

# Student Guide to Academic Planning

How to use Navigate Student to create your academic plan

**Given the current situation with COVID-19, Marshall knows that it's more important than ever for students to have easy access to online tools and support resources.**

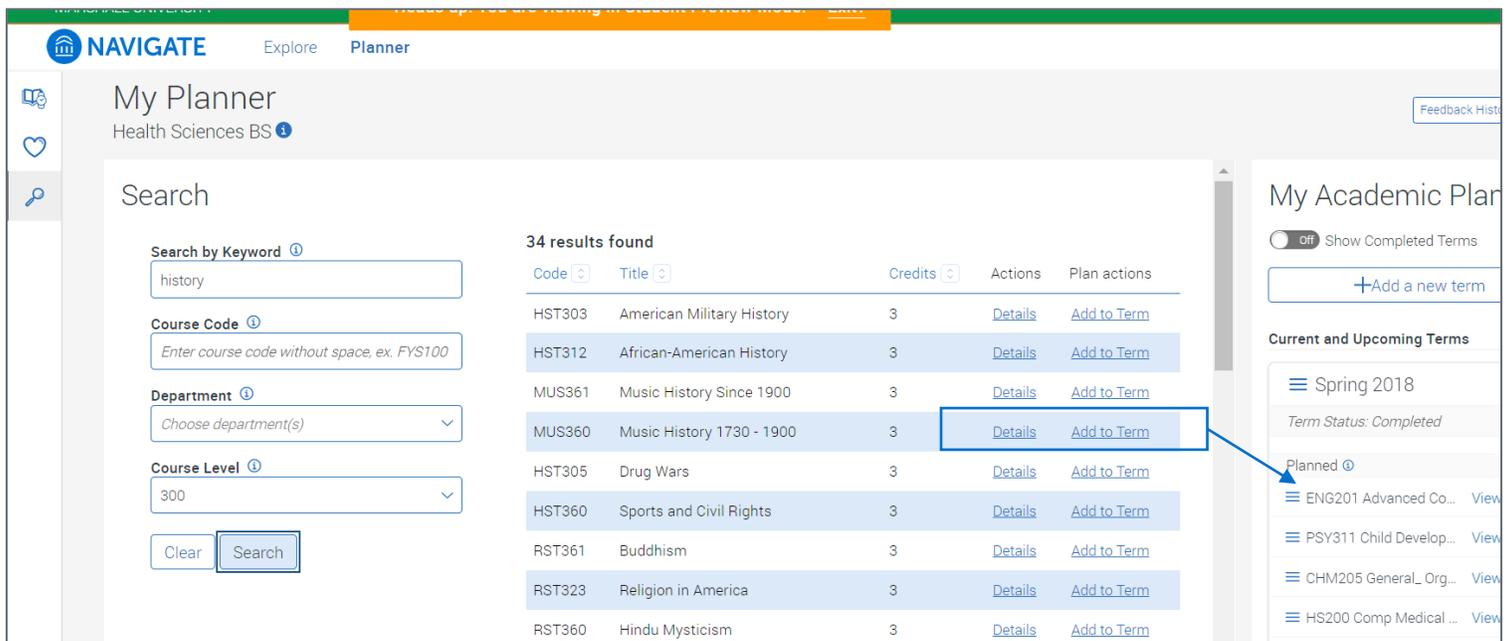
**Therefore, we would like to give all students access to a new tool for planning, scheduling and registering classes for next term. Planning out your classes for next term will make it easier for your advisor to help you and give you recommendations on what to take. It will help us know which classes are in highest demand for next term. Use the instructions below to login and start building your plan.**

## 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. Using the course search, look up the courses you would like to take next term. The "Details" button will show you the course description; use the "Add to Term" button to plan that course for Fall '20 or another upcoming term.
  1. You can use the course catalog, DegreeWorks, and any resources provided by your department to see what courses you may want to consider.
  2. If you see a list of recommended courses for your major, use that list as a starting point to plan.
3. If you finish planning your courses and have questions, email your advisor and ask them for feedback. Be sure to mention that you used Navigate to plan!
4. While you are here, use the "Settings" page under the "Explore" tab to allow notifications from Navigate. This way, if your advisor suggests any edits or shares comments, you will be automatically notified and can log in to confirm your new plan.



The screenshot shows the 'My Planner' interface for a Health Sciences BS student. A search for 'history' has been performed, resulting in 34 course listings. The course MUS360, 'Music History 1730 - 1900', is highlighted with a blue box, and an arrow points from its 'Add to Term' button to the 'My Academic Plan' sidebar. The sidebar shows the current term as Spring 2018 and lists several planned courses.

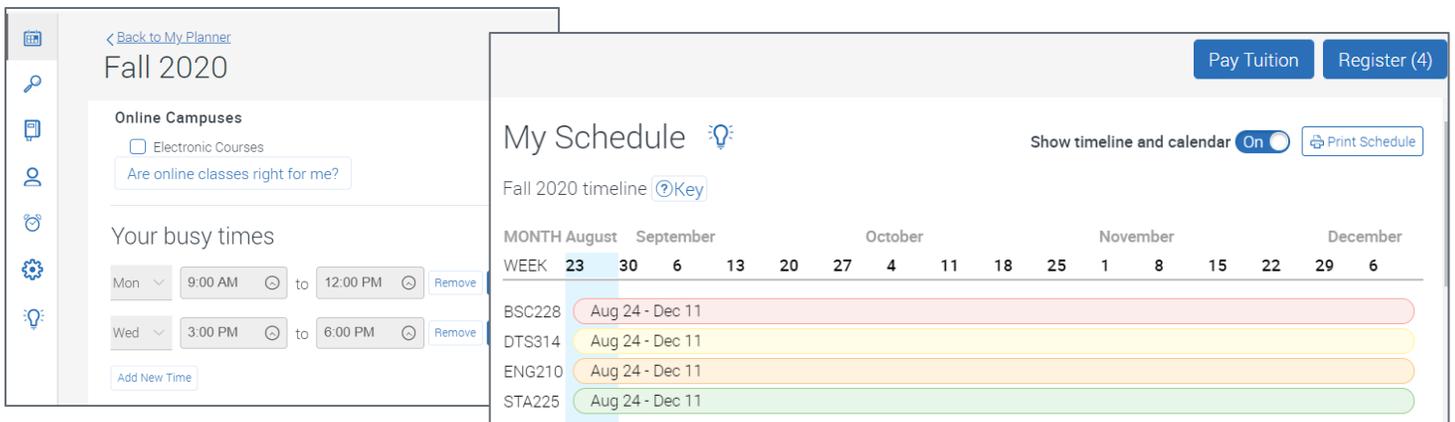
Code	Title	Credits	Actions	Plan actions
HST303	American Military History	3	<a href="#">Details</a>	<a href="#">Add to Term</a>
HST312	African-American History	3	<a href="#">Details</a>	<a href="#">Add to Term</a>
MUS361	Music History Since 1900	3	<a href="#">Details</a>	<a href="#">Add to Term</a>
MUS360	Music History 1730 - 1900	3	<a href="#">Details</a>	<a href="#">Add to Term</a>
HST305	Drug Wars	3	<a href="#">Details</a>	<a href="#">Add to Term</a>
HST360	Sports and Civil Rights	3	<a href="#">Details</a>	<a href="#">Add to Term</a>
RST361	Buddhism	3	<a href="#">Details</a>	<a href="#">Add to Term</a>
RST323	Religion in America	3	<a href="#">Details</a>	<a href="#">Add to Term</a>
RST360	Hindu Mysticism	3	<a href="#">Details</a>	<a href="#">Add to Term</a>

### 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>
- **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:** If you are in the Honors College, please contact your Honors College advisor to ensure you are meeting your requirements.

### Tips for Scheduling & Registering Courses:

- **Find Section Times that Fit Your Schedule:** When class schedules are released, you can use the "Pick Times" button to select your class schedule. To see sections that fit your needs, fill out your preferences (click the gear icon on the left of the scheduler) and input any busy times where you are working or have another commitment
- **Register with One Click:** When registration opens for you, you can register directly in Navigate by clicking the "Register" button. If one of the classes you wanted fills up, you can check for additional sections of that course or search for another course in the planning page.
  - **Check here to see when you register:** <https://www.marshall.edu/registrar/files/Fall-2020-Advance-Registration-Schedule.pdf>
  - **If you get an error message, there could be an issue with a pre-requisite or registration may not be open for you yet. Contact your advisor if you have any questions.**



The screenshot displays the 'My Schedule' interface. On the left, there are navigation options for 'Online Campuses' (Electronic Courses) and 'Your busy times' (Mon 9:00 AM to 12:00 PM, Wed 3:00 PM to 6:00 PM). The main area shows a calendar for 'Fall 2020' with a timeline from August 23 to December 6. Course sections are listed below the calendar:

Course	Section
BSC228	Aug 24 - Dec 11
DTS314	Aug 24 - Dec 11
ENG210	Aug 24 - Dec 11
STA225	Aug 24 - Dec 11

Buttons for 'Pay Tuition' and 'Register (4)' are visible at the top right, along with a 'Print Schedule' button.