Academic Planner

Students - Building and editing academic plans

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 audit each semester to remain on track to graduation.

Expectations:

1. Students who start in the 2021-2022 catalog and later are encouraged to utilize the academic planning tool to map out their academic career courses for each upcoming term.

2. First-year advisors are encouraged to assist students in creating their academic plan through the student desktop their first semester and proceeding semesters with updates.

3. Students are encouraged to review the academic plan and update as needed. Updates may be required due to course withdrawal, change of major, change of minor, change in course plans for the upcoming semester or other reasons.

4. Students should work closely through email and appointments with their academic advisor when making updates to their academic plan to ensure the courses planned align with program requirements.

Creating your academic plan

1. Log in here with your UAF username and password (same as UAOnline): https://uaf.navigate.eab.com/app/

2. Go to the “planner” tab.

3. Click “add templates”

4. The system will recommend templates (green star) based on your declared major(s) and minor(s). Click “add to my templates” for the programs you are pursuing. If you are unsure, please check with your advisor.

5. Click back to planning.

6. Click “add a term” (right side) and add your upcoming terms (i.e. Spring 2023, Fall 2023, etc.) for at least the next two semesters or your entire college career.

7. Turn on “show matched column” to see courses you have completed or planned.

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Creating your academic plan, continued

8. Turn on “bulk add to term” to select multiple courses at once and assign them to an upcoming term.

9. View the program roadmap and recommended courses by semester in the template details. Use the > drop down to view all courses available and important information.

10. Use the hamburger menu to mark courses as met (confirm with your advisor or DegreeWorks before marking a course as met) or individually add the course to your plan.

11. Click the check box next to the courses (and connected lab courses), click on “add to term”, and select the term you plan to take those courses.

Viewing an advisor plan

1. Click on the link provided in the email or log in here.

2. Go to “planner” tab.

3. Click on the Advisor Plans dropdown and view a specific advisor plan (click on the name) to see their recommendations by semester.

4. View advisor’s comments by clicking on the message icon.

5. You can add advisor recommendations to your plan by clicking on the hamburger menu “add to term” and select the term. Note: you may need to “add a term” to your plan before you can add the course to the new term.

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Academic Planner

Viewing an advisor plan, continued

5. Click the > drop down to view course options in a course group.

6. Click “back to planning” to view and continue building out your plan.

Search for Courses

Use the Course Catalog to search for courses such as electives.

1. Click on the “Course Catalog” dropdown and “Search for Courses”

2. Choose the course subject by clicking the dropdown or typing to subject. Then click on the subject, add the course level and click search.

3. Another way to search courses is by using typing in the keyword box and using the subject F and course number. Then click search. Contact your advisor about selected courses to ensure they will count towards your program and degree requirements.

4. Check the box of the course(s) to add to your plan, select a term, and click add to term. *Note: F before the course number are the UAF courses. For example, ACCTF261.

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Planned Courses

1. When using a “placeholder”, you will need to select a course. Click on the hamburger menu and view all courses, select the checkbox for the course and lab section (if applicable) and “add to term”. Once the courses have been added to that semester, select the hamburger menu again and remove the “placeholder” from term.

2. Delete the placeholder once a course has been selected by clicking “remove from term”.

3. Some courses will have a prerequisite course warning. This warning will display even if you have already completed the prerequisite course.

Marking Electives & Other Courses as Met

1. Once an elective course is passed or a placeholder is met through a transfer course you can mark this as met to reflect this in your plan. Click on the hamburger menu next to the course in the template details and click “mark as met”.

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