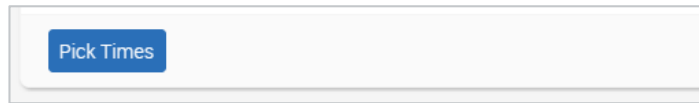
The screenshot shows the 'My Planner' interface for a Health Sciences BS student. A search for 'history' has returned 34 results. The table below lists the search results:

Code	Title	Credits	Actions	Plan actions
HST303	American Military History	3	Details	Add to Term
HST312	African-American History	3	Details	Add to Term
MUS361	Music History Since 1900	3	Details	Add to Term
MUS360	Music History 1730 - 1900	3	Details	Add to Term
HST305	Drug Wars	3	Details	Add to Term
HST360	Sports and Civil Rights	3	Details	Add to Term
RST361	Buddhism	3	Details	Add to Term
RST323	Religion in America	3	Details	Add to Term
RST360	Hindu Mysticism	3	Details	Add to Term

The right sidebar shows the 'My Academic Plan' with a toggle for 'Show Completed Terms' (off) and a '+Add a new term' button. Under 'Current and Upcoming Terms', 'Spring 2018' is listed with a status of 'Completed'. Below it, a 'Planned' section lists several courses, including 'ENG201 Advanced Co...', 'PSY311 Child Develop...', 'CHM205 GeneralL Org...', and 'HS200 Comp Medical ...'. A blue box highlights the 'Details' and 'Add to Term' buttons for MUS360 in the search results, with an arrow pointing to the 'Planned' section in the sidebar.

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Instructions:

- From the Planner, click the blue "Pick Times" button to open the Scheduler
- Use the "Edit Preferences" link the left menu 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 you need to take a specific section of a course, click the menu next to the section and select "View Details" to see the section number in the lower left corner of the section description
 - Tip:** If there are no sections listed under available, check the "Conflicting" and "Full" tabs.
- 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, click the "Register" button. If one of the classes you wanted fills up, you can check for additional sections of that course or search for another course in the planning page.
 - Tip:** If you get an error message, there could be an issue with a pre-requisite. Contact your advisor if you have any questions.