

Academic Planner Quick Start Guide for Students

Academic Planner lets you to work with your advisor to plan your path to an on-time graduation:

- Lay out your classes, term-by-term.
- Keep track of which courses you have enrolled in and completed.
- Have your advisor confirm you are making the right course choices.

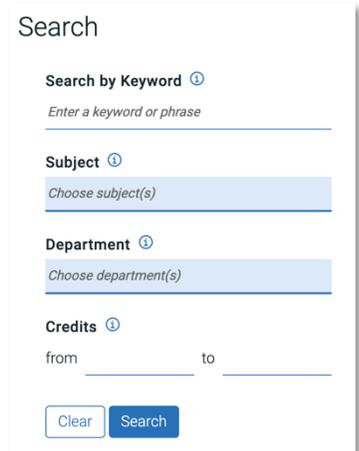
Find the Academic Planner

- Access Academic Planner through the *desktop* version of **Navigate Student**; it is not available through the mobile app.
- Log in AccessUH and look for the blue and white Navigate icon.
- You'll see the same items on the left side of the screen that you see in the mobile app – e.g., To-Dos, Holds, Resources.
- Click the **Planner** tab near the top left

Plan your Courses

Have a list of your required classes handy – either from a guide your advisor has given you or your [Academic Map](#).

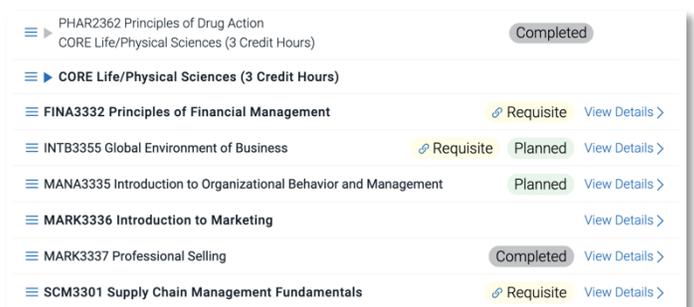
- On the left side of the screen, use the Search feature to find the courses on your plan.
- Select the course you want and click **Add to Term**.



For students on Catalog year 2020-2021 and later:

Throughout Fall 2020 and Spring 2021, Degree Planning Templates are being developed to list all required courses. Until your degree template is visible, you will continue to use the Search function.

- The left side will display your **Degree Planning Template**, with the course requirements for your declared major.
- Single courses are required.
- Requirements denoted with a small triangle icon indicate that you must choose from a set number of approved courses or search for a course based on given directions.
- Course requirements are tagged in gray as **Planned**, **In Progress**, or **Completed**. Courses that are not yet planned have no tag and the course title is bolded.
- Drag each course to a term on the right side.



PHAR2362 Principles of Drug Action	Completed
CORE Life/Physical Sciences (3 Credit Hours)	Completed
FINA3332 Principles of Financial Management	Requisite View Details >
INTB3355 Global Environment of Business	Requisite Planned View Details >
MANA3335 Introduction to Organizational Behavior and Management	Planned View Details >
MARK3336 Introduction to Marketing	View Details >
MARK3337 Professional Selling	Completed View Details >
SCM3301 Supply Chain Management Fundamentals	Requisite View Details >

Manage your Plan

On the [right side](#) under **My Academic Plan**:

- You will see courses that are planned and enrolled, by term.
 - Hover over a **Flag** to see your advisor comments about that course.
 - A **Lock** means you may not move this course to a different term.
 - A **small gray triangle** requires you to choose from a set number of approved courses or search for a course based on given directions.
 - A **red triangle exclamation mark** indicates there are prerequisites required for this course.
- Click **Show Completed Terms** at the top to toggle on the view of completed terms. If you have transfer courses, they will be listed under your first term.
- Click **+Add Term** button to add future terms to your academic plan. You may plan your entire degree.
- Regarding Double Majors and Minors:** Academic Planner will currently only show you one major. To plan courses for a minor or another major, click the **Course Search** icon on the left side.

My Academic Plan

off Show Completed Terms

[+Add a new term](#)

Current and Upcoming Terms

☰ Fall 2020

Term Status: Registration Open

Planned ⓘ

☰ ARAB1501 Beginning Arabic I [View Details >](#)

☰ BIOL1161 Introduction to Biological Science Laborato... [View Details >](#)

☰ TLIM2360 Law and Ethics in Technology & Innovation [View Details >](#)

☰ HLT1353 Personal Health [View Details >](#)

Completed

☰ ENGL1303 First Year Writing I [View Details >](#)

☰ ENGL1304 First Year Writing II [View Details >](#)

Check your Plan

- Email your advisor when your plan is ready for their review, or make an appointment to discuss.
- You will receive a notice when your advisor has sent feedback on your plan (*Make sure to allow notifications from Navigate Student so you do not miss your feedback*).
- View the plan suggestions and click **Accept All Suggestions** to confirm.

You received feedback from your Advisor

Accept or decline changes in order to unlock your plan and continue.

[View Plan](#)

Accept All Suggestions

Choose your Class Schedule and Register

- To plan your weekly course schedule, click the **View/Edit Schedule** button for the current term or the **Pick Times** button for a future term.
- On the scheduler screen, click to view course sections on the left, hover over a section to view it on the schedule, and drag individual sections to add to the weekly plan on the right. If there are no sections listed under **Available**, check the **Conflicting** and **Full** tabs.
- Click **Preferences** to block busy times and enter course location choices.
- Click on the **Quick Schedule** icon to see a "best-fit" schedule option.
- Continue selecting course sections until you have built out your desired schedule.
- If it is during your enrollment window, click the blue **Register** and **Pay Tuition** buttons to complete your registration.

Section Times

[Edit Filters](#)

Available (7)

Conflicting (0)

Full (0)

These times work with your preferences. Drag the desired time to the calendar.