

Using the 'Hand Raise' Button in the Planner

Get help for the following 3 reasons:

- 1. I am ready for my advisor to review my Academic Plan**
 - An email will be sent to your ADVISOR asking them to review your planned courses
- 2. I need resources to plan my major and/or minor**
 - An email will be sent to the STUDENT with links to Compare Majors page (in Path2Success microsite) and Academic Catalog
- 3. See drop-in hours or make an appointment with my advisor**
 - An email will be sent to STUDENT with link to appointment button in Navigate

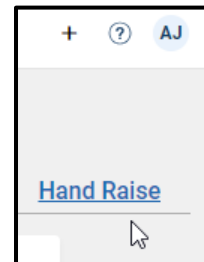


Now, let's take a closer look at the steps for each reason:

Hand Raise reason 1: 'I am ready for my advisor to review my Academic Plan'

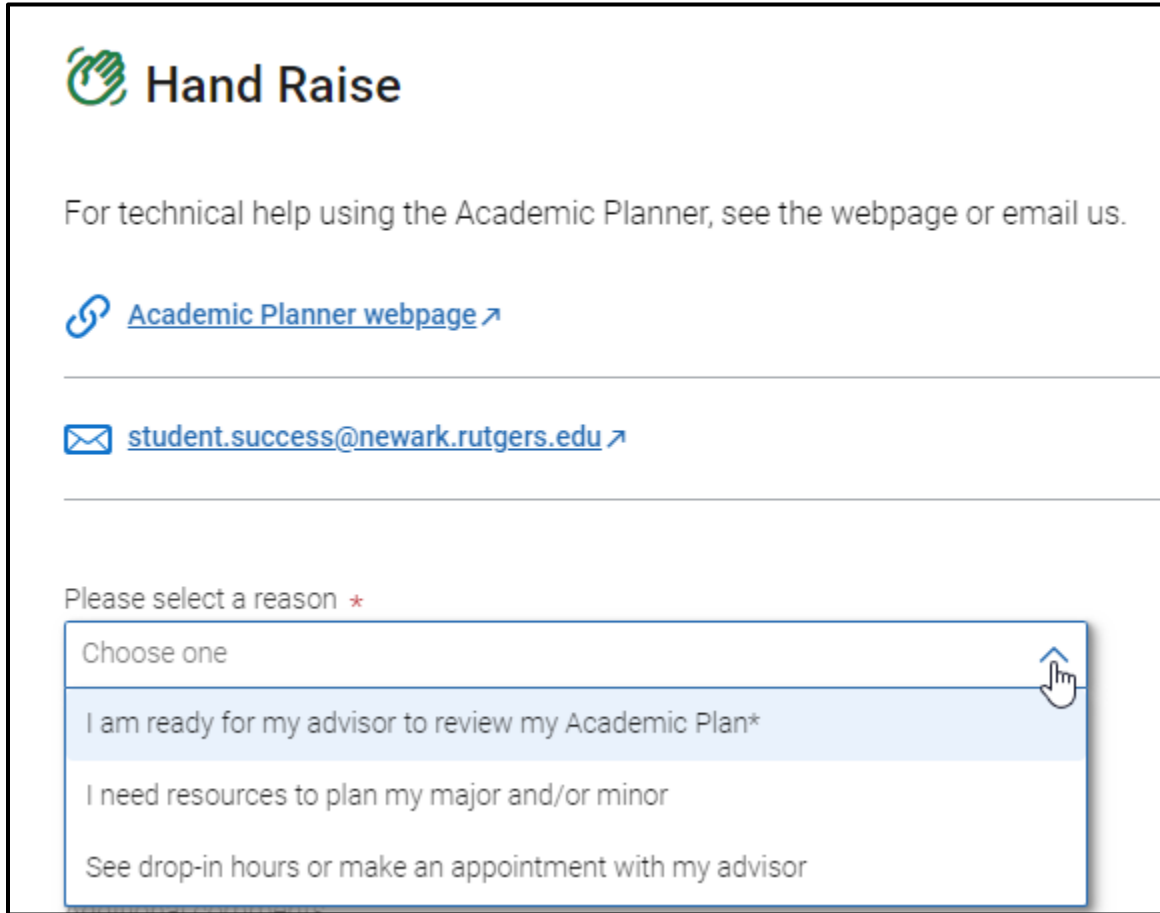
- An email will be sent to your ADVISOR asking them to review your planned courses


Step 1: Click on the 'Hand Raise' button in the planner which will take you to a dialog box to submit an email to your advisor:

A screenshot of a dialog box titled 'Hand Raise' with a close button (X) in the top right corner. The dialog box contains the following elements:


- A green hand icon followed by the title 'Hand Raise'.
- Text: 'For technical help using the Academic Planner, see the webpage or email us.'
- A link: 'Academic Planner webpage' with a blue arrow icon.
- A link: 'student.success@newark.rutgers.edu' with a blue envelope icon and a blue arrow icon.
- A dropdown menu: 'Please select a reason *' with 'Choose one' selected.
- A dropdown menu: 'Is this associated with a specific class?' with 'Optional' selected.
- A text input field: 'Additional comments' with the placeholder text 'Please enter a comment.'
- Two buttons: 'Submit' (blue) and 'Cancel' (grey).


Step 2: Choose the reason “I am ready for my advisor to review my Academic Plan*”



 **Hand Raise**

For technical help using the Academic Planner, see the webpage or email us.

 [Academic Planner webpage](#) ↗

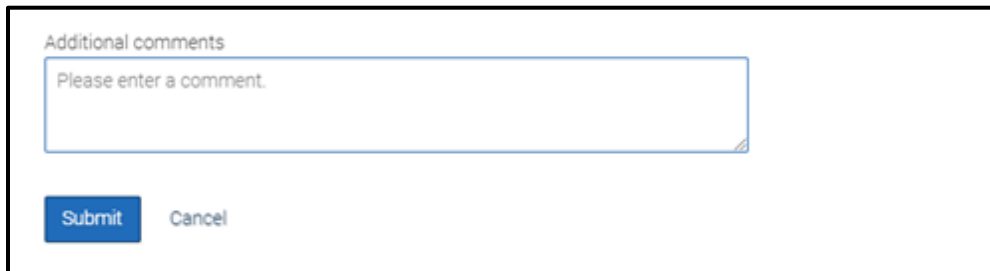
 student.success@newark.rutgers.edu ↗

Please select a reason *

Choose one

- I am ready for my advisor to review my Academic Plan*
- I need resources to plan my major and/or minor
- See drop-in hours or make an appointment with my advisor

Step 3: Add a note for your advisor in ‘Additional Comments’ (ex: I’ve added a minor to my plan), then click on the ‘Submit’ button to notify your advisor.



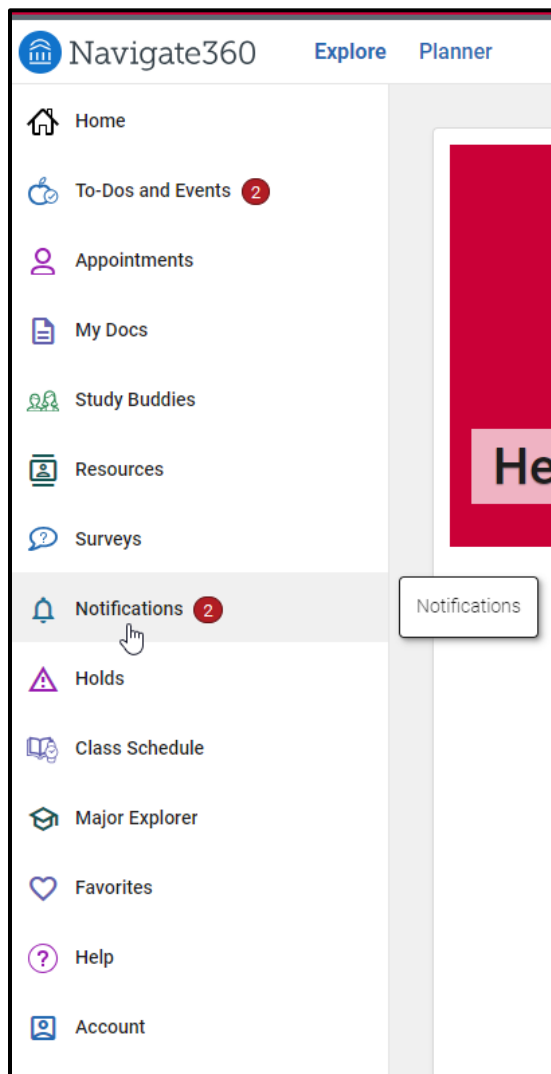
Additional comments

Please enter a comment.

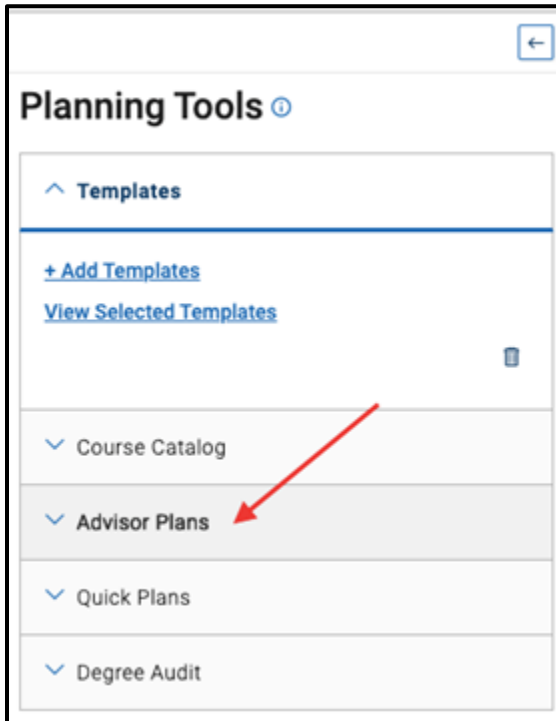
Step 4: Your advisor will receive an email to review your plan and reply with a confirmation, a new plan, or a revised plan.

Step 5: When your advisor replies with a confirmation, a new plan, or a revised plan, you can see the information from your advisor in 3 different ways:

1. An email will be sent to the student.
2. A new notification message will appear in the 'Notifications' Center (in the app or portal); this also shows as a red badge icon to indicate a new notification.



3. The Plan will also appear in the ‘Advisor Plan’ drawer within the Academic Planner:
***see “Advisor Plans” under the “Planning Tools” in Panel 1 on the left-hand side.



Hand Raise reason 2: 'I need resources to plan my major and/or minor'

- When a student chooses this reason from the drop-down menu of the 'Hand Raise' dialog box, an email will be sent to the STUDENT with links to the 'Compare Majors page' (in Path2Success microsite), the Academic Catalog, and the website for the Office of Career Resources and Exploration (CRE).

Example:

Here is the email that **STUDENTS get** when they select 'I need resources . . .' –

Subject: Resources to plan your major and/or minor

Body:

Hi {student first name},

Here are links to help you plan your major and/or minor (or second concentration).

- [Compare Majors webpage](#) - pull up a side-by-side look at majors offered at RU-N
- [Academic Catalog](#) (listing all majors and minors and their course requirements)
- [Career Centers & Resources](#) - it's never too early to explore connections between majors and future jobs!

Want more guidance? Use the Navigate app to make an appointment with your advisor.

Starting in Spring 2024, see progress reports from your professors in the [Navigate Student app](#)! Click on My Docs to see notes from your professors and/or advisors. Also use the app to make appointments with advisors and find study buddies in your courses.



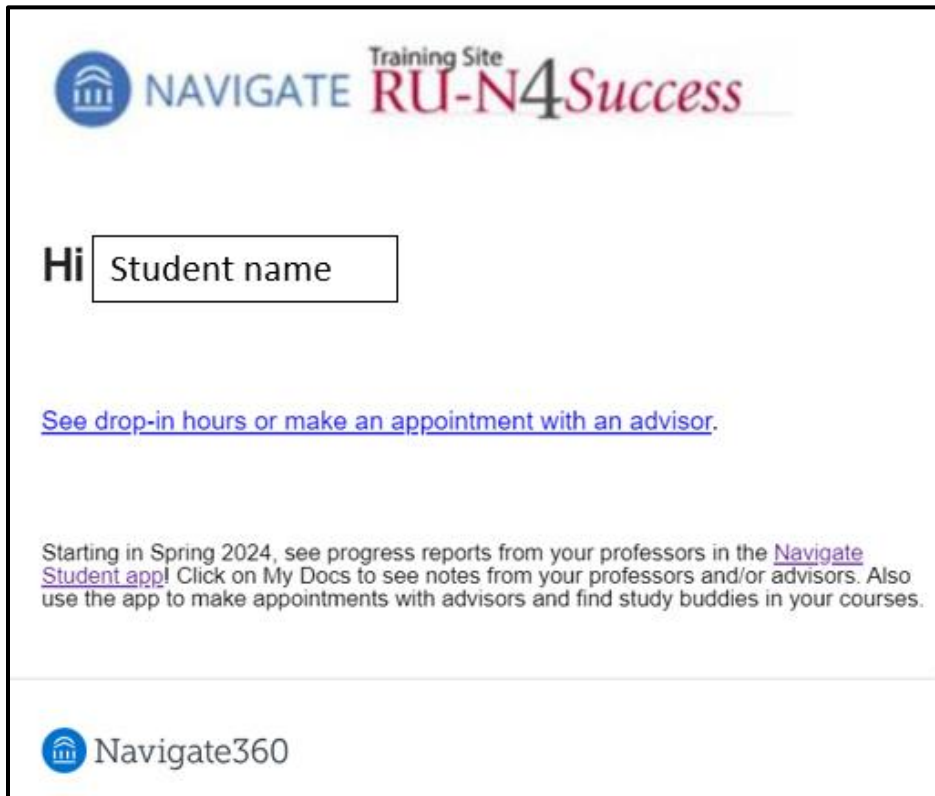
Hand Raise reason 3: ‘See drop-in hours or make an appointment with my advisor’

- When a student chooses this reason from the drop-down menu of the ‘Hand Raise’ dialog box, an email will be sent to the STUDENT with a link to the appointment button in Navigate.

Example:

Here is the email that STUDENTS gets when they select ‘See drop-in hours or make an appointment . . .’

Once you click on the link, it will take you directly to the Appointments button in 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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