
Student Guide to Academic Planning: Expectations

What is academic planner? An interactive tool students and advisors use to plan classes for current and upcoming terms. DegreeWorks is the official degree audit tool, please refer to your DegreeWorks planner audit each semester.

Expectations:

All incoming first-year students will create a plan in Academic Planner that they refer to throughout their academic journey, ensuring they stay on course to graduate. The plan can be revised in collaboration with the advisor based upon but not limited to the following:

- Students who start in the 2022-2023 catalog and later are encouraged to utilize the templates and academic planning tool to map out their academic career courses for each upcoming term.
- Students are encouraged to review the academic plan and update as needed. Updates may include course withdrawal, change of major, change of minor, change in course plans for the upcoming semester, transfer coursework or other reasons.
- Students should work closely through email or appointments with their academic advisor when updating their academic plan to ensure the courses planned to align with degree and program requirements.
- Transfer students are encouraged to work closely with their academic advisors to manually mark off courses that were met based on DegreeWorks-approved transfer courses.
- DegreeWorks is the degree audit system referenced at least once a semester.
- Once the scheduler and registration features are available, students are encouraged to utilize these tools to register for concurrent semesters.

Checklist for Student Plans in Academic Planner

Students and advisors are encouraged to utilize this checklist every semester during course planning and registration.

- Log into Navigate Student Desktop <https://uaf.navigate.eab.com/app/>
- Click Planner Tab
- Add your templates (first time logging in only)
- View selected templates (Minor and Major templates)
- Add future terms
- Turn on show matched column
- Turn on bulk add to term
- Add courses to terms (specific courses or placeholders)
- My Academic Plan
 - Review warning information (prerequisites)
 - Search for specific courses that are placeholders (electives, course searches)
 - Select a course from a list within the placeholder
 - Remove placeholder after a specific course has been added to the term
 - Update planned courses as needed such as moving to new terms (change of major, semester off, prerequisites, etc.)
- Check [DegreeWorks](#) for progress to degree
- Pin courses to the pinned column (selecting which course when there is more than one to fulfil that requirement)
- Mark courses as met (manually marking transfer courses from DegreeWorks, elective courses, course search rows)
- Have your advisor review your plan each semester

- *As needed: Review advisor plans. Accept advisor recommendations and add those courses to your plan.

To do these steps proceed to the next page.

Student Guide to Academic Planning: Overview

STUDENT-INITIATED PLANS

1. Log in into academic planning here with your UAF username and password (same as UAOnline): <https://uaf.navigate.eab.com/app/>
2. Open Navigate Student Desktop and click on “Planner”.
3. “View Selected Templates” to see auto-added templates.
4. Add Template to see Major Template & Minor Templates recommended for you based on your programs.
5. “View Selected Templates” (checkbox checked)
6. Add future terms under My Academic Plan.
7. Add Courses to My Academic Plan for each term you are planning for.
8. Schedule an appointment with your academic advisor to review the plan.
9. Review your plan and DegreeWorks each semester with your academic advisor during course registration and advising appointments.
10. Register for your courses once course registration opens.

ADVISOR-INITIATED PLANS

1. When you see the notification that your advisor has sent a plan, open Navigate Student and click on Planner.
2. Click Advisor Plans to view the suggestions and comments they sent.
3. Review the suggestions and add Courses to My Academic Plan for each term you are planning for.
4. Recommendation: Add “All Items to Plan” and remove the previously planned course (if applicable).

STAY ON TRACK

Be Proactive: Keep in mind that some courses have prerequisites and others need to be taken with a co-requisite. Navigate Student will give you a heads up when a course has a co-requisite or pre-requisite, but make sure you are planning pre-requisite courses for higher-level courses later on.

Take Enough Credits to Stay on Track: Depending on your program, Bachelor Degree-seeking students plan to take at least 15 credits per term to graduate in a four-year timeframe.

Student Guide to Academic Planning: Student-Initiated

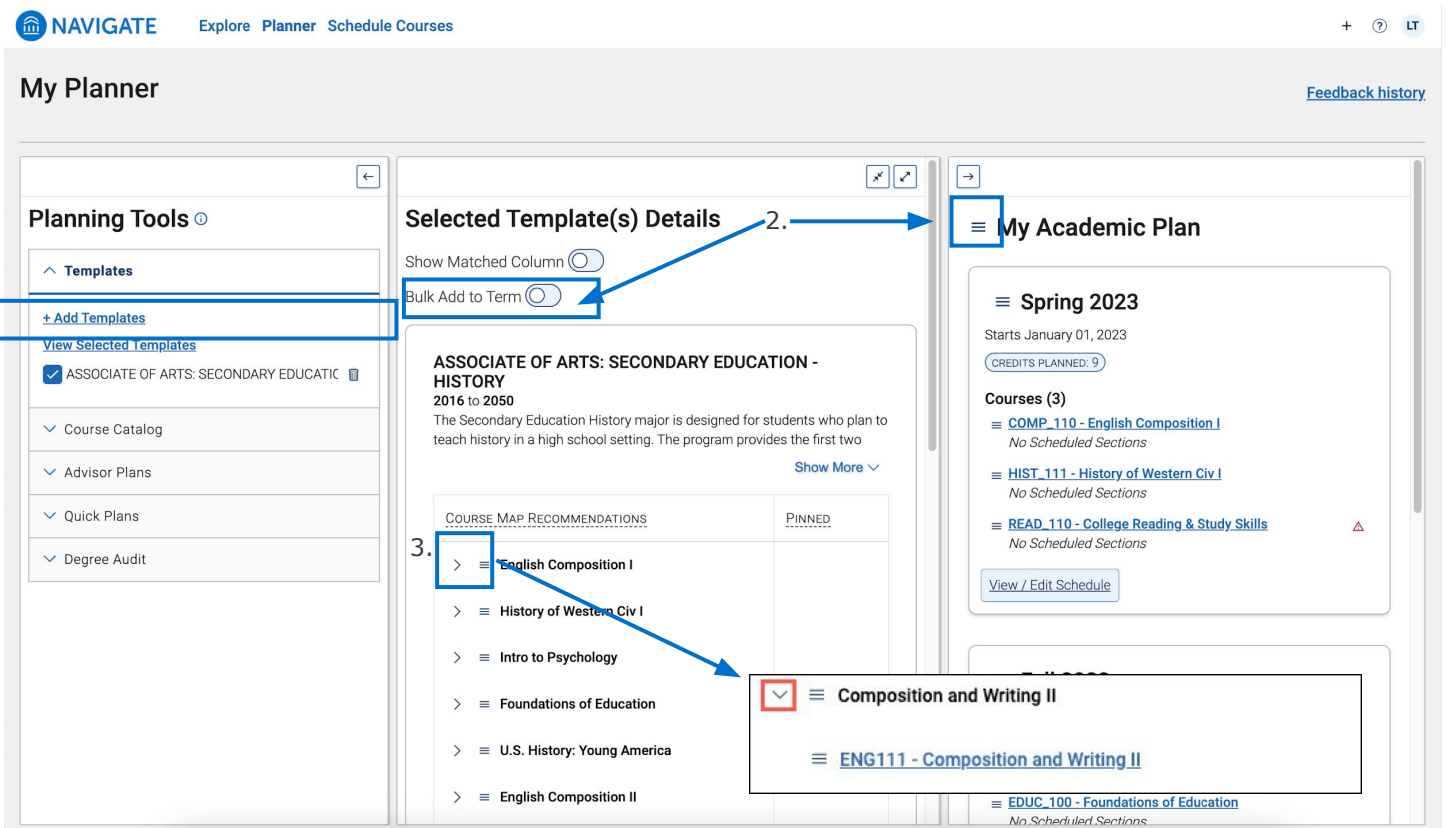
Why create an academic plan? An academic plan will serve as a road map through your college career. Plan it out and check your DegreeWorks. By following the instructions below, you will have the chance to use templates to guide your plan or use plans sent by your Advisor.

How to access Academic Planning - Planner:

Academic Planning is accessed through the desktop version of Navigate Student desktop. Sign in here <https://uaf.navigate.eab.com/app/> with your university username and password on a computer or tablet. See the planner video here for more information.

Instructions – Add a Template:

1. Planner tab, go to the “Planning Tools” panel on the left, click **“Add Templates”**. Templates with a Green Star will indicate programs that match your declared programs and catalog year. After you choose a template, click “View Selected Templates” and view in the center panel. **NOTE:** some templates may be auto-added to your profile based on your goals. Select your declared **major by concentration** and your declared **minor templates**.
2. **Add a Term:** Add all of the academic terms you expect to take classes. Next, you will add courses to the selected terms. Turn on Bulk Add to Term to select multiple courses.



NAVIGATE Explore Planner Schedule Courses

My Planner [Feedback history](#)

1. **Planning Tools**

- Templates
 - + Add Templates**
 - [View Selected Templates](#)
 - ASSOCIATE OF ARTS: SECONDARY EDUCATION
- Course Catalog
- Advisor Plans
- Quick Plans
- Degree Audit

2. **Selected Template(s) Details**

Show Matched Column

Bulk Add to Term

ASSOCIATE OF ARTS: SECONDARY EDUCATION - HISTORY
2016 to 2050
The Secondary Education History major is designed for students who plan to teach history in a high school setting. The program provides the first two

3.

COURSE MAP RECOMMENDATIONS	PINNED
<input checked="" type="checkbox"/> English Composition I	
> <input checked="" type="checkbox"/> History of Western Civ I	
> <input checked="" type="checkbox"/> Intro to Psychology	
> <input checked="" type="checkbox"/> Foundations of Education	
> <input checked="" type="checkbox"/> U.S. History: Young America	
> <input checked="" type="checkbox"/> English Composition II	

My Academic Plan

Spring 2023
Starts January 01, 2023
CREDITS PLANNED: 9

Courses (3)

- COMP 110 - English Composition I**
No Scheduled Sections
- HIST 111 - History of Western Civ I**
No Scheduled Sections
- READ 110 - College Reading & Study Skills**
No Scheduled Sections

[View / Edit Schedule](#)

Composition and Writing II
ENG111 - Composition and Writing II

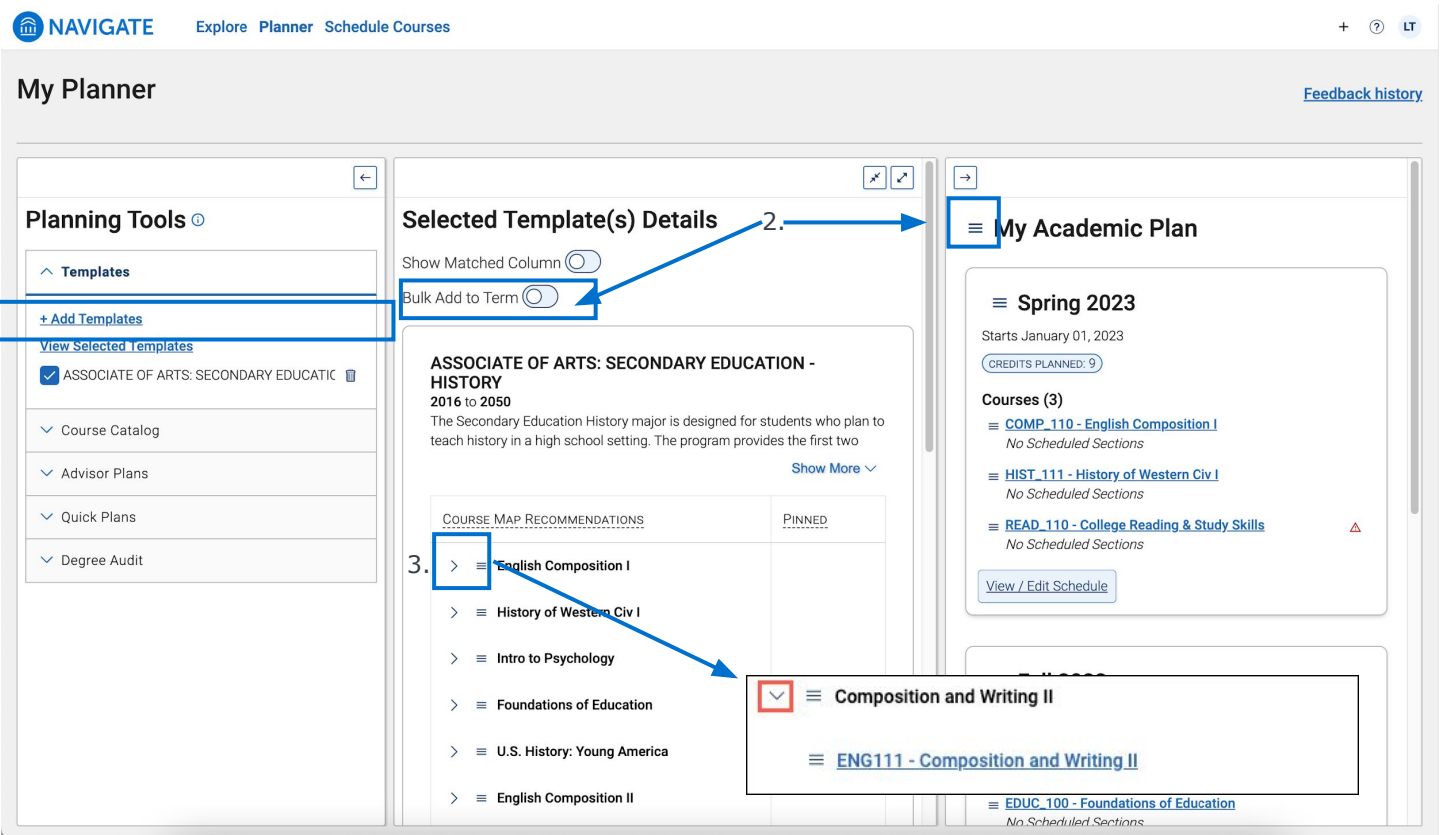
EDUC 100 - Foundations of Education
No Scheduled Sections

Student Guide to Academic Planning: Student-Initiated

Instructions – Add a Template (continued):

3. **Using a Template:** Click the arrow and then the three lines next to each course to add them to terms in your academic plan. Clicking the arrow will show any courses that meet that requirement or prompt you with additional instruction to make an informed choice.

4. Your advisor will have access to the plan you're making, make sure you bring it up in a meeting or email once you've completed this process. Then, they can check your plan to let you know of any changes or suggestions by sending new plans and comments.



The screenshot shows the 'My Planner' interface with three annotations:

- 1.** A blue box highlights the '+ Add Templates' button in the 'Planning Tools' sidebar.
- 2.** A blue arrow points from the 'Bulk Add to Term' toggle in the 'Selected Template(s) Details' panel to the 'My Academic Plan' header in the main content area.
- 3.** A blue arrow points from the 'English Composition I' course entry in the 'COURSE MAP RECOMMENDATIONS' table to a dropdown menu in the 'My Academic Plan' section, which is open to show 'Composition and Writing II' and 'ENG111 - Composition and Writing II'.

Student Guide to Academic Planning: Student-Initiated

How to use Navigate Student to create your academic plan ([video](#))

Tips for Adding Courses from a template

1. Turn on show matched column.
2. Turn on bulk add courses to add multiple courses to a term.
3. Click on the dropdown menu to see all details and courses listed in each slot.
4. Click on the check box next to the courses you want to add to the same term.
5. Click add to term and select the term you want to add those courses to. You can only do one term at a time.

My Goals: [BS Fisheries & Marine Sciences-Active-UAF Fisheries Science](#) | [Art](#)

Planning Tools

- Templates 1
- + Add Templates 2
- View Selected Templates
- B.S., Fisheries & Marine Sciences--FSSC Co
- Minor: Art
- Minor: History
- Course Catalog
- Advisor Plans
- Degree Audit

Selected Template(s) Details

Show Matched Column

Bulk Add to Term 2 item(s) selected

Add to Term 5.

Minor: Art
2022 to 2023
This is an academic roadmap template to assist in planning out courses each semester. [DegreeWorks](#) is the official degree audit tool, please refer to your DegreeWorks audit each semester.

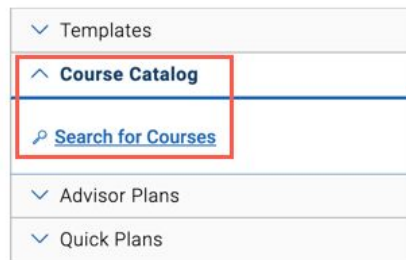
[Show More](#)

COURSE MAP RECOMMENDATIONS	MATCHED	PINNED
<p>3. <input type="checkbox"/> <input checked="" type="checkbox"/> ART F105X - Beginning Drawing (3 credits)</p> <p>Complete the following</p> <p>Minimum Grade Point Requirement: 1.7</p>	<p>1 PLACEHOLDER(S): MARK...</p> <p>1 COURSE(S) MATCHED</p>	<p><input checked="" type="checkbox"/> MARKED AS MET</p>
<p>4. <input checked="" type="checkbox"/> ARTF105X - Beginning Drawing</p> <p><input type="checkbox"/> ART F261X or ACCT F262X - History of World Art I or II (3 credits)</p> <p>Complete the following:</p> <p>Minimum Grade Point Requirement: 1.7</p>	<p>FALL SEMESTER 2021 - A</p> <p>1 PLACEHOLDER(S): MARK...</p> <p>1 COURSE(S) MATCHED</p>	<p><input checked="" type="checkbox"/> MARKED AS MET</p>
<p><input checked="" type="checkbox"/> ARTF262X - History of World Art II</p>	<p>SUMMER 2022 - SECTION...</p>	

Tips for Successful Academic Planning

- **Add a Course Through Search:** If you want to take a course that is not on your program template, you can search for courses under the Course Catalog planning tool.

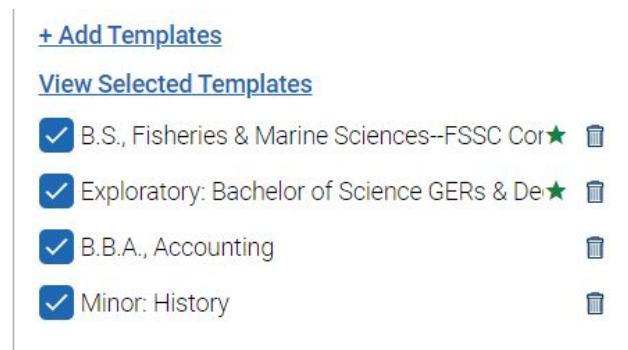
Planning Tools ⓘ



- **Use the Marked as Met feature:** For template slots you have fulfilled in other ways (transfer courses, exams, non-course recommendations, etc.), you can mark a slot as met. To do so, click on an open slot and select Mark as Met.



- **Double Majors and Minors:** You can add multiple templates to your plan whether it is to include multiple majors or to explore other academic goals. Templates that match your declared program will have a green star.



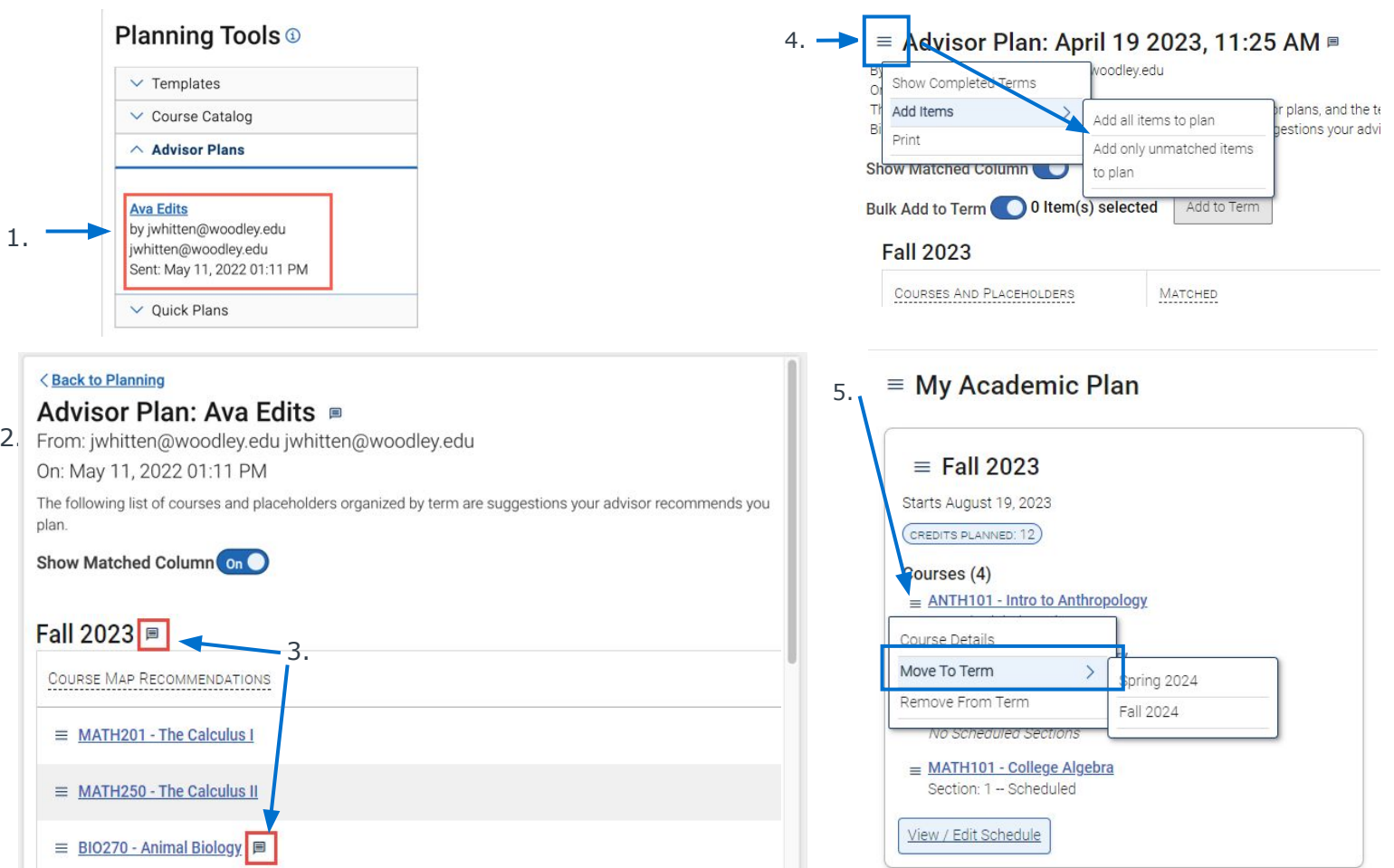
Student Guide to Academic Planning: Advisor-Initiated

Instructions – Use an Advisor Plan:

1. If your advisor has sent you a Plan, click link under "Advisor Plans".
2. Their suggestions will display in the center of your screen.
3. Your advisor may have sent specific course recommendations and/or placeholders organized by term. Review the recommendations and any comments on the plan.
4. To add courses from your Advisor's plan, select the three lines menu, then "Add Items", and then either "Add All Items to Plan" or "Add Only Unmatched Items to Plan".

Tip: You can also use the "Bulk Add to Term" function to quickly pick and choose the courses you want to add instead of adding all of them at once!

5. You should now see all the courses you added on the right panel called "My Academic Plan" in their corresponding terms. If you need to move a course to a different term, select "Move to Term" after clicking the three lines next to a course.



1. →

2. →

3. →

4. →

5. →

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 "Account" button on your **app** or on the **desktop site**.
2. Click "Notification Settings" and scroll to find "Academic Planner"
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 "Notifications" tab.

