

Using the Navigate Academic Planner

How does it work?

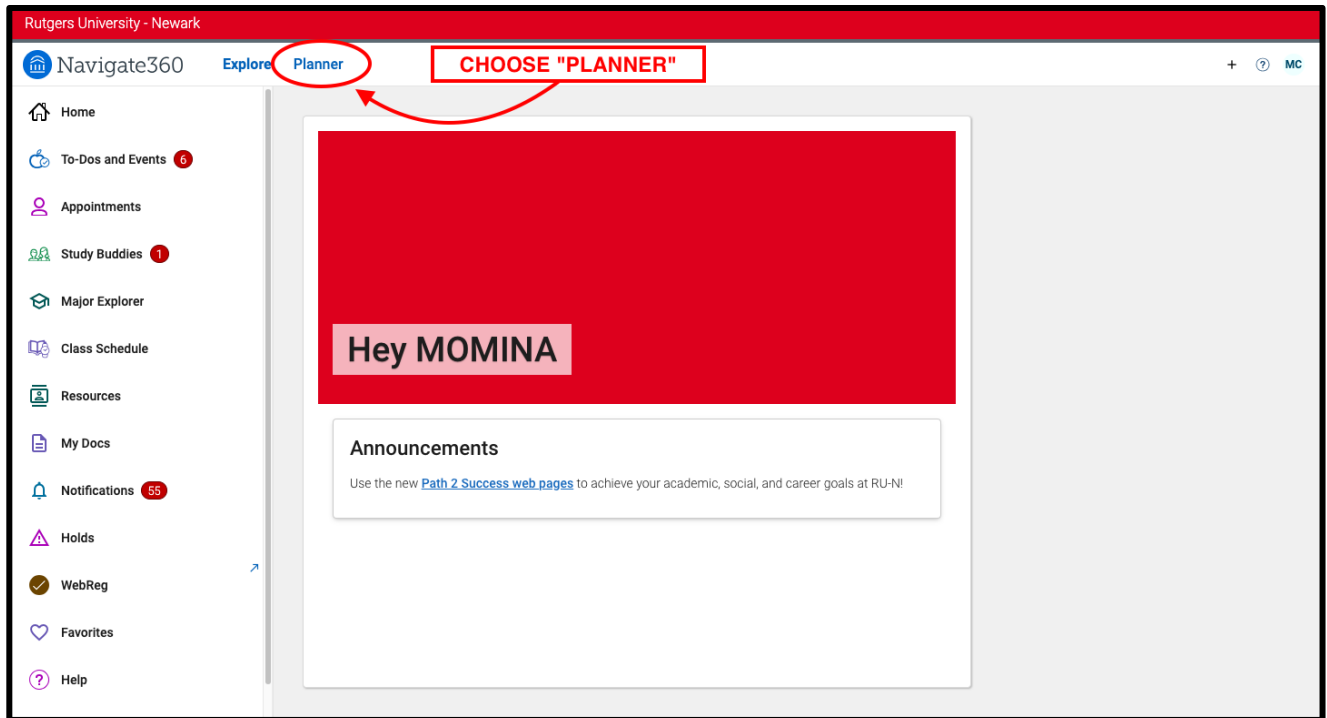
Login at <https://run4success.navigate.eab.com>

The Academic Planner is a tool within RU-Newark’s Navigate system that allows students to plan courses for future semesters and review those plans with advisors in a shared workspace. See how graduation timelines change by taking courses in the summer or winter terms, or by planning additional academic programs. The Planner needs to be viewed on a laptop or desktop device, it is not yet available on the mobile app. The Planner is designed to help you visualize the path to completing your academic programs, it is not a degree audit tool. Use [Degree Navigator](#) to verify your graduation progress.

Terminology

- My Academic Plan – the portion of the Planner where you will always see your current plan. You can change it by adding and removing courses from other parts of the Planner.
- Academic program - also called a major, second concentration, or minor.
- Template - in the Planner, a template is a list of all the courses required for a major or minor. Major templates include the University’s Core course requirements, as well as placeholders indicating that students in SASN, SPAA, and SCJ are required to complete a second concentration or a minor.

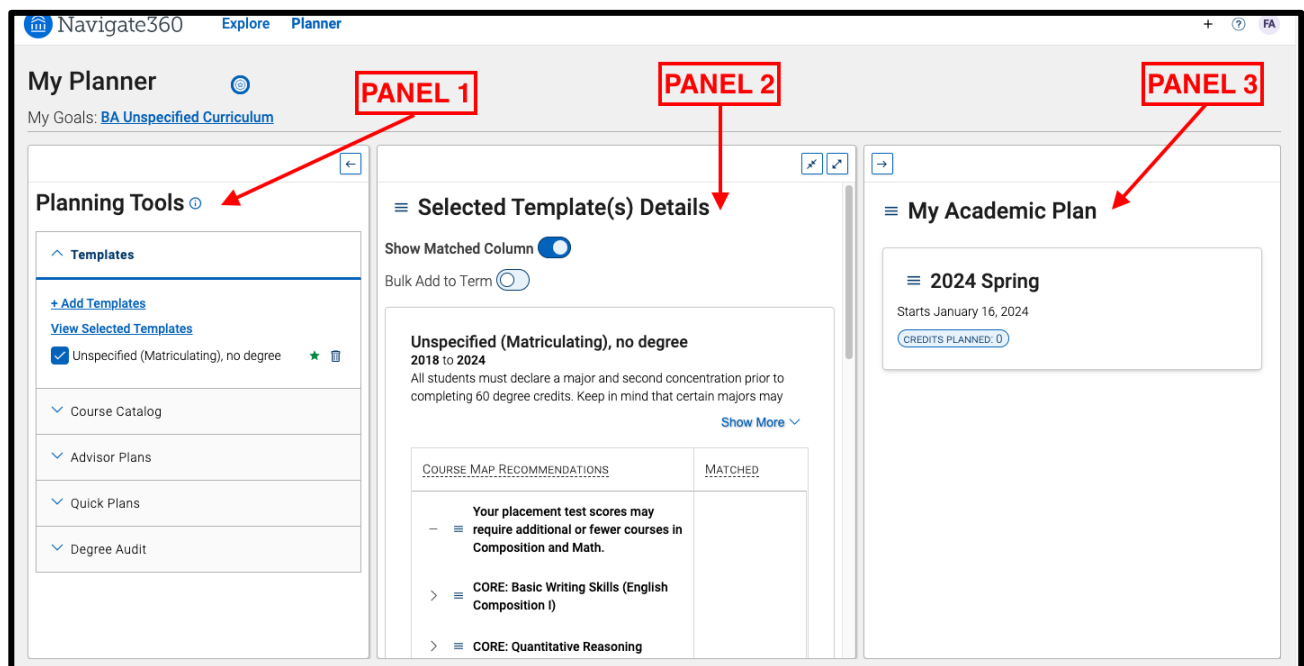
When you login to Navigate, you will see two options at the top. Choose **“Planner”** to view **“My Planner.”**



1. In Planner, you will see 3 panels: Planning tools, Selected Template Details, and My Academic Plan.

Planning Tools, the left panel, is where you will see:

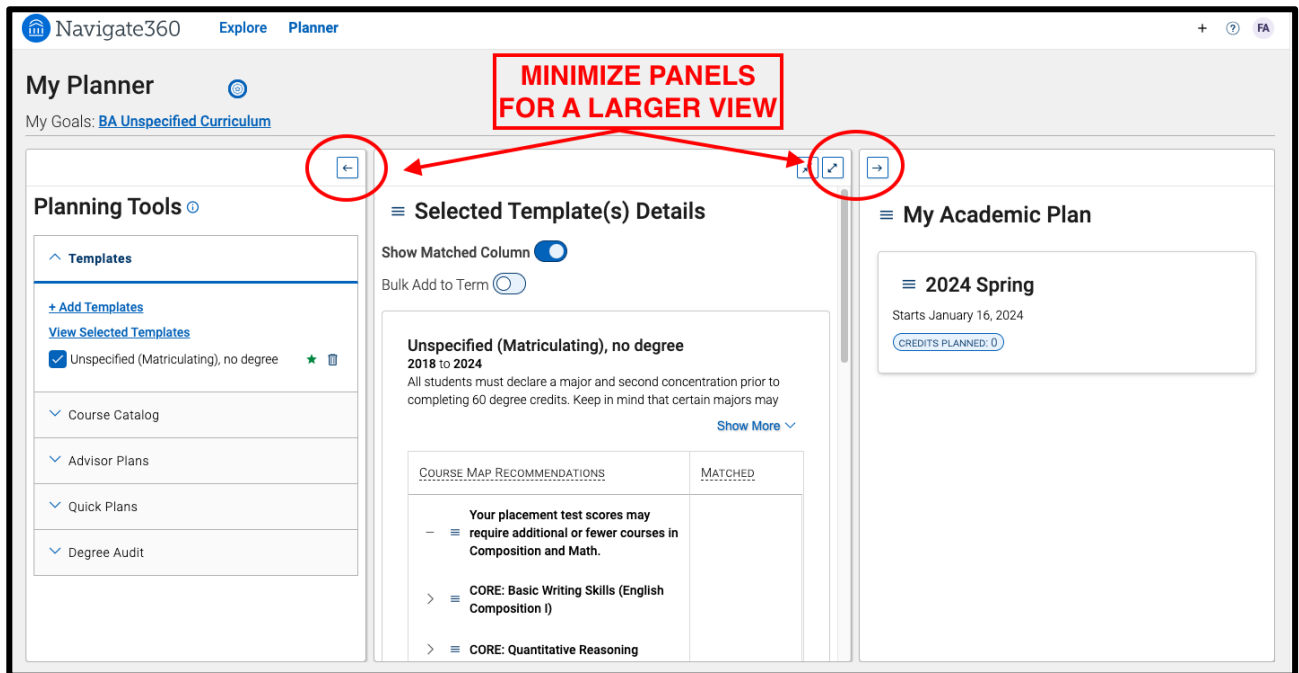
- Templates for your major and minor
- Other templates to view
- Advisor Plans
- Quick Plans



Selected Template Details, the middle panel, is your workspace. If you view an Advisor’s Plan or a saved Quick Plan, they will appear here.

My Academic Plan, the right panel, is “sticky” - it will always show your current Academic Plan. You can change that plan by clicking and moving courses from the middle panel to the right panel.

To give yourself more room to work in the middle panel, you can minimize the left and/or right panels.



2. Your Work Gets Saved Automatically

ADDING TO PLANNER AUTOMATICALLY SAVES

Planning Tools

- Templates
 - + Add Templates
 - View Selected Templates
 - Unspecified (Matriculating), no degree
 - Public and Nonprofit Administration, BA**
 - Course Catalog
 - Advisor Plans
 - Quick Plans
 - Degree Audit

Add Templates

Select Templates from the following list to add to your "View Selected Templates" list in "Planning Tools." You can add or remove any Template from your "View Selected Templates" list. Templates recommended to you will be indicated with a star icon.

Template Search (by keyword)
e.g. Master

| TEMPLATE | CATALOG YEAR | RECOMMENDED | ACTIONS |
|----------------------------------------|--------------|-------------|-----------------------|
| Unspecified (Matriculating), no degree | 2018 - 2024 | ★ | + Add to My Templates |
| Criminal Justice, BS | 2018 - 2024 | ☆ | + Add to My Templates |
| Criminal Justice, minor | 2018 - 2024 | ☆ | + Add to My Templates |
| Justice Studies, BA | 2018 - 2055 | ☆ | + Add to My Templates |
| Justice Studies, minor | 2023 - 2024 | ☆ | + Add to My Templates |

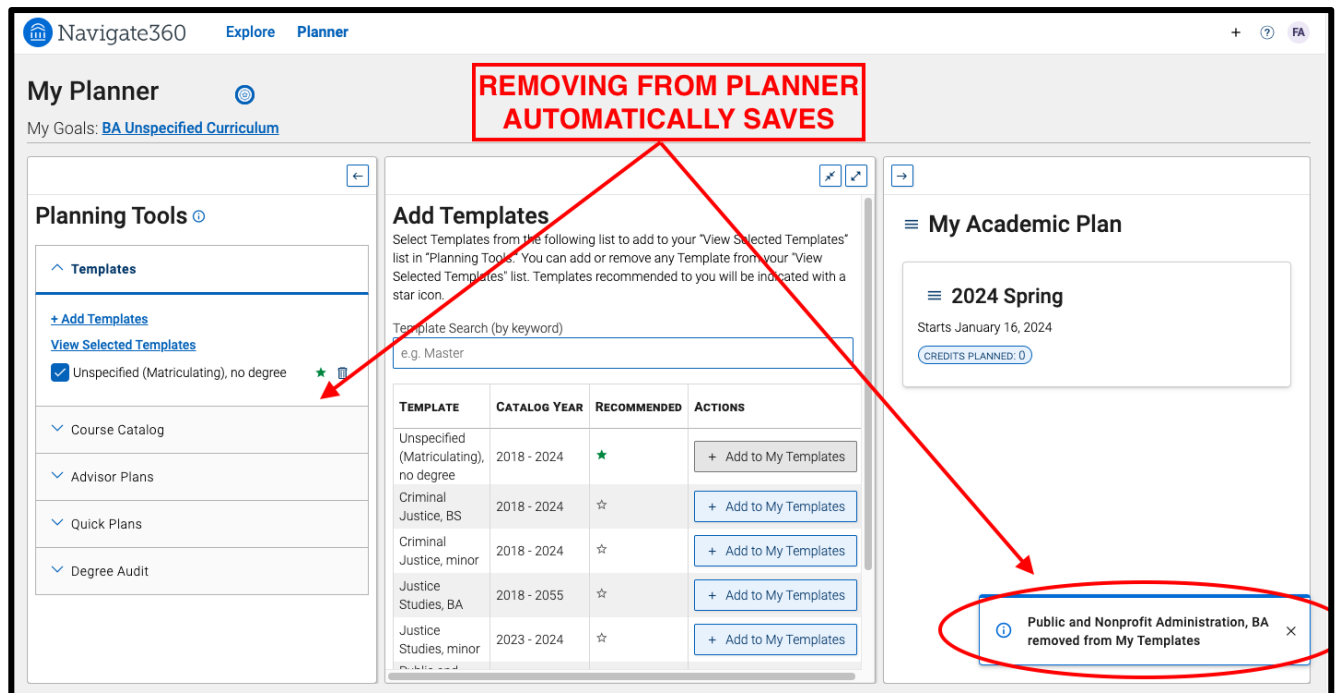
My Academic Plan

2024 Spring

Starts January 16, 2024

CREDITS PLANNED: 0

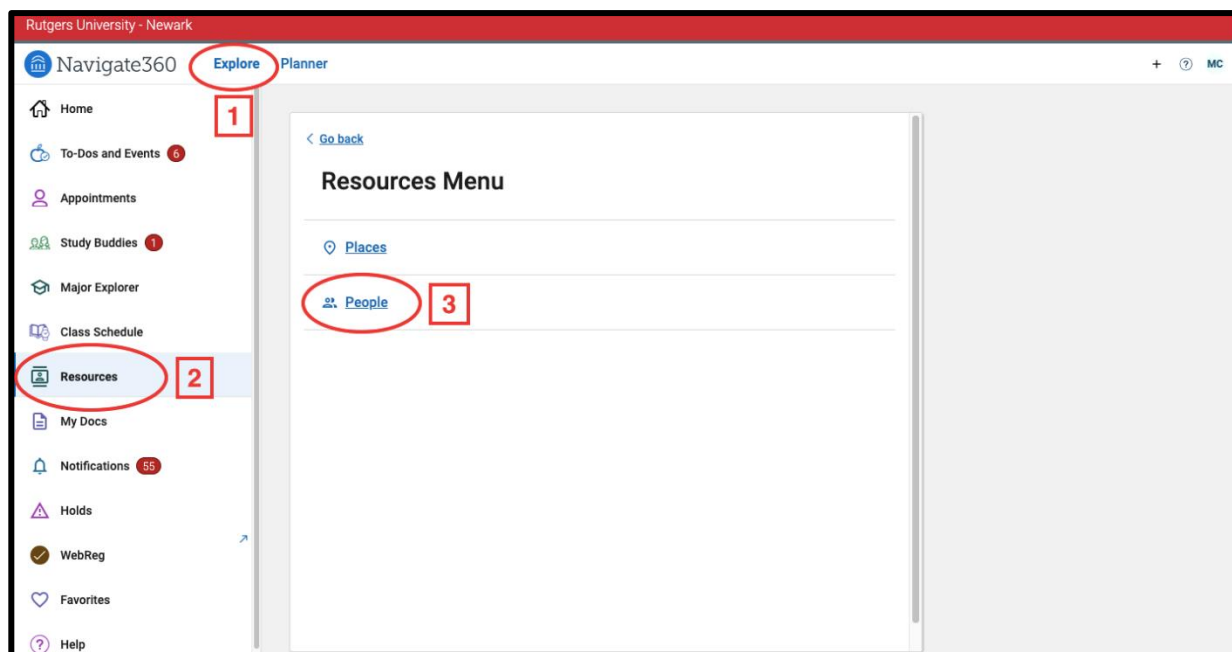
Public and Nonprofit Administration, BA added to My Templates



3. Have to email your advisor when you want them to look at your plan?

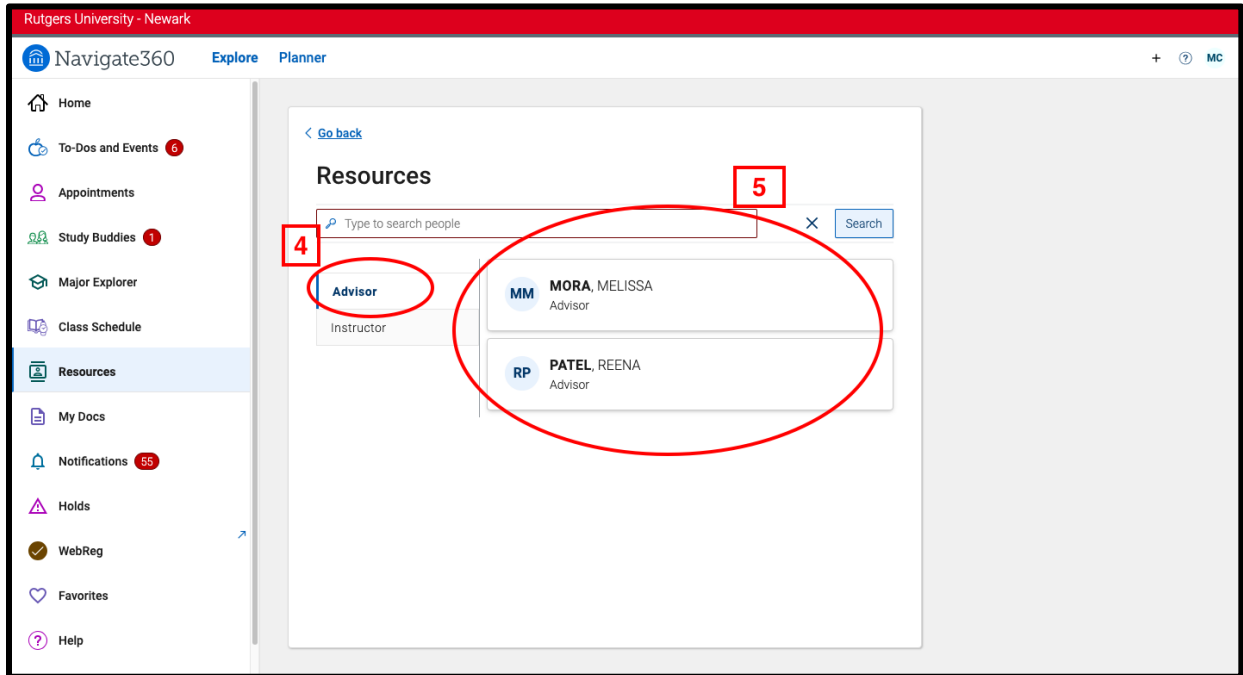
****(You can email your advisor from your desktop or the app).*

- (1) click on **“Explore”**
- (2) click on **“Resources”**
- (3) click on **“People”**

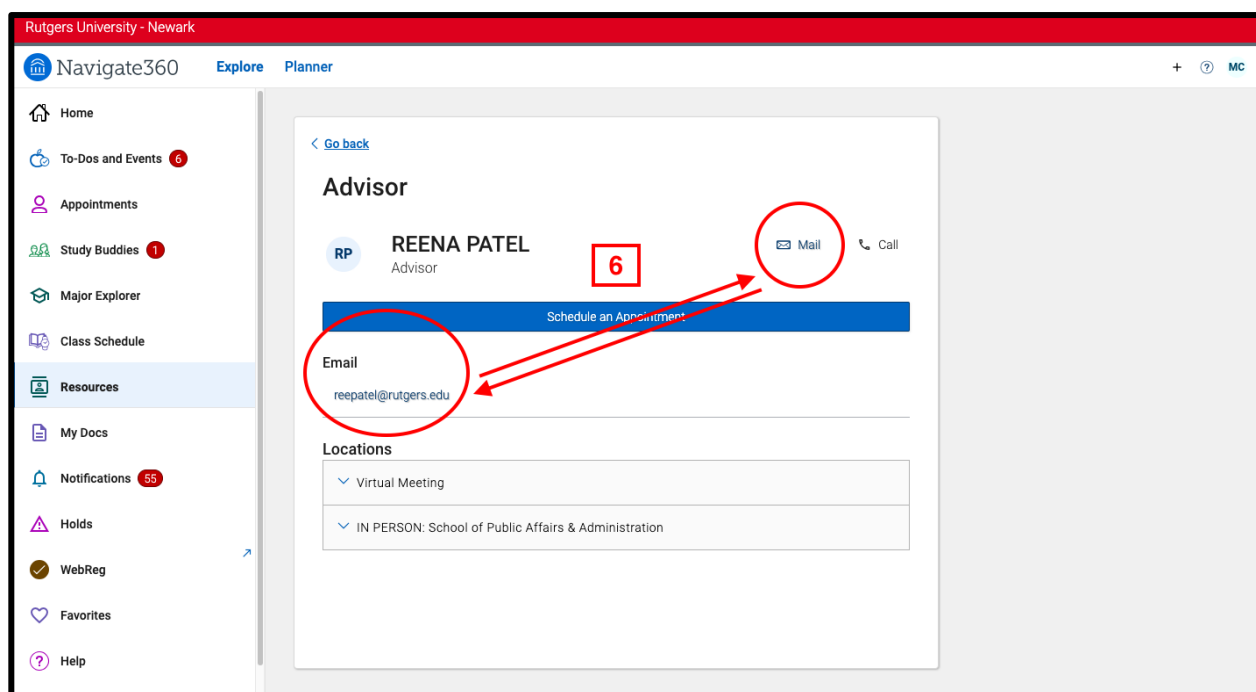


(4) Click **“Advisor”**

(5) Click on your particular advisor to email

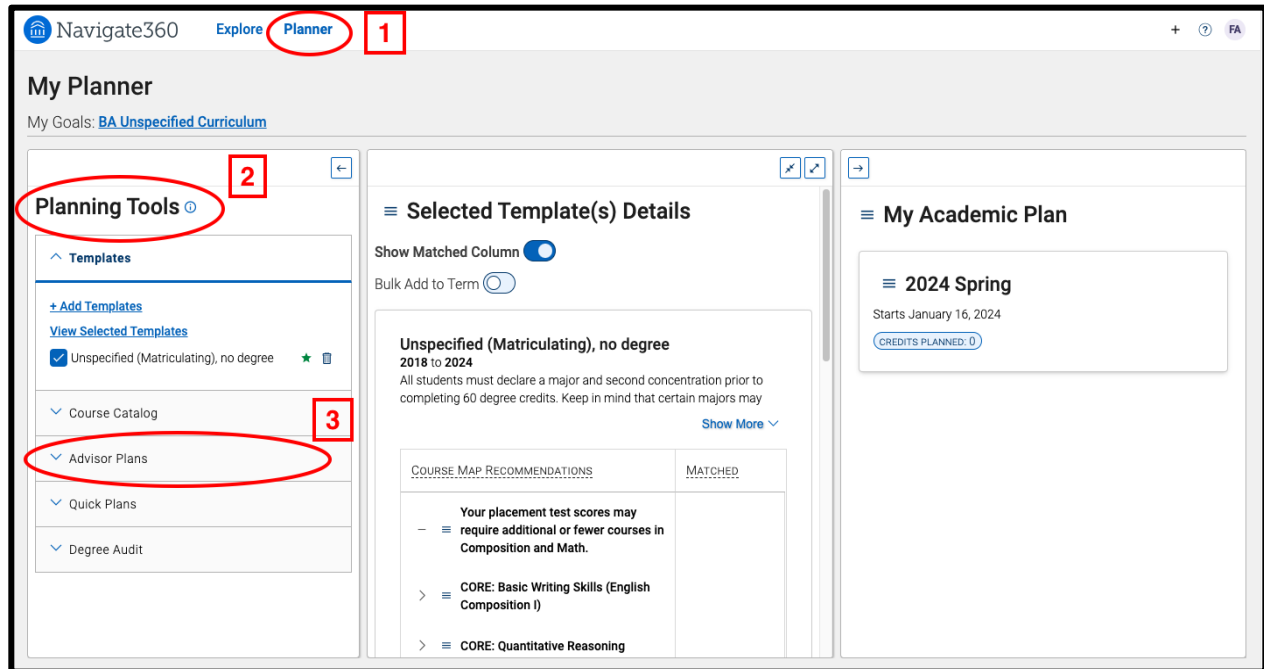


(6) Finally, choose the **“Mail”** or the **“Email”** option to directly email your advisor regarding your Planner or any questions you may have.



4. You will get an email from your advisor when they have recommendations for you.

- Your advisor may create potential academic plans/recommendations for you. When they email/send you the plan, you will see it in the “**Planner,**” in the “**Planning Tools**” panel, under “**Advisor Plans.**”



The “Quick-Plan” feature auto-fills future semesters so students can plan ahead.

Quick Plans are ideal for new students who haven't taken many courses yet, and for students who are thinking about other majors. *For a detailed guide on Quick Plans, go to:* <https://path2success.newark.rutgers.edu/more/navigate>

Tools for academic planning, scheduling, and registration:

- [Planner](#)
- [Academic Catalog](#)
- [Schedule of Classes](#)
- [Course Schedule Planner](#)
- [WebReg](#)
- [Degree Navigator](#)

Questions? Contact us at student.success@newark.rutgers.edu

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