

Student Guide to Academic Planning

How to use Navigate Student to create your academic plan

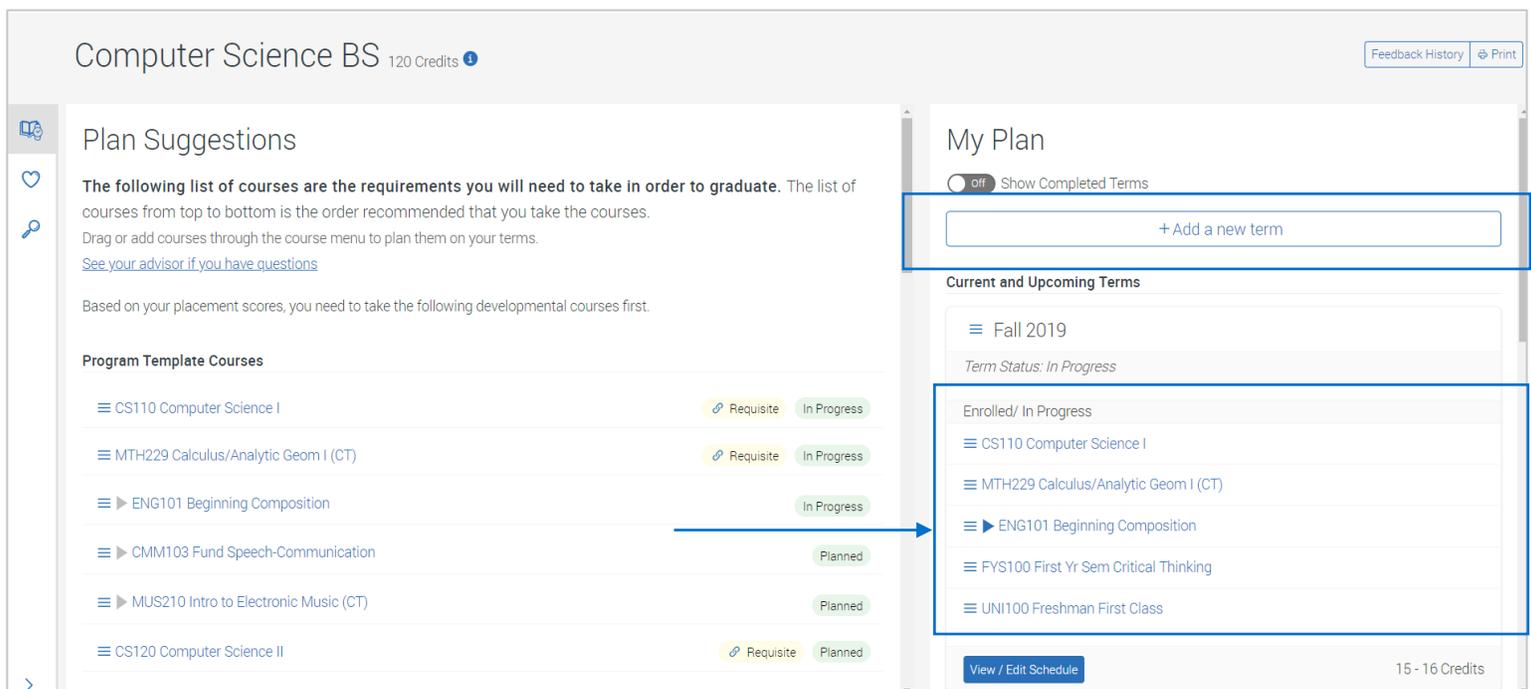
Why create an academic plan? An academic plan will serve as a roadmap through your college career. No need to worry about what classes to take or when you are going to take them. Plan it out! By following the instructions below, you will have the chance to submit your plan to your advisor and get their feedback in a quick and easy way!

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:

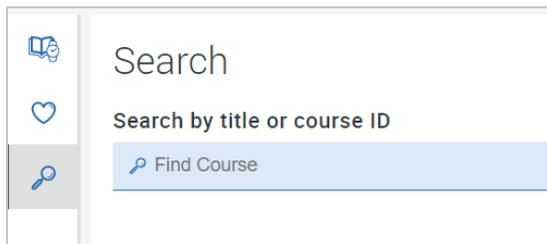
1. Log in to Navigate Student and, in the Planner tab, use the "+Add Term" button in the upper right-hand corner to add the next two terms to your academic plan (Fall 2020, Spring 2021).
2. On the left-hand side of the page is the degree template for your program, courses are listed in the recommended order that you take them. Drag over the courses that you plan to take and add them to terms.
3. When you finish planning your courses for the next two terms, email your advisor and confirm that your plan is ready for their review.
4. Your advisor will check your plan and let you know of any changes or suggestions. Advisors will be reviewing several student's plans. You may not receive an immediate response.



The screenshot displays the 'Computer Science BS' degree plan interface. On the left, under 'Plan Suggestions', a list of 'Program Template Courses' is shown with status indicators: CS110 Computer Science I (Requisite, In Progress), MTH229 Calculus/Analytic Geom I (CT) (Requisite, In Progress), ENG101 Beginning Composition (In Progress), CMM103 Fund Speech-Communication (Planned), MUS210 Intro to Electronic Music (CT) (Planned), and CS120 Computer Science II (Requisite, Planned). A blue arrow points from the 'ENG101 Beginning Composition' course in the suggestions to the 'My Plan' section on the right. The 'My Plan' section shows a '+ Add a new term' button and a 'Current and Upcoming Terms' list. The 'Fall 2019' term is 'In Progress' and contains the following courses: CS110 Computer Science I, MTH229 Calculus/Analytic Geom I (CT), ENG101 Beginning Composition, FYS100 First Yr Sem Critical Thinking, and UNI100 Freshman First Class. A 'View / Edit Schedule' button is at the bottom of the plan, and the total credits are listed as '15 - 16 Credits'.

Tips for Planning Courses:

- **Planning a Writing Intensive Course:** If you need to plan a course for your Writing Intensive requirement, keep in mind that not all sections of that course will fulfill the WI requirement. Check the official list on MU BERT to confirm which sections to take.
 - Use the following link and click "View Core I & Core II Courses only" to see the list for Spring 2020: <https://mubert.marshall.edu/scheduleofcourses.php?term=202001>
- **Add a Course Through Search:** If you want to take a course that is not on your program template, use the "Search" tab to find and add any active course in the course catalog.



- **Double Majors and Minors:** Academic Planning will currently only show you one major; if you have an additional major(s) or minor(s), they will not display in Academic Planning. Keep in mind that you can still plan courses for your other major or minor by using the course search feature.
- **Be Proactive:** Keep in mind that some courses have pre-requisites 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 now that you'll need to take higher level courses later on.
- **Take Enough Credits to Stay on Track:** Plan to take at least 15 credits per term in order to graduate on time.
- **Honors College:** Your Honors College requirements will not be listed as suggested courses. If you are in the Honors College, please contact your Honors College advisor to ensure you are meeting your requirements.