
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/> or Navigate Student the mobile app.
- Click Planner Tab/Icon
- Add your templates (first time logging in)
- View selected templates (Minor and Major templates)
- Add future terms
- Expand all lines (optional)
- 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 (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 on a desktop or the Navigate Student app with your UAF username and password (same as UAOnline):
<https://uaf.navigate.eab.com/app/>
2. Click on "Planner".
3. "View Selected Templates" to see auto-added templates.
4. Add Templates to see Major Templates & Minor Templates recommended for you based on your programs & catalog.
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

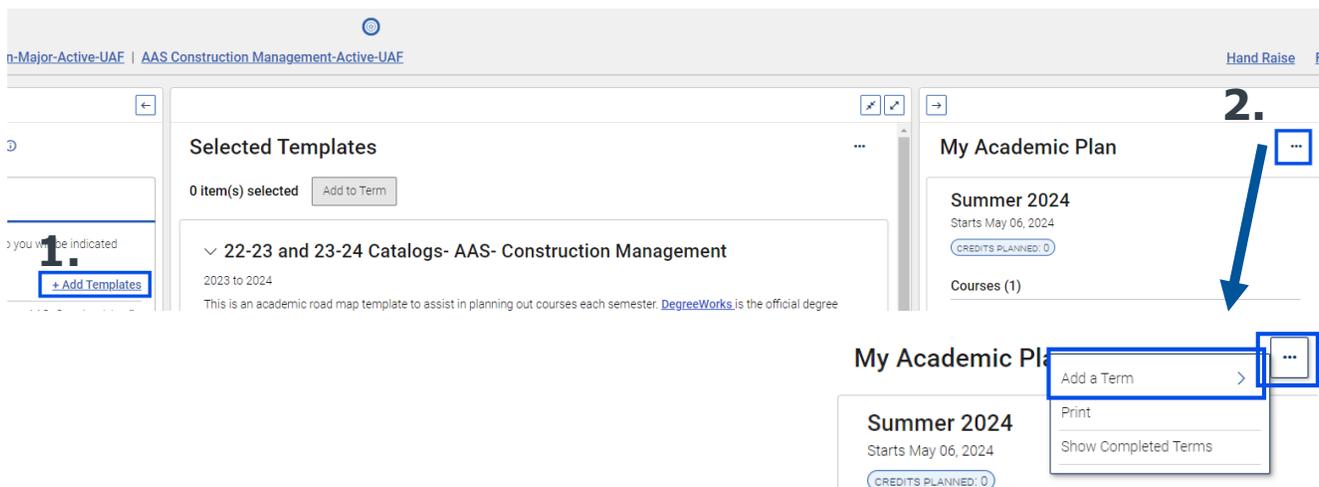
Why create an academic plan? An academic plan will serve as a road map through your college career. Plan it out and check your DegreeWorks. By following the instructions below, you will have the chance to use templates to guide your plan or use plans sent by your Advisor.

How to access Academic Planning - Planner:

Academic Planning is accessed through [Navigate Student desktop or mobile app](#) under the "Planner" tab or icon. Sign in here <https://uaf.navigate.eab.com/app/> with your university username and password. See the planner video here for more information.

Add a Template & Term:

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 "Goals". 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**. You may have to search for a template, please contact your academic advisor to ensure you are adding the correct template for your goals and catalog.
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.

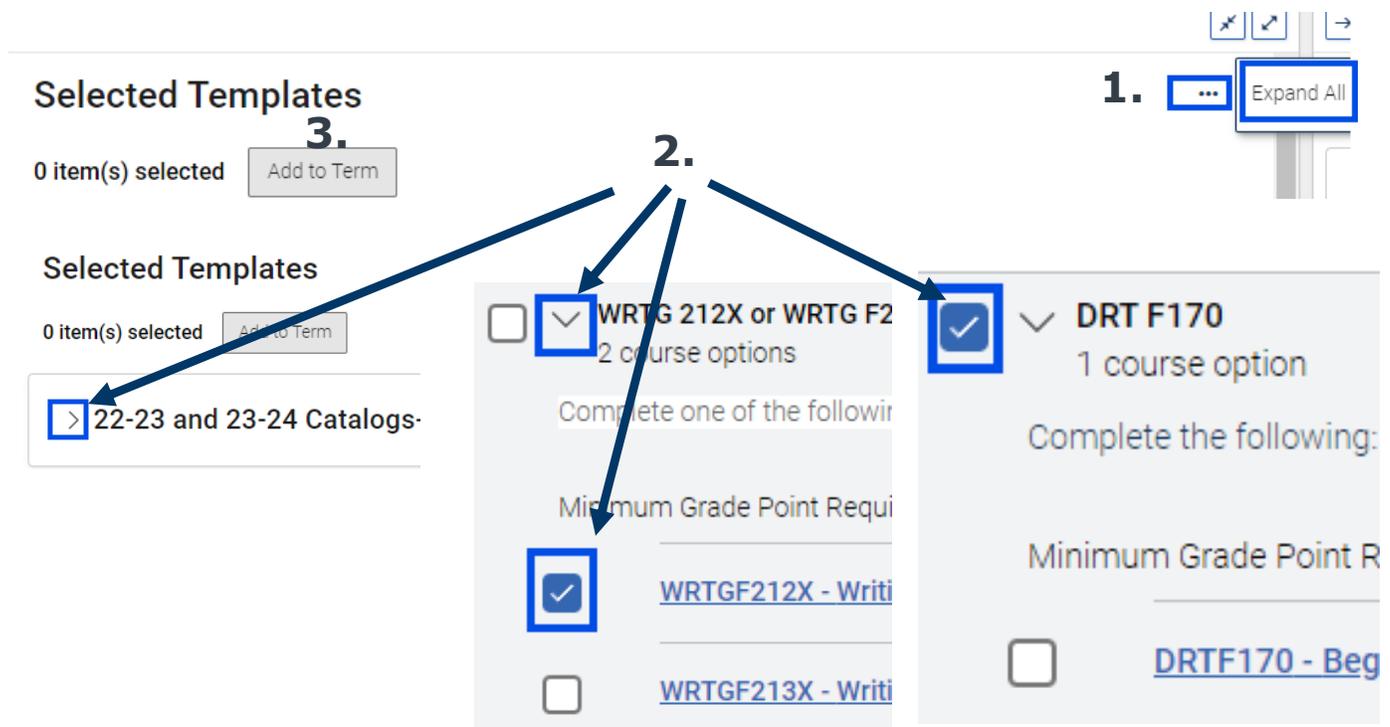


The screenshot displays the Academic Planning interface. On the left, the 'Selected Templates' panel shows a list of templates, with one selected: '22-23 and 23-24 Catalogs- AAS- Construction Management'. A blue box labeled '1.' highlights the '+ Add Templates' button. On the right, the 'My Academic Plan' panel shows the 'Summer 2024' term. A blue box labeled '2.' highlights the three-dot menu icon. A blue arrow points from the '2.' label to the three-dot menu icon. A third blue box highlights the 'Add a Term' option in the dropdown menu, with a blue arrow pointing to it from the '2.' label.

Student Guide to Academic Planning: Student-Initiated

Adding Courses & Placeholders to Terms

- Using a Template:** Click on the three dots to expand or collapse all information in the template.
- View & Select Courses:** Click the **drop-down arrow and check the box** to select the course or placeholder. Clicking the arrow will show any courses that meet that requirement, was pinned, or prompt you with additional instructions to make an informed choice.
- After checking the boxes on the courses and placeholders then click **add to term** and select the term. You will see the course and/or placeholder listed in the "My Academic Plan" column.
- 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 illustrates the user interface for adding courses and placeholders to terms. It features several key elements:

- Selected Templates:** Two sections at the top left, each showing "0 item(s) selected" and an "Add to Term" button. The second section has a dropdown menu open, showing "> 22-23 and 23-24 Catalogs-".
- Course Selection:** A central list of course options with checkboxes. The first option is "WRTG 212X or WRTG F2" with a dropdown arrow and a checked box. Below it are "WRTGF212X - Writi" and "WRTGF213X - Writi".
- Course Selection:** A second list of course options with checkboxes. The first option is "DRT F170" with a dropdown arrow and a checked box. Below it is "DRTF170 - Beg".
- Expand All:** A button labeled "Expand All" with a three-dot menu icon, highlighted with a blue box and labeled "1.".
- Annotations:** Blue arrows and numbers "2." and "3." point to the dropdown arrows and checkboxes in the course lists, respectively.

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 

Templates

Course Catalog

[Search for Courses](#)

- **Marked as Met:** Requirements you have fulfilled in through transfer courses, exams, non-course recommendations, and etc. you can mark as met. To do so, click on the check box and select "Mark as Met".



- **Pinning:** For requirements that list multiple courses you can indicate which course will fulfill that requirement. For example: the Social Science GER requirement you will use one course to fulfill the first requirement and a second course for the second requirement. To do so, click on the drop-down arrow, click the three dots next to the course, and click "Pin to..."



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

[View Selected Templates](#) [+ Add Templates](#)

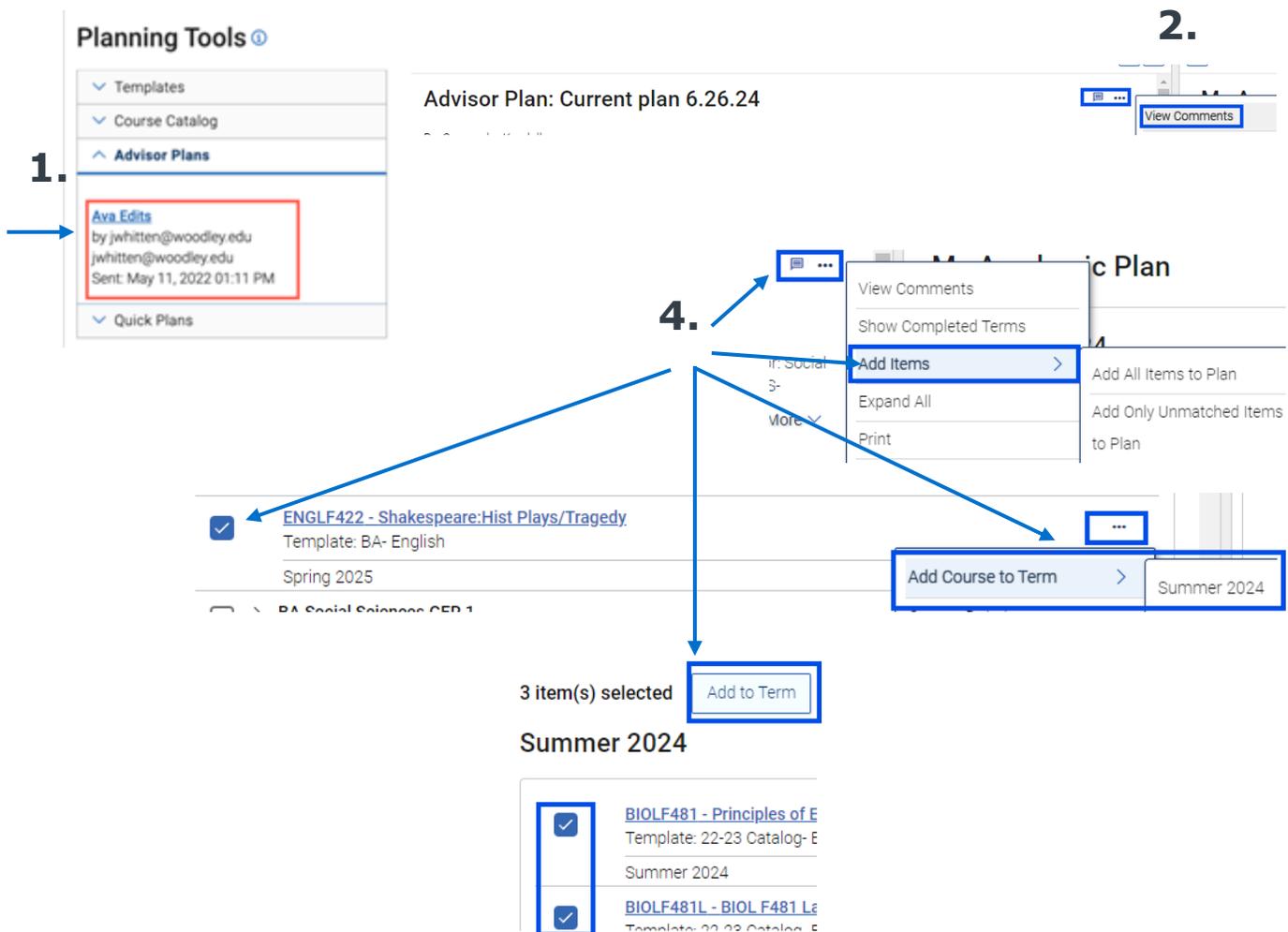
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<input type="checkbox"/>	BS- Civil Engineering		
<input type="checkbox"/>	BS- Computer Science		
<input type="checkbox"/>	BS- Psychology- General Concentration		
<input type="checkbox"/>	Minor: Chemistry		
<input type="checkbox"/>	Minor: Social Work		

Student Guide to Academic Planning: Advisor-Initiated

Use an Advisor Plan:

1. If your advisor has sent you a Plan, click link under "Advisor Plans".
2. Their suggestions and comments 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 dots, Add items, and then "Add...". You can add individual courses using the three dots.

Tip: You can select multiple course check boxes and select "Add to Term" at the top of the page to move 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.



The screenshot illustrates the workflow for adding courses from an advisor plan to a student's plan. It is divided into four numbered steps:

- Step 1:** In the "Planning Tools" sidebar, the "Advisor Plans" section is expanded, and a plan titled "Ava Edits" is selected.
- Step 2:** The "Advisor Plan: Current plan 6.26.24" is displayed in the main area, showing a list of courses with a "View Comments" button.
- Step 3:** A course, "ENGLF422 - Shakespeare:Hist Plays/Tragedy", is selected in the advisor plan. A "3 item(s) selected" notification appears at the bottom.
- Step 4:** The "Add Items" menu is open, and the "Add Course to Term" option is selected, moving the course to the "Summer 2024" term in the student's "My Academic Plan".

Below the main interface, a list of courses added to the Summer 2024 term is shown:

- [BIOLF481 - Principles of E](#)
Template: 22-23 Catalog- E
Summer 2024
- [BIOLF481L - BIOL F481 Le](#)
Template: 22-23 Catalog- E

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.

