
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 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.

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.

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-req or pre-req, 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

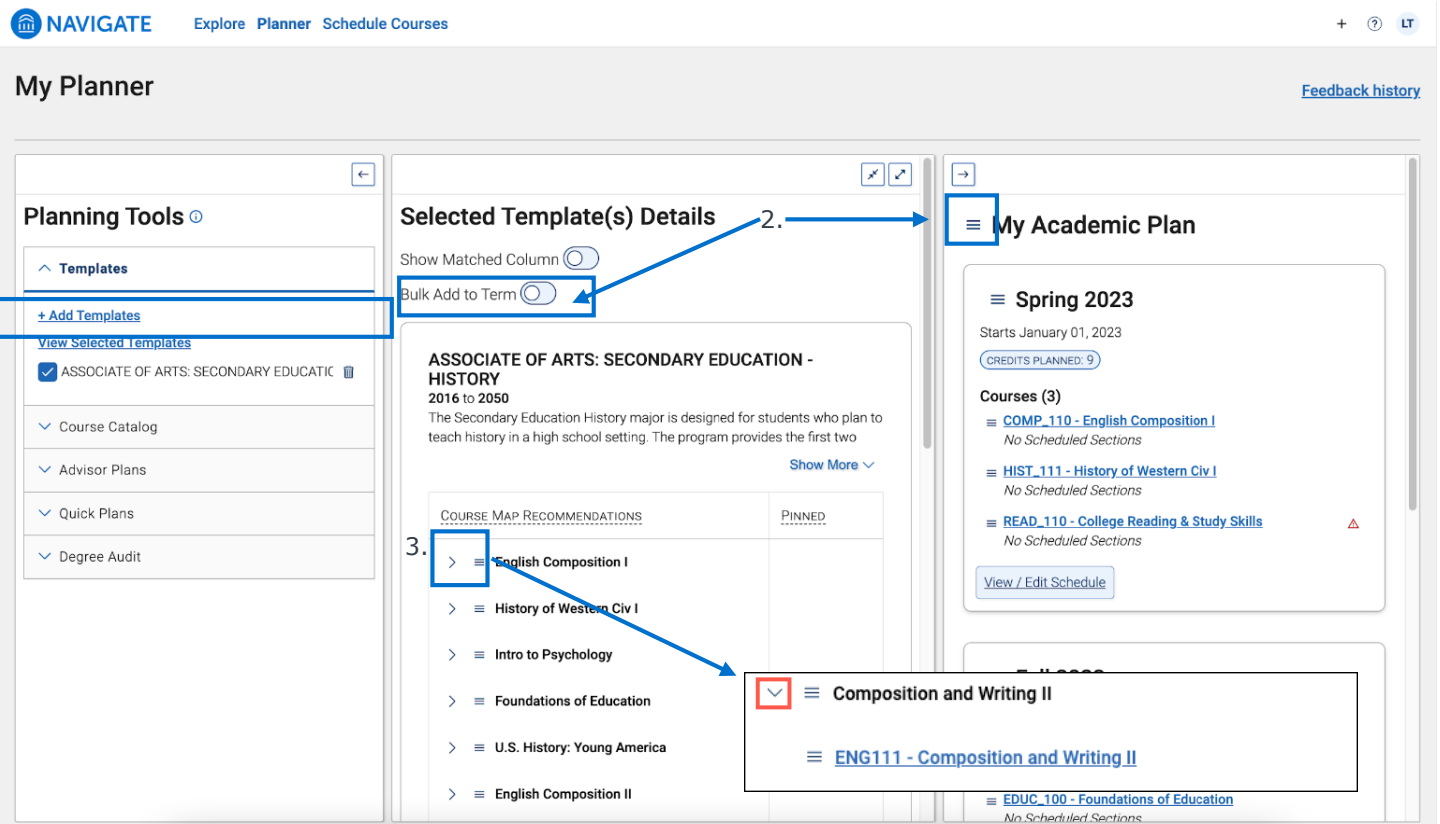
Why create an academic plan? An academic plan will serve as a roadmap through your college career. [Plan it out](#) and check your [DegreeWorks](#). By following the instructions below, you will have the chance to use templates to guide your plan or use plans sent by your Advisor.

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. [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 maybe 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.



The screenshot shows the 'My Planner' interface. At the top, there is a navigation bar with 'NAVIGATE' and links for 'Explore', 'Planner', and 'Schedule Courses'. The main area is divided into three panels:

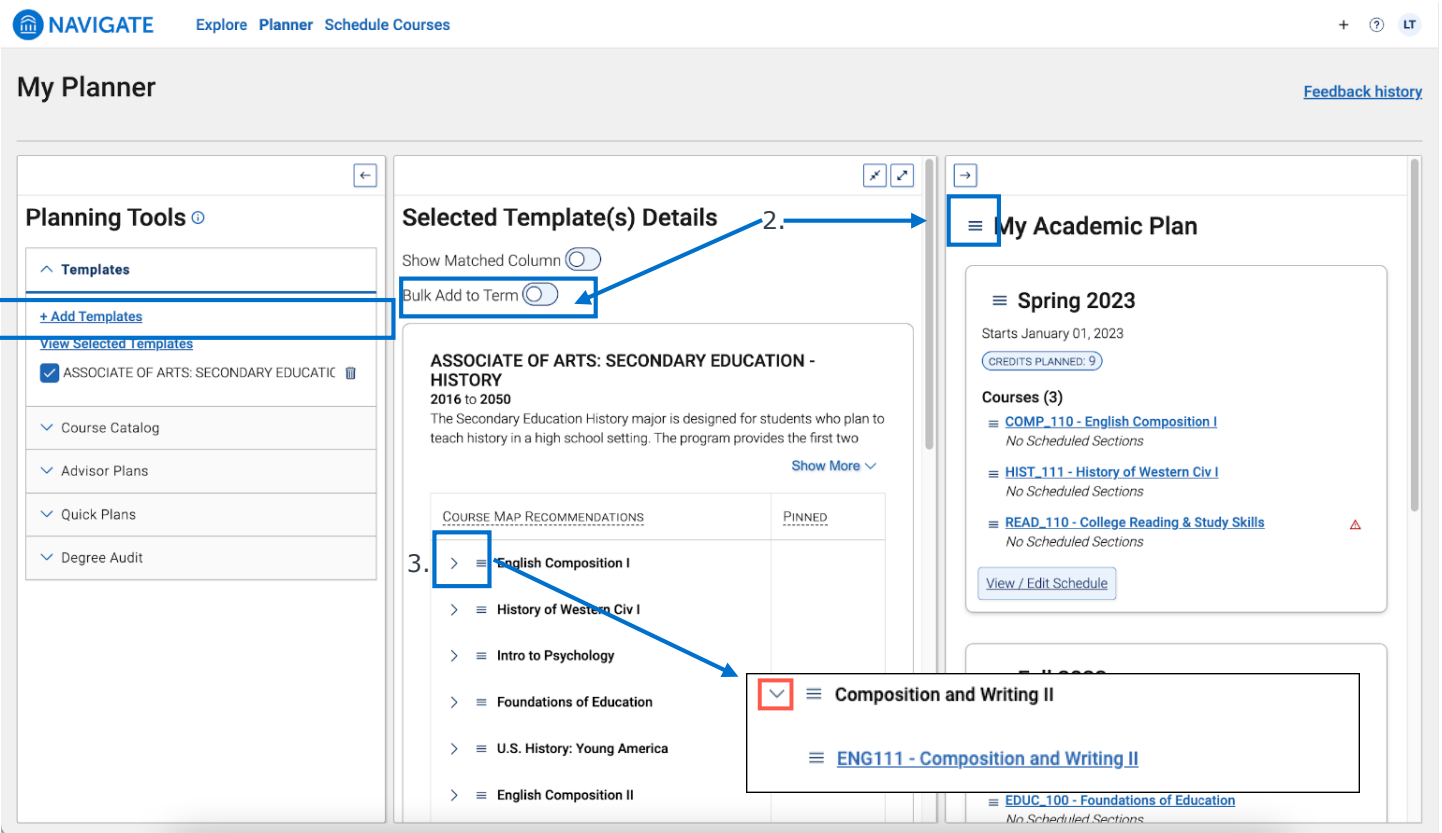
- Left Panel (Planning Tools):** Contains a 'Templates' section with a '+ Add Templates' button (callout 1) and a 'View Selected Templates' link. Below it are sections for 'Course Catalog', 'Advisor Plans', 'Quick Plans', and 'Degree Audit'.
- Middle Panel (Selected Template(s) Details):** Displays details for the 'ASSOCIATE OF ARTS: SECONDARY EDUCATION - HISTORY' program. It includes a 'Bulk Add to Term' toggle (callout 2) and a 'COURSE MAP RECOMMENDATIONS' table. The table lists several courses, with 'English Composition I' highlighted (callout 3).
- Right Panel (My Academic Plan):** Shows the 'Spring 2023' term with 'CREDITS PLANNED: 9' and a list of courses: 'COMP 110 - English Composition I', 'HIST 111 - History of Western Civ I', and 'READ 110 - College Reading & Study Skills'. A 'View / Edit Schedule' button is at the bottom.

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.



NAVIGATE Explore Planner Schedule Courses + ? LT

My Planner [Feedback history](#)

Planning Tools

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

Selected Template(s) Details

Show Matched Column

Bulk Add to Term **2.**

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

[Show More](#)

COURSE MAP RECOMMENDATIONS	PINNED
3. > ≡ English Composition I	
> ≡ History of Western Civ I	
> ≡ Intro to Psychology	
> ≡ Foundations of Education	
> ≡ U.S. History: Young America	
> ≡ 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

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.

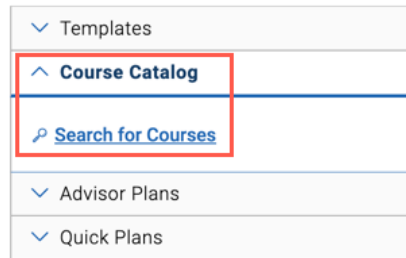
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COURSE MAP RECOMMENDATIONS	MATCHED	PINNED
3. <input type="checkbox"/> <input checked="" type="checkbox"/> ART F105X - Beginning Drawing (3 credits) Complete the following Minimum Grade Point Requirement: 1.7	1 PLACEHOLDER(S): MARK... 1 COURSE(S) MATCHED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

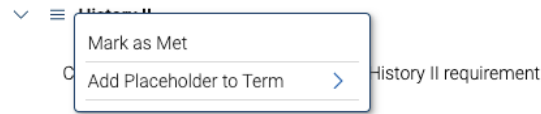
Tips for Successful Academic Planning

- **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.

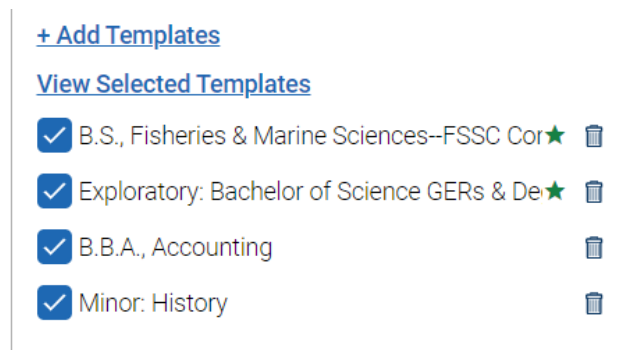
Planning Tools ⓘ



- **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.



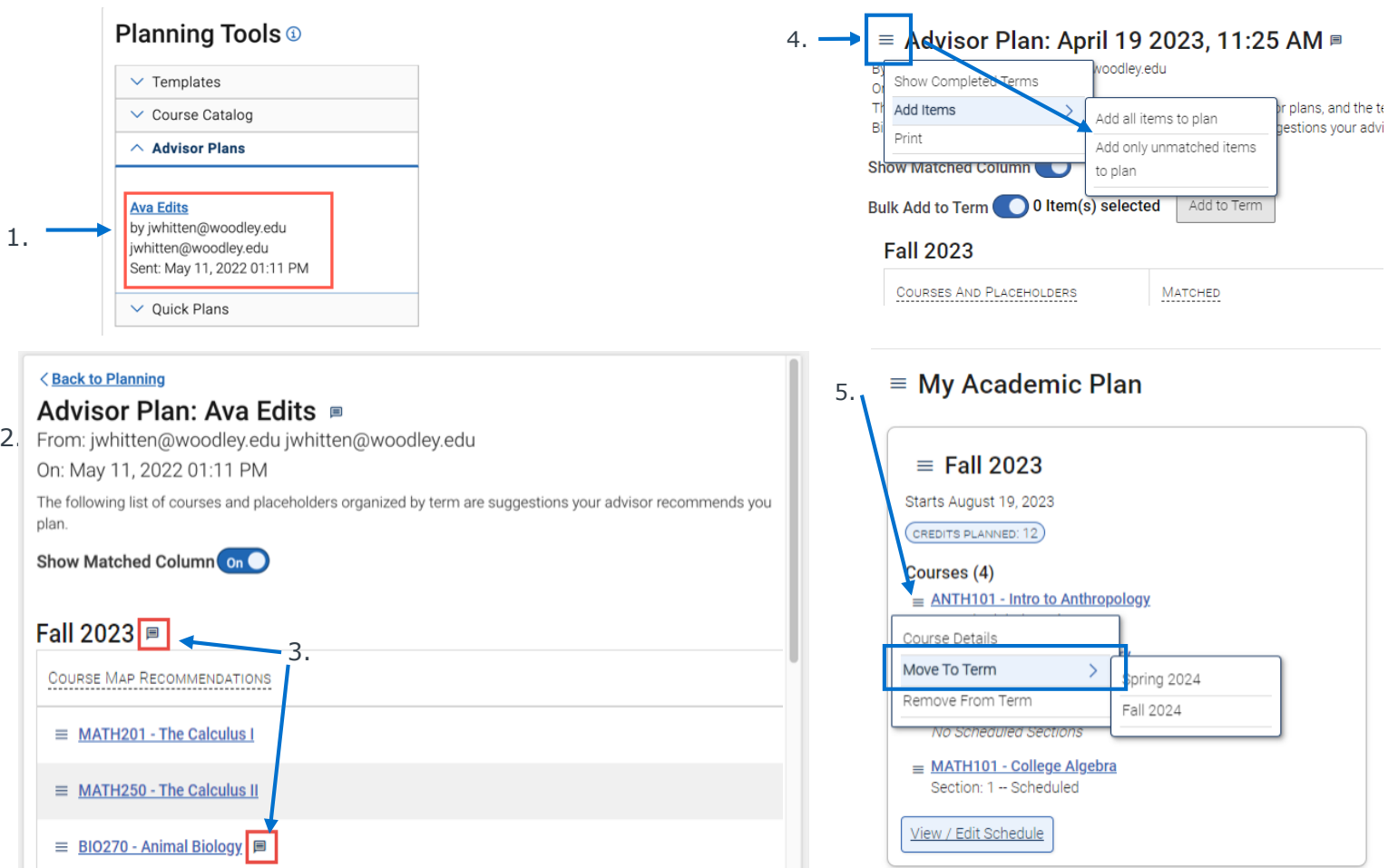
Student Guide to Academic Planning: Advisor-Initiated

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.

