

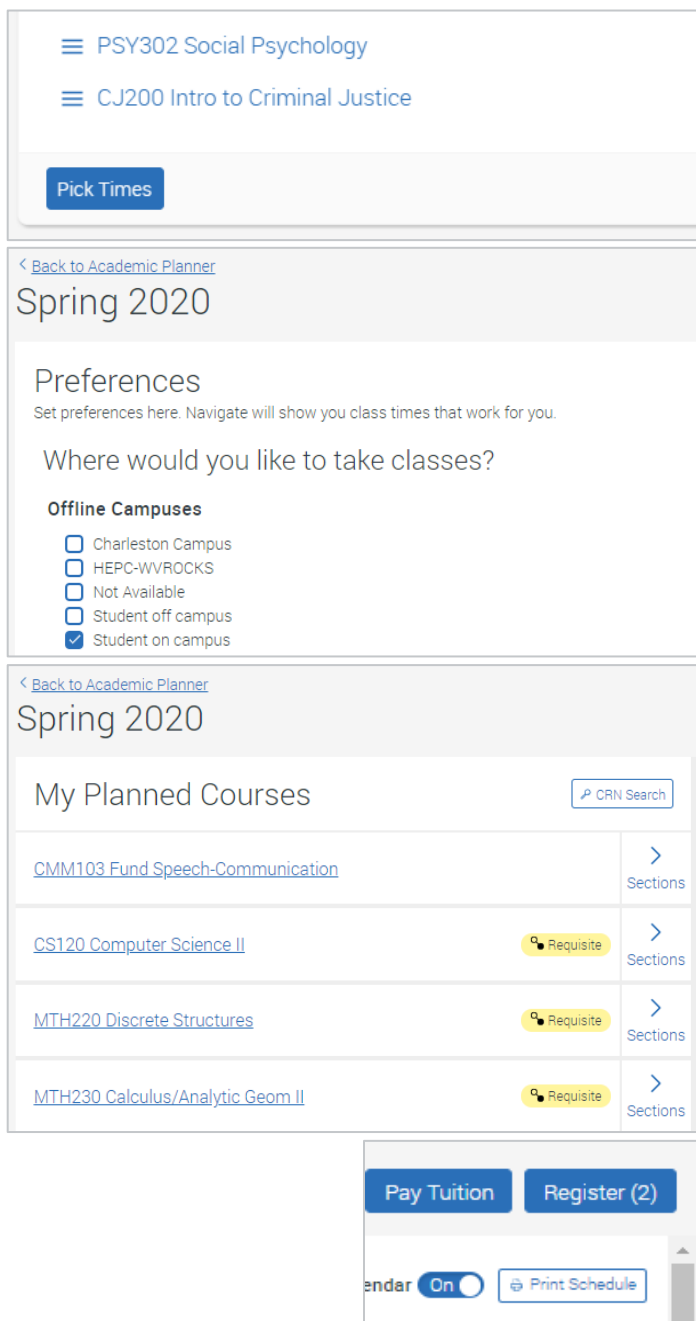
Student Guide to Academic Planning

How to use Navigate Student to choose class schedule and register

An academic plan serves as a roadmap through your college career. When it comes time to choose classes for next term, use your academic plan to pick your class sections and build a schedule. You will be able to register for these courses directly in Navigate Student!

How to access Academic Planning:

Academic Planning is accessed through the desktop version of the Navigate Student mobile app. Log in to <http://marshall.navigate.eab.com> with your Marshall single sign on username and password. At the top of the screen next to the Navigate logo, click over to the "Planner" tab.



Instructions:

- From the Planner, click the blue "Pick Times" button to open the Scheduler portion of the tool.
- Use the "Edit Preferences" link to 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. Most students will choose "Student on 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 there are no sections listed under available, check the "Conflicting" and "Full" tabs.
- If desired, you can use the Quick Schedule link at the bottom of the list of courses to see a "best-fit" schedule option that will suggest course sections for you.
- 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 and registration has opened, the last step to complete the process is to click the "Register" button in the upper right.
 - Tip: You will see a message confirming whether you have successfully registered for a class.