

Using the Navigate Academic Planner Your Initial Plan

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

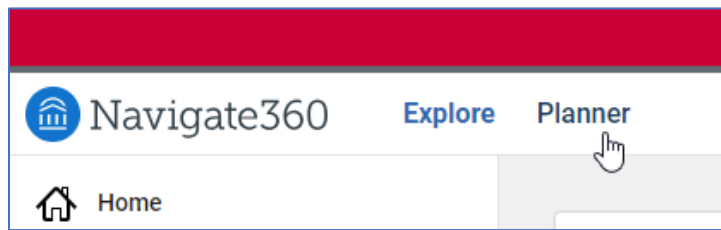
The Academic Planner is a tool within RU-Newark’s Navigate system that allows students to plan courses for future semesters and review those plans with advisors in a shared workspace. See how graduation timelines change by taking courses in the summer or winter terms, or by planning additional academic 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

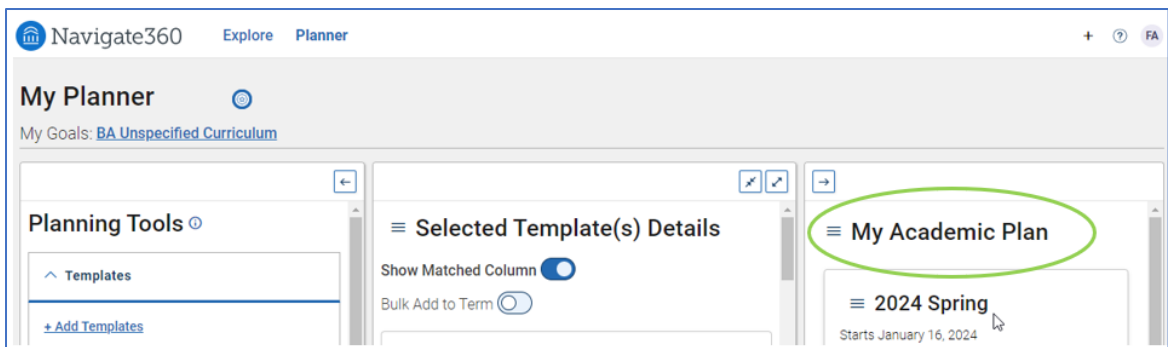
- My Academic Plan – the portion of the Planner where you will always see your current plan. You can change it by adding and removing courses from other parts of the Planner.
- Academic program - also called a major, second concentration, or minor.
- Template - in the Planner, a template is a list of 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.

Using Academic Planner for the first time

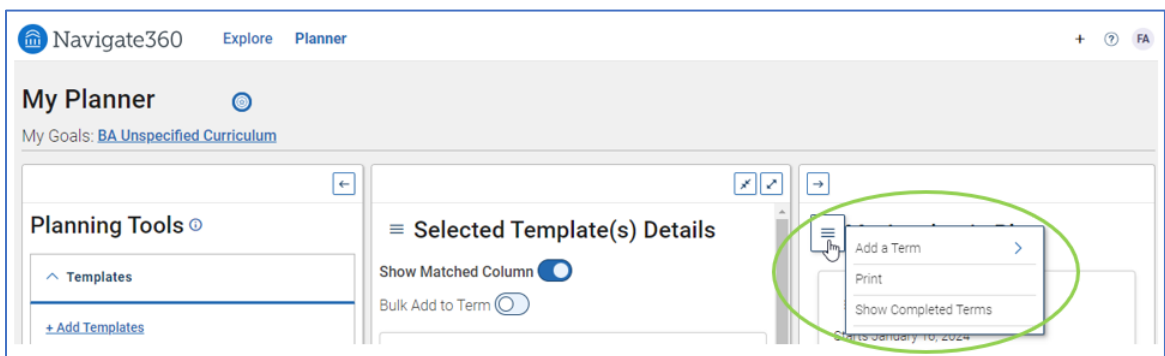
1. [Login to Navigate](#) from a laptop or a desktop, then click on ‘Planner’ in the top left.



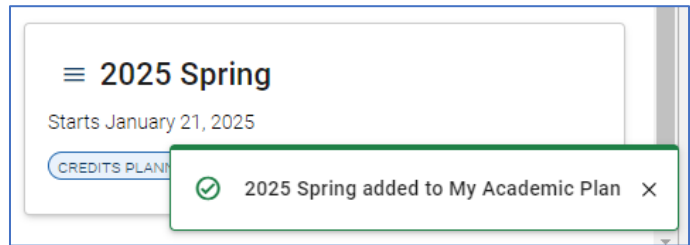
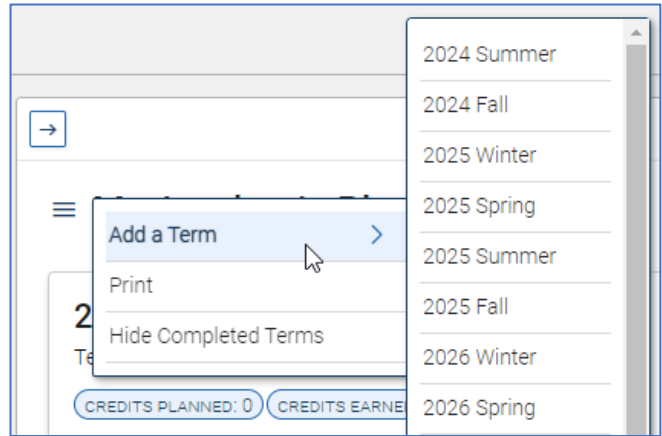
2. You will see the **My Academic Plan** panel on the right, along with the courses you are taking that semester or term.



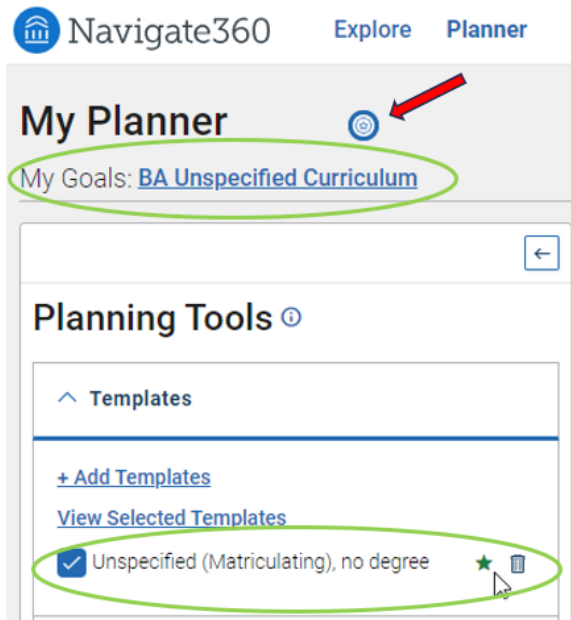
Clicking on the hamburger icon and then on ‘**Show Completed Terms**’ will show courses you’ve completed previously.



Clicking on **'Add a Term'** allows you to open spaces to add courses in your plan. This is where you will build your plan by adding courses to future semesters (and summer and winter terms if desired).



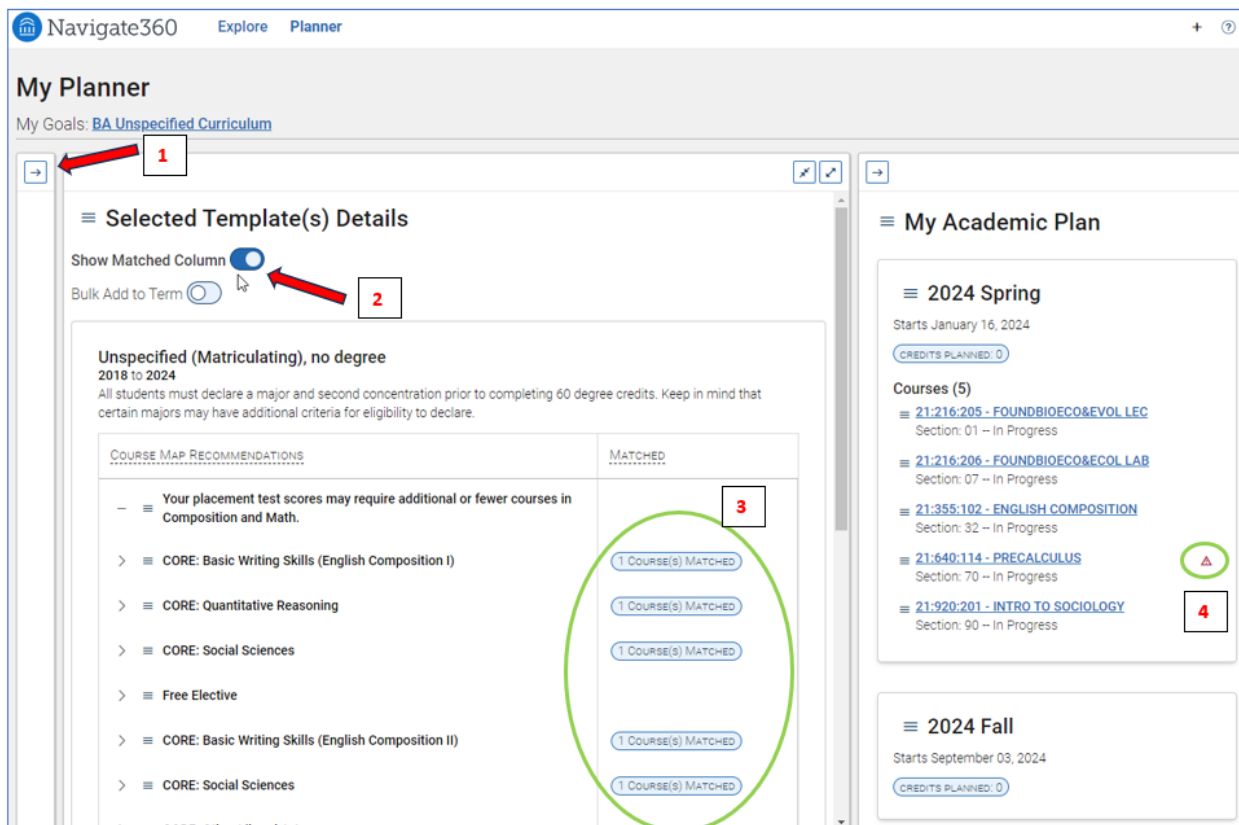
3. The **Planning Tools** panel is on the left. Above it is **My Goals** showing your declared major(s) and minor(s) or second concentrations. You also see your major and minor in the 'View Selected Templates' area. This screen shot shows a student who has not yet declared a major.



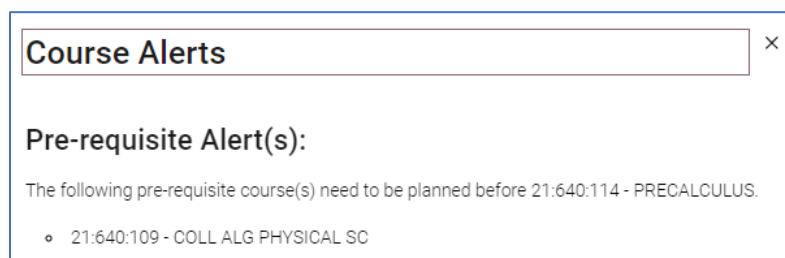
Hint: Click the bullseye icon to see an animated tour of the Planner.

4. The middle panel of the Planner, **Selected Template Details**, is your workspace where you can see the template that has automatically been selected for your major. For students with an unspecified major the template consists of the RU Core Requirements.

1. Hint: To give yourself more room to work, minimize any of panels by clicking the arrow icons in the top corners of each panel.
2. The 'Show Matched Column' default is 'on'.
3. This view gives a column with blue "pills" that indicate if you've taken or are taking a course that matches the requirement.
4. An Alert icon draws attention to a course that may be out of sequence or be missing a pre-requisite.

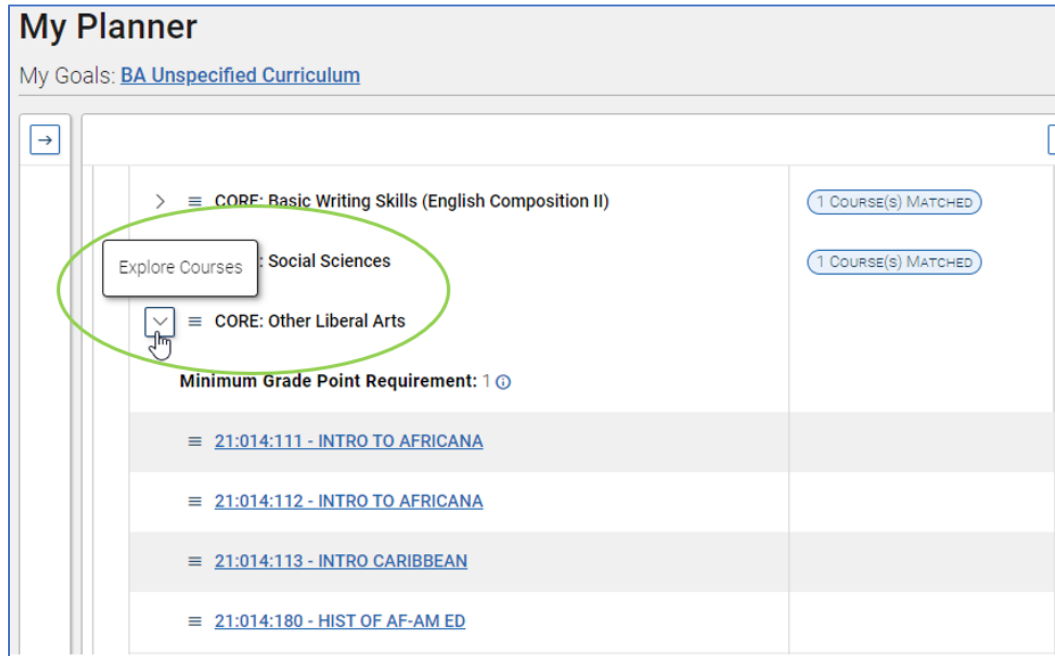


5. In this case, the student has not taken the pre-requisite for 21:640:114, Pre-Calculus. It may be that the student placed into Pre-Calculus and therefore does not need to take 21:640:109, College Algebra.

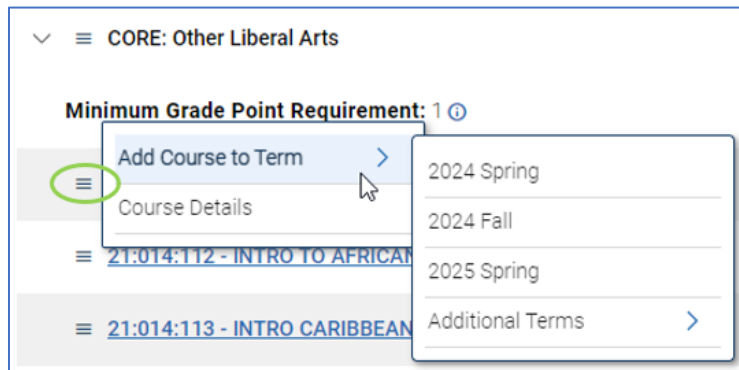


5. To plan courses for upcoming semesters or terms, look for course requirements that are not matched. You select a course from the list, or you can put a 'placeholder' for that requirement in a future term and come back to it later to select a specific course.

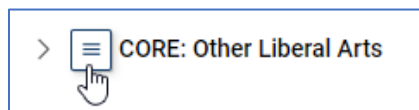
1. To select a course from the list, click the arrow beside the course requirement. A list of courses will appear.



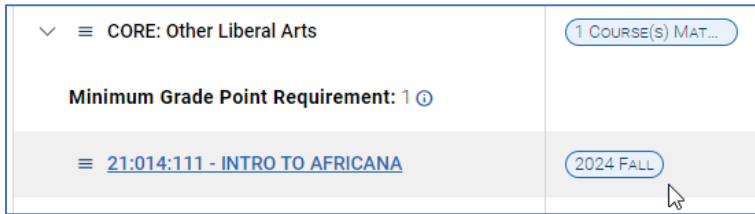
Click the hamburger icon next to course you want to select, then the term you want it added to.



2. To put a 'placeholder' for that requirement in a future term, click the hamburger icon before clicking the arrow icon.



Once you have placed a course in a future term you will see a new blue 'pill' in the Matched column.



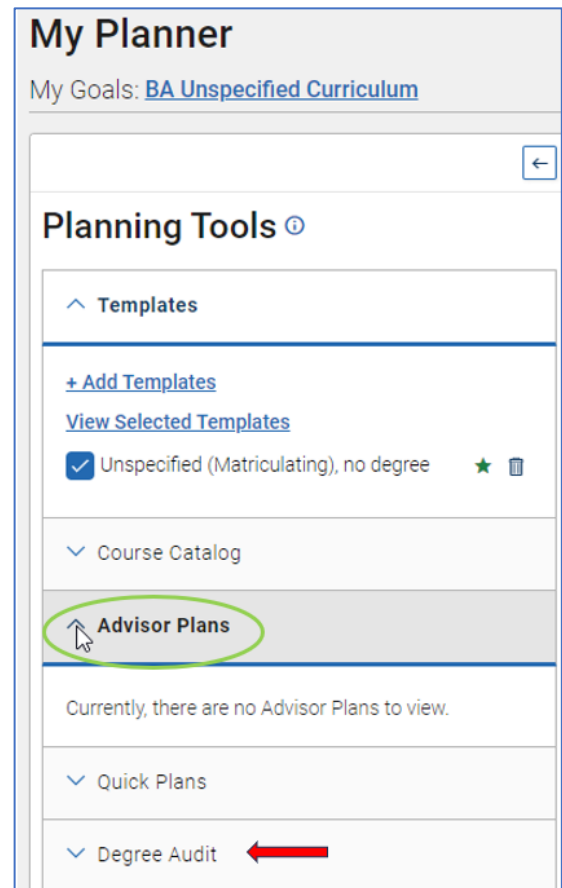
6. Continue to place courses or placeholders for courses in future terms until you have planned all the courses listed on the template.

1. Note: the Planner does not limit the number of courses or credits planned in any semester or term. In general, students should complete 30 credits per year (including winter or summer terms) in order to complete a bachelor's degree in 4 years. **Consult with your advisor to determine the number of courses or credits that are right for you.**

Your Academic Plan will save automatically.

If you'd like your advisor to review your plan, email them with that request. They will be able to see your plan from their view of Navigate. If they send feedback on the plan, or if they create an alternate plan for you to view, you will see it under **Advisor Plans**.

Reminder: 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. There is a link to Degree Navigator at the bottom of the Planning Tools column.



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

- Olivia Polkuzio, Research Analyst
- Dr. Anne Van Der Karr, Ph.D., Executive Director for Student Retention