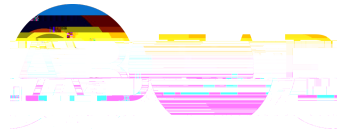
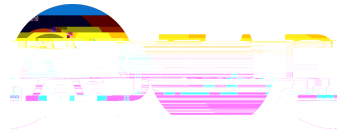


# Getting Started: Advisor Guide to Academic Planning



## Getting Started: Advisor Guide to Academic Planning

5. Click the  icon in front of a Course Recommendation to expand the course(s) included in the recommendation.



## Getting Started: Advisor Guide to Academic Planning

8. You may add both courses and placeholders to a term. Placeholders represent a Course Recommendation where the specific course has not yet been selected. You may add comments that show to students on individual courses, placeholders, and the term overall.

9. When you are finished adding all terms and courses, you can send the plan to the student. Click

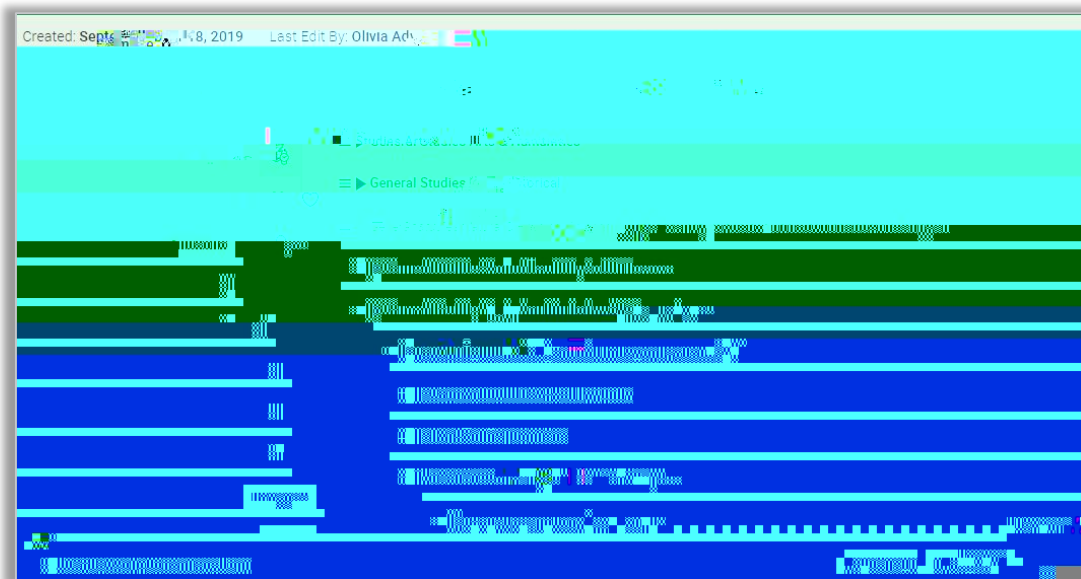


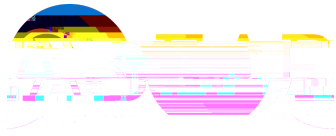


## Getting Started: One Page Advisor Guide to Planner

An integrated component of Navigate, Academic Planning helps students plan and schedule their courses, supporting timely degree completion.

The below instructions detail how to use the Academic Plan tab on a student's profile to review and make suggestions on a student's academic plan.





## Searching for Students with Academic Plans



Find the Student has Planned Terms bucket and select a future term

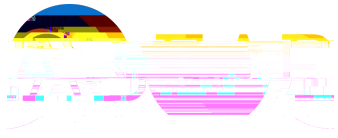
- Under Course Status, select "Planned." This will indicate that student has created an academic plan in Navigate. "Scheduled" indicates that student has selected a section time in Navigate, but is not yet registered. Other statuses come from SIS data
  - : Use the "Student has Not Planned Terms" field to find and nudge students who need a reminder to get started on creating a plan for next term
  - Students can input information about their commitments outside of class (it is not required), but if they do complete this step, it is searchable here
- Create a saved search each term for your students who have not planned courses for next term
  - Use Navigate to message students or send them an appointment campaign, include instructions for using AP to plan courses



## Advisor Expectations

Faculty and staff advisors will need to attend training on Academic Planner so they go into every advising session prepared to help students complete or update their plans, build their schedules, and register for courses. \_\_\_\_\_

- First-year advisors will provide communication, resources, and training to students on utilizing the academic planning tools. \*Once the academic planning tools are available to all programs and students, then leadership may also send out communications to students about planner, scheduler, and registration.
- Students create their own plans with assistance and recommendations from their academic advisors. Advisors can create plans in the Nanook Navigator student profile; however, the student will need to bulk copy this plan and add it to their own. For efficiency, it is easiest for the student to create their plan on their profile as a starting point.
- First-year advisors are encouraged to assist students in creating their academic plans through the student desktop each semester.
- First-year advisors will assist first-year students and transfer students under 30 credits in creating a plan that maps out the student's first two years of courses by the end of their first academic year.
- If possible, advisors are encouraged to assist the student in mapping their full college career within their first two years.
- If the program is less than four years, please complete at least one year of the plan as early as possible to the student starting their program.
- Advisors and students will review & update the academic plan each semester during course scheduling and registration or earlier advising appointments.
-



## Checklist for Student Plans in Academic Planner

Students and advisors are encouraged to utilize this checklist every semester during course planning and registration.

### Student Steps

Log into Navigate Student Desktop <https://uaf.navigate.eab.com/app/>

Click Planner Tab

Add your templates (first time logging in only)

View selected templates (Minor and Major templates)

Add future terms

Turn on show matched column

Turn on bulk add to term

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

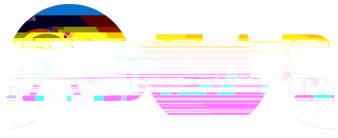
- Remove placeholder after a specific course has been added to the term

- Update planned courses as needed such as moving to new terms

- (change of major, semester off, prerequisites, etc.)

Check [DegreeWorks](#) for progress to degree





## Help Us Improve Templates With Your Feedback

Please report anything you find that needs to be \_\_\_\_\_ [to this google form](#) and include a \_\_\_\_\_. If you do not have time to complete the form, please share the google document with [uaf-nanooknavigator@alaska.edu](mailto:uaf-nanooknavigator@alaska.edu).

Please complete this [advisor experience feedback survey](#) to help us improve the product and share tips and tricks.

- Order of courses to complete prerequisite(s) courses in a semester before the course requiring the prerequisite(s). This would be a [change request submitted to the form](#).
- For no concentration majors sometimes they have a concentration code in SGASDTN and sometimes they don't. Therefore, their Nanook Navigator Academic Planner template may not automatically add to their profile. Please let our team know when you see this by providing the \_\_\_\_\_ to [uaf-nanooknavigator@alaska.edu](mailto:uaf-nanooknavigator@alaska.edu).
- Department has a new recommended course from the GER or Degree Requirement course list that should be highlighted in a template slot for the current catalog. [Please submit a change request form](#).

