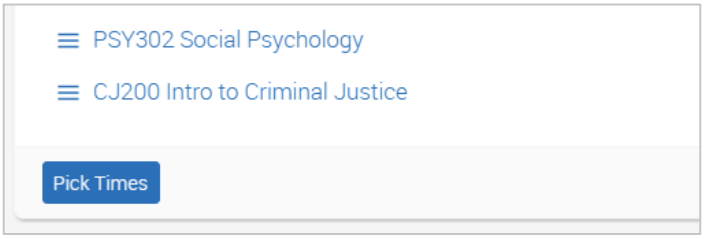
Student Guide to Schedule in Academic Planning

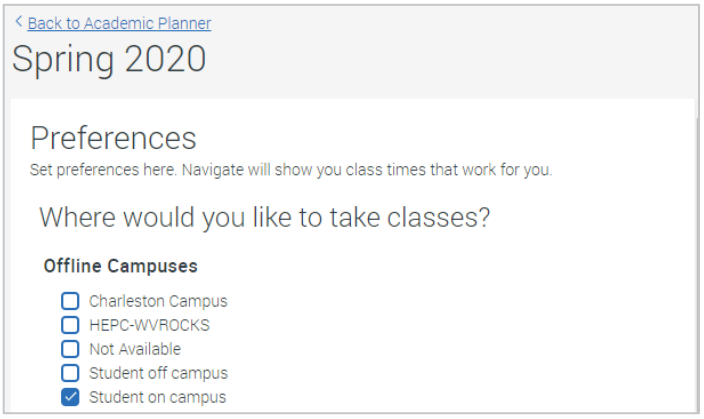
How to use Navigate Student to choose class schedule and register

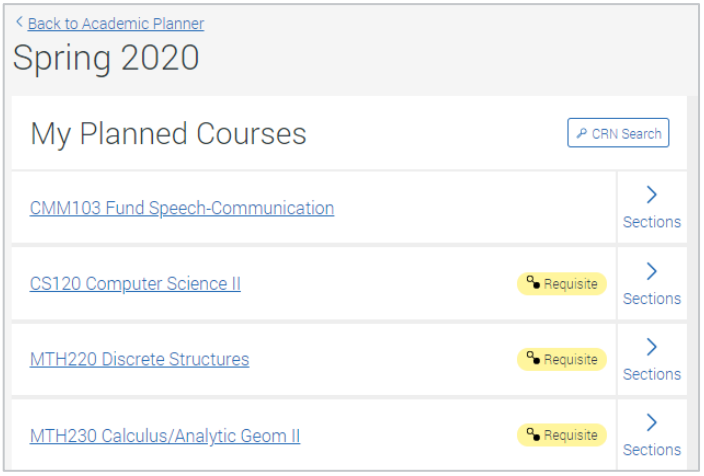
An academic plan serves as a roadmap through your college career. When it comes time to choose classes for next term, use your academic plan to pick your class sections and build a schedule. You will be able to register for these courses directly in Navigate Student!

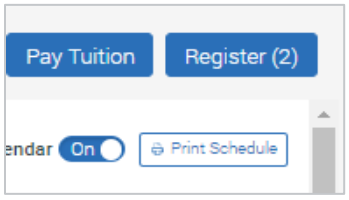
How to access Academic Planning:

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:

1. From the Planner, click the blue "Pick Times" button to open the Scheduler portion of the tool.
2. Use the "Edit Preferences" link to input information that will filter the list to help find course sections that work best for you:
    1. **Where would you like to take classes?** This will allow you to choose your preferred campus. Most students will choose "Student on Campus"
    2. **When are you busy?** This will help block off times where you have important conflicts, like work or athletics practice.
    3. **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.
3. 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.
    1. Tip: If there are no sections listed under available, check the "Conflicting" and "Full" tabs.
4. 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.
5. 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.
6. 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.
    1. Tip: You will see a message confirming whether you have successfully registered for a class.