

## Using the Navigate Academic Planner Quick Plans

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.

**The “Quick-Plan” feature auto-fills future semesters so students can plan ahead, or map out different majors and minors.** You can save these plans as alternate plans to consider later. The Quick Plan feature may be best for students who have not yet completed many credits.

### What is a Quick Plan?

- A Quick Plan presents a selected major template in a semester-by-semester view. From that view you can add courses to your plan in bulk.

### Why use a Quick Plan?

- A Quick Plan is a "What if?" tool, allowing you to see how the courses you've taken apply to a potential major. If you are thinking about changing your major this is a great way to visualize how long it might take to meet the requirements of a new major.
- You can save different Quick Plans with different names so that you can refer back to them, or ask your advisor to review them.

### Who should use a Quick Plan?

- Quick Plans are ideal for new students who haven't taken many courses yet, and for students who are thinking about other majors.

## Follow these steps to create a Quick Plan

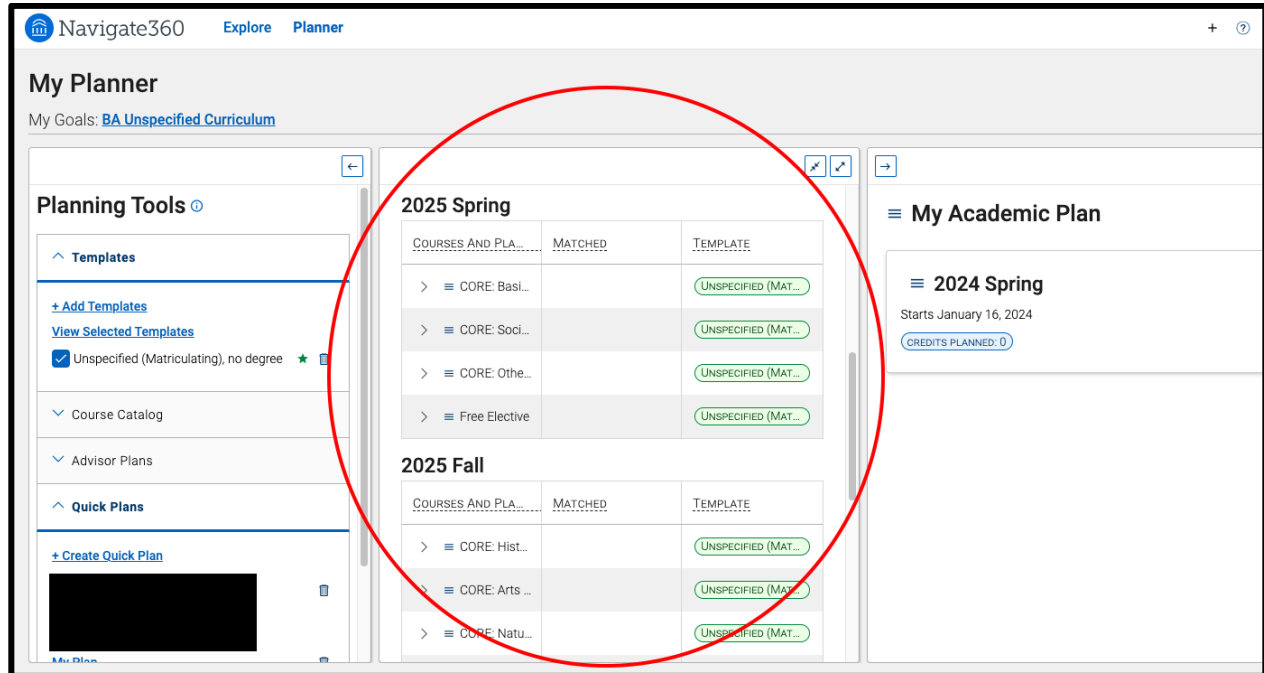
1. Choose a term
2. Name your plan
  - a. This will allow you to save different Quick Plans for different combinations of majors, minors and/or concentrations. Examples:
    - i. Psychology major with Spanish minor
    - ii. Supply Chain major with RBS concentration in Global Business
3. Choose from available templates
4. Click 'Create Quick Plan'

The screenshot displays the 'My Planner' interface on the Navigate360 platform. The main content area is titled 'Quick Plan from Template(s)' and contains the following elements:

- Starting Term \***: A dropdown menu labeled 'Choose starting term' with a red callout box above it stating '1. CHOOSE TERM'.
- Quick Plan Name \***: A text input field containing 'My Plan' with a red callout box above it stating '2. NAME YOUR PLAN'.
- Templates to Plan \***: A section with a checked checkbox for 'Unspecified (Matriculating), no degree' and a red callout box to its right stating '3. CHOOSE FROM AVAILABLE TEMPLATES TO PLAN'.
- Create Quick Plan**: A blue button with a 'Reset' button next to it, with a red callout box below it stating '4. CLICK "CREATE QUICK PLAN"'.

On the left, the 'Planning Tools' sidebar includes sections for 'Templates', 'Course Catalog', 'Advisor Plans', and 'Quick Plans'. On the right, the 'My Academic Plan' sidebar shows the selected term '2024 Spring' and 'Starts January 16, 2024'.

You will see all future terms generated in the middle panel.



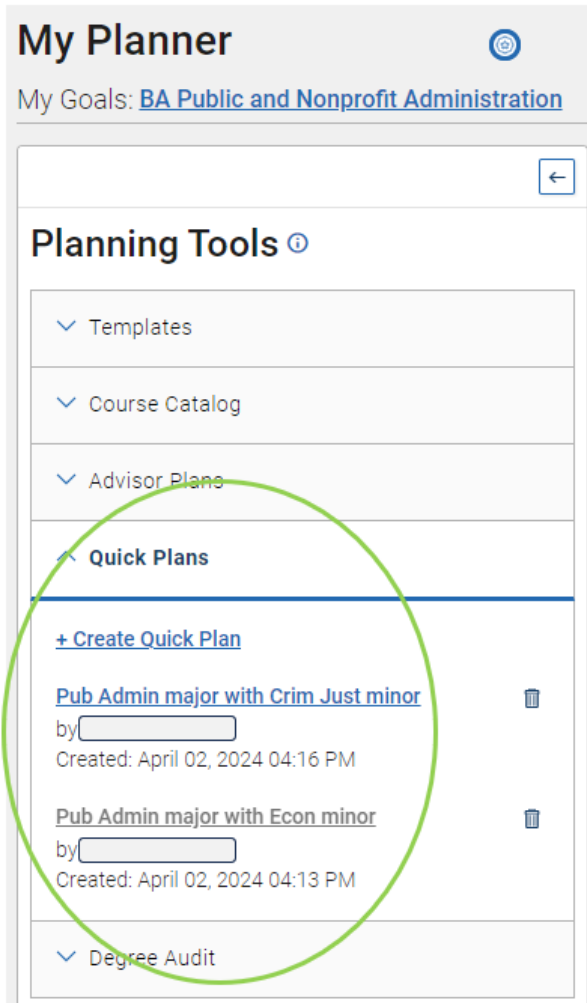
Course requirements for minors and concentrations will appear below those listed for majors. Scroll to '**Items without Recommended Terms**' at the bottom of the middle panel.

### Items without Recommended Terms

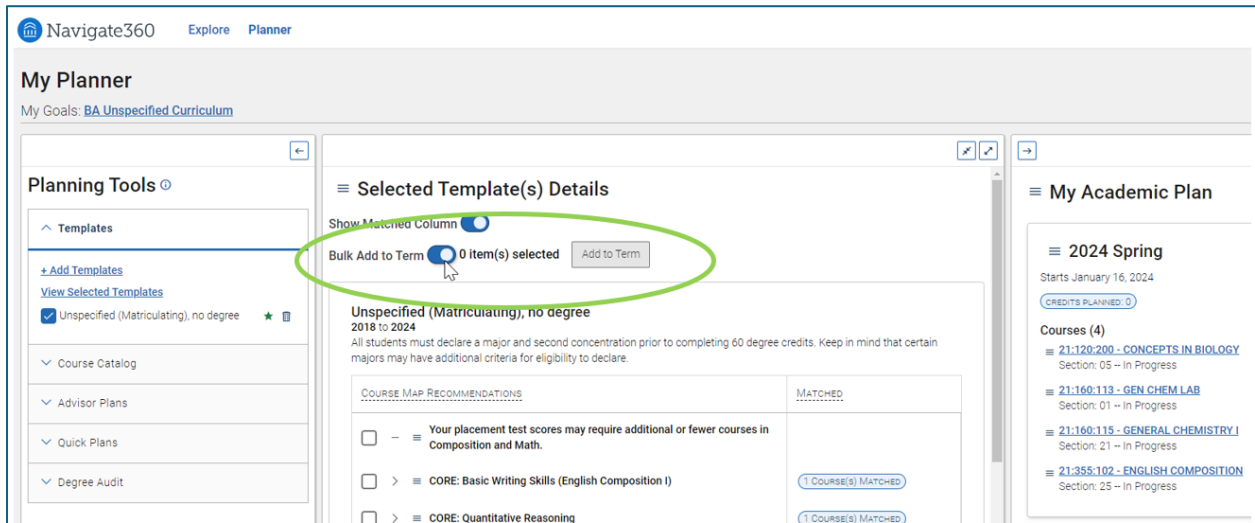
The following courses and placeholders do not have a specified recommended term. Please add each one individually to your preferred term.

COURSES AND PLACEHOLDERS	MATCHED	TEMPLATE
> ≡ Economics Minor Elective (1/3)		ECONOMICS, MINOR
> ≡ Economics Minor Elective (2/3)		ECONOMICS, MINOR
> ≡ Economics Minor Elective (3/3)		ECONOMICS, MINOR
> ≡ Intermediate Economic Theory...		ECONOMICS, MINOR
> ≡ Intermediate Economic Theory...		ECONOMICS, MINOR
> ≡ Introduction to Economics - M...		ECONOMICS, MINOR
> ≡ Intro to Econ-Micro		ECONOMICS, MINOR

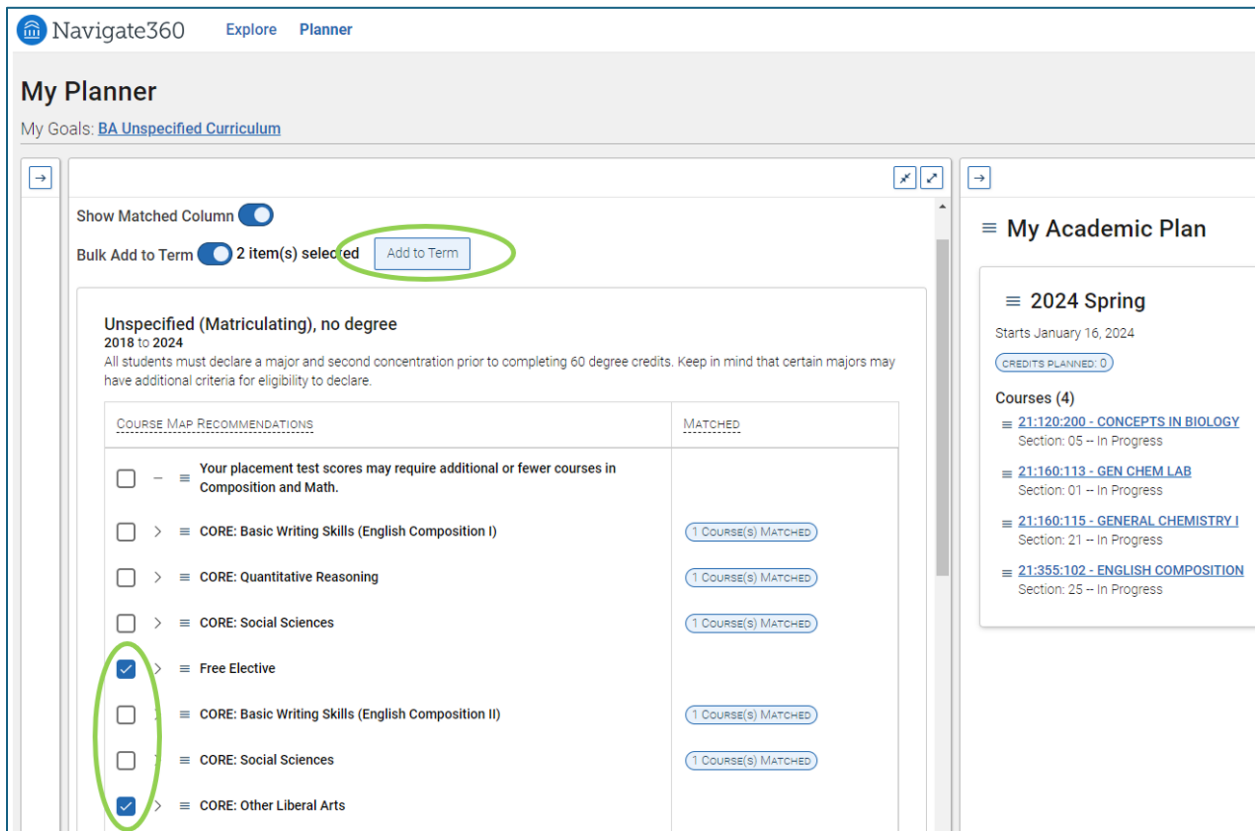
Toggle between different saved Quick Plans to view course requirements for different plans:



Use **'Bulk Add to Term'** to move *multiple courses* from the workspace (middle panel) to the *same future term* in 'My Academic Plan' (right panel):



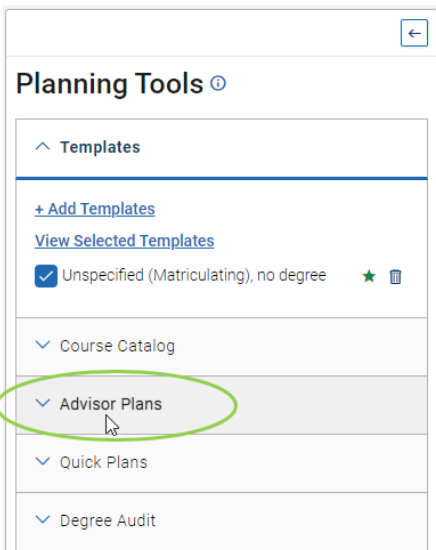
Click multiple courses that you want to move to the same future term, click on **'Add to Term'**, and choose the desired term.



Continue to select courses or placeholders and move them to your selected terms in 'My Academic Plan'.

### Working on your plan with your advisor

- Email your advisor when you're ready for them to review your plan.
- If they have created a plan for you to look at you will find it in the '**Advisor Plans**' section under **Planning Tools**.



### 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.

#### 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](mailto:student.success@newark.rutgers.edu)

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