

Using the Navigate Academic Planner

How does it work?

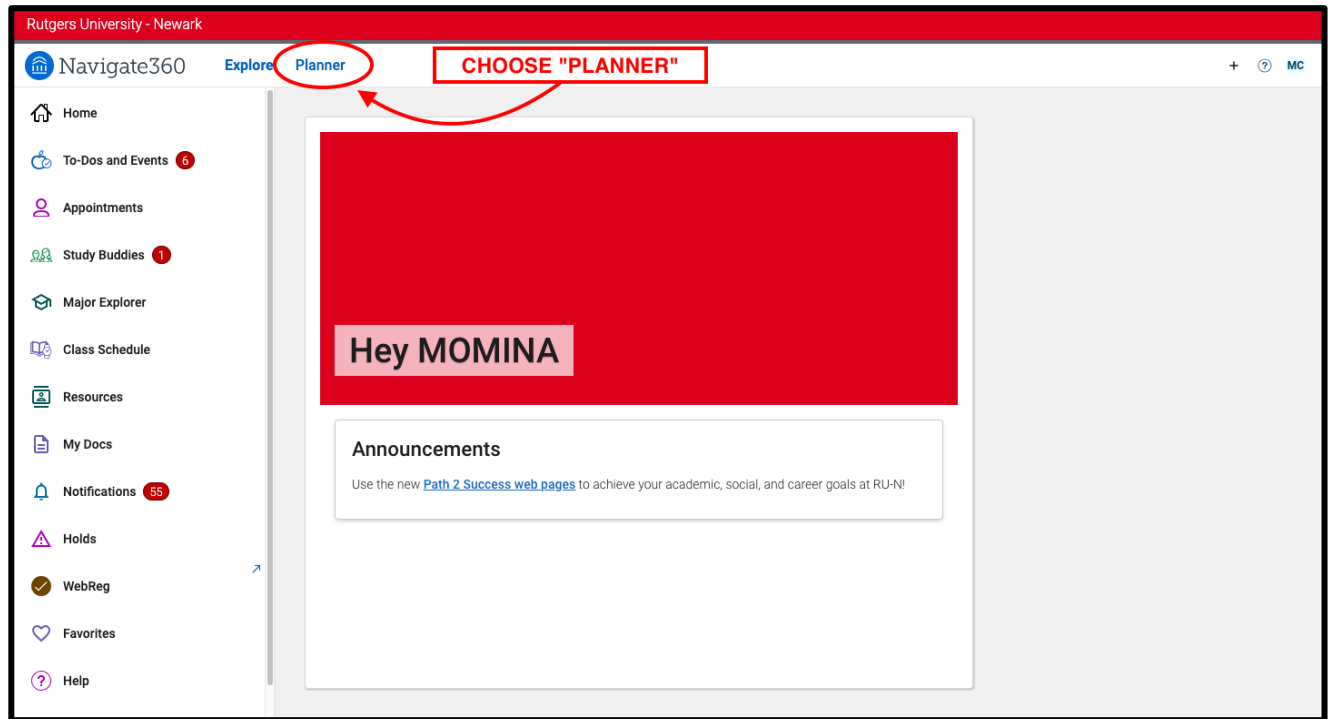
Login at <https://run4success.navigate.eab.com>

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.

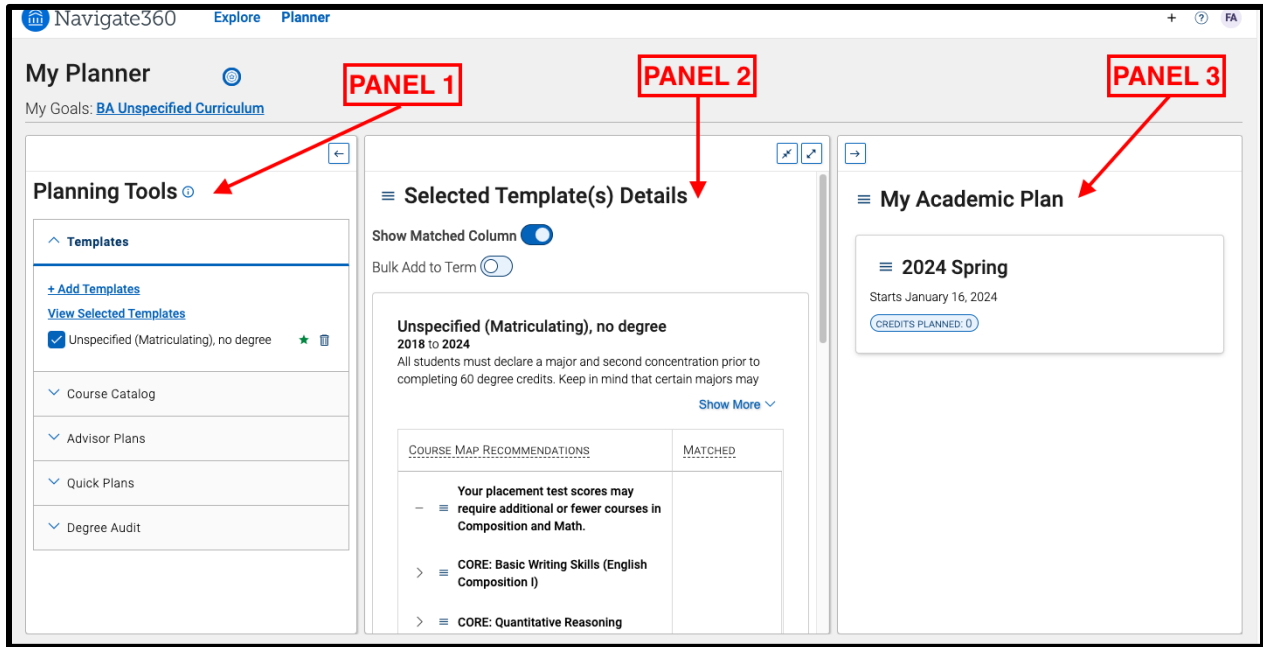
Terminology

- 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.



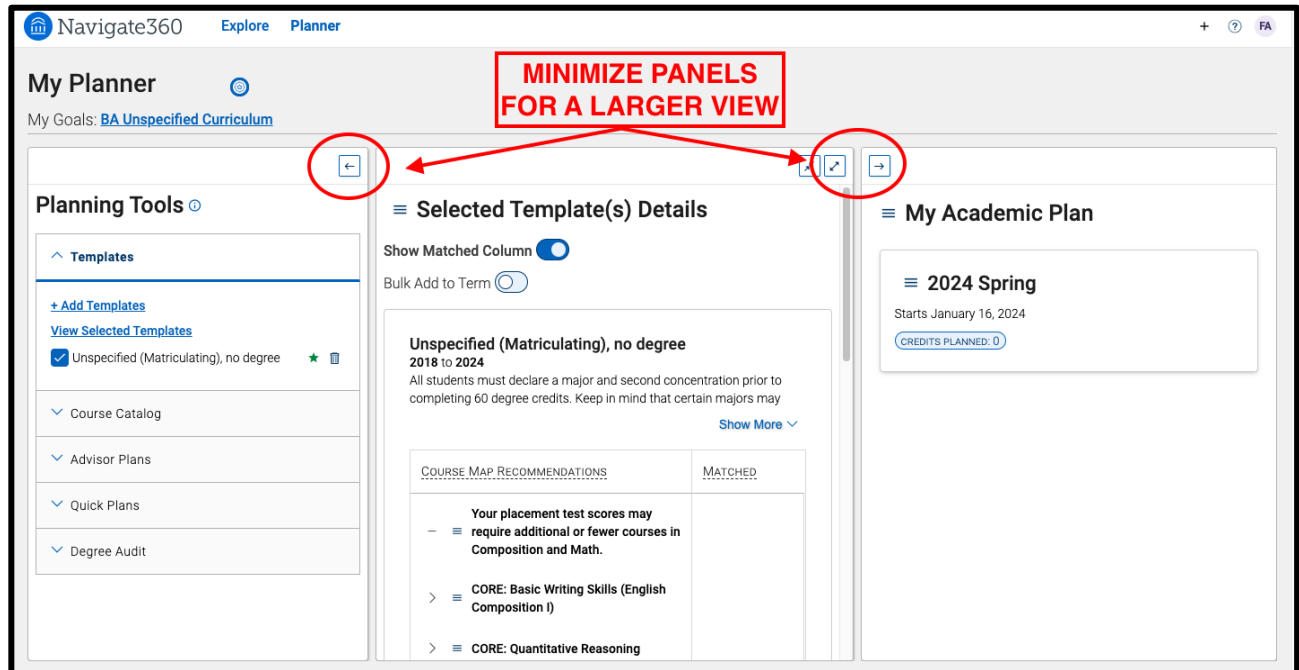
Planning Tools, the left panel (Panel 1), is where you will see:

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

Selected Template Details, the middle panel (Panel 2), 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 (Panel 3), 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

My Planner
My Goals: [BA Unspecified Curriculum](#)

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

REMOVING FROM PLANNER AUTOMATICALLY SAVES

My Planner
My Goals: [BA Unspecified Curriculum](#)

Planning Tools

- Templates
 - + Add Templates
 - [View Selected Templates](#)
 - Unspecified (Matriculating), no degree ★
- Course Catalog
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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
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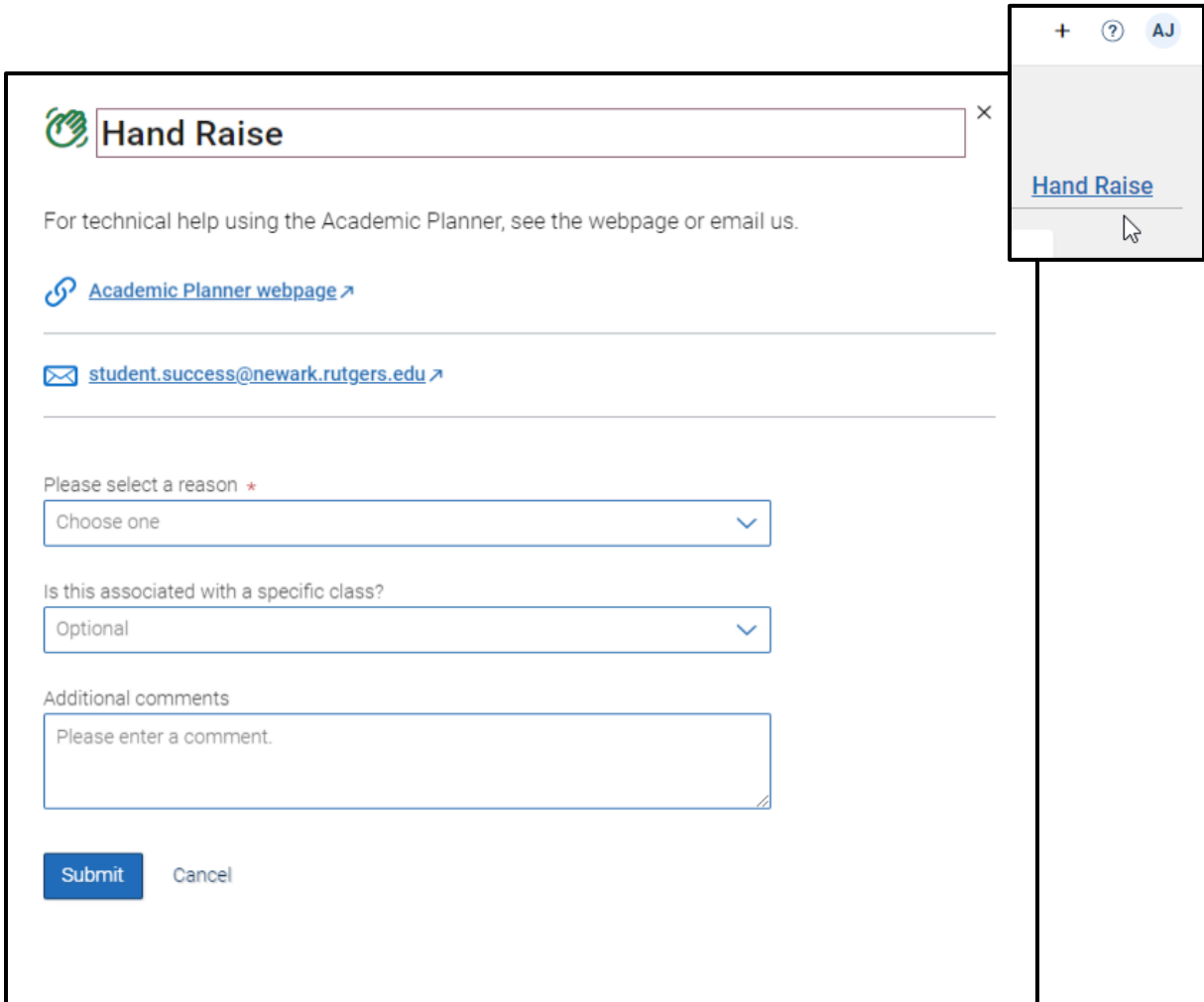
Public and Nonprofit Administration, BA removed from My Templates

3. Contact your advisor when you want them to look at your plan

- Simply Click the 'Hand Raise' Button in the Planner and Follow these Steps:

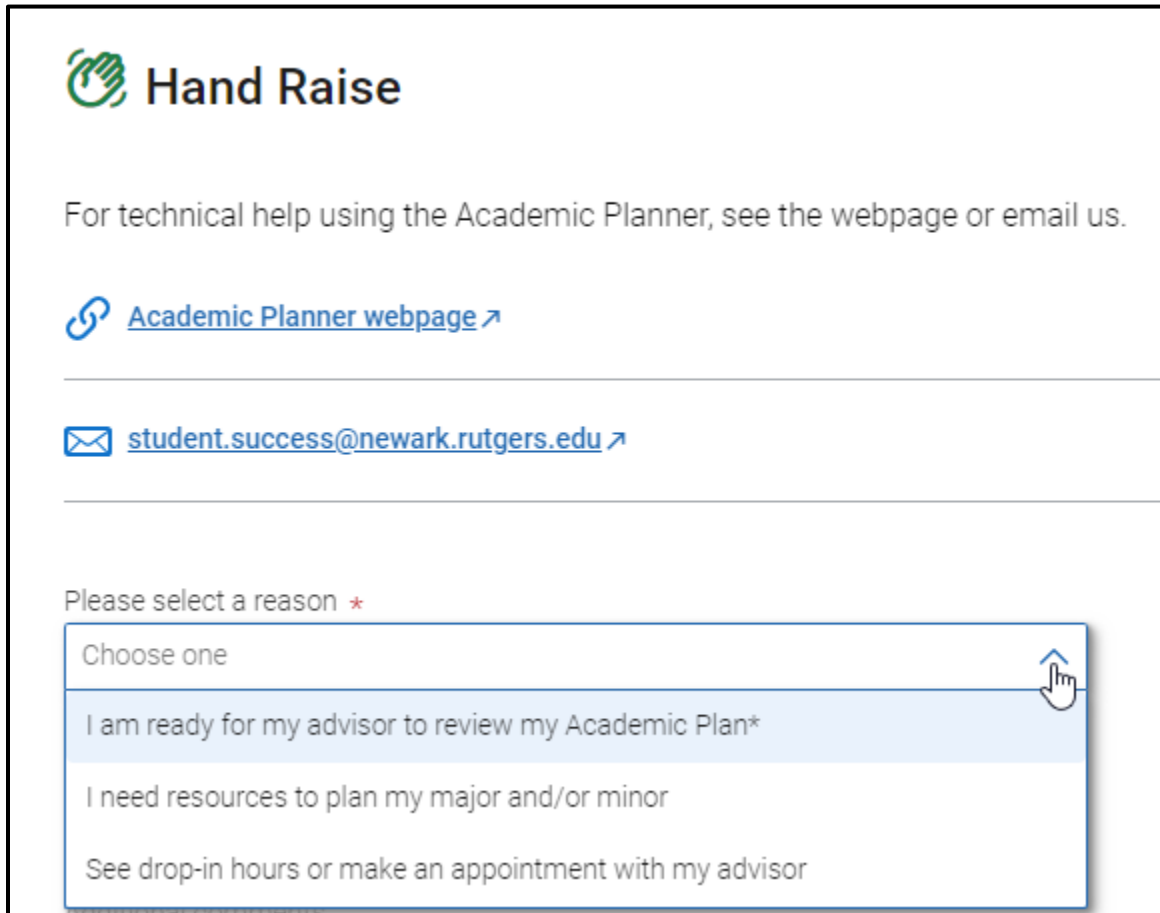


Step 1: Click on the 'Hand Raise' button in the upper-right corner of the Planner which will take you to a dialog box to submit an email to your advisor.



The image shows a 'Hand Raise' dialog box and a floating button. The dialog box has a title bar with a close button (X) and a header with a hand icon and the text 'Hand Raise'. Below the header, there is a text area with the message: 'For technical help using the Academic Planner, see the webpage or email us.' Below this, there are two links: 'Academic Planner webpage' with a chain icon and 'student.success@newark.rutgers.edu' with an envelope icon. There are two dropdown menus: 'Please select a reason' with 'Choose one' selected, and 'Is this associated with a specific class?' with 'Optional' selected. Below these is a text area for 'Additional comments' with the placeholder text 'Please enter a comment.' At the bottom left of the dialog box are 'Submit' and 'Cancel' buttons. To the right of the dialog box is a floating button with a '+' icon, a '?' icon, and the initials 'AJ'. Below the floating button is a 'Hand Raise' button with a mouse cursor pointing at it.

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.

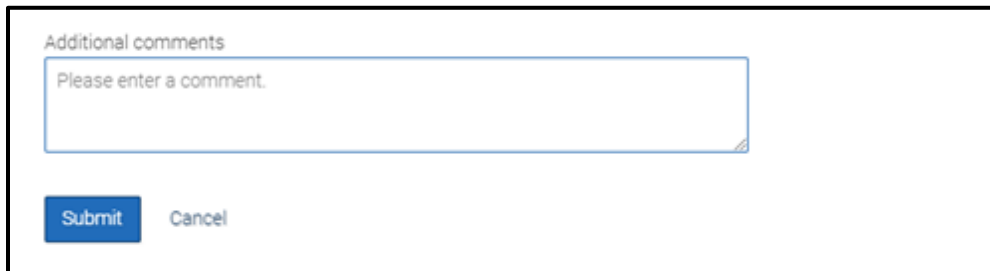
[Academic Planner webpage](#) ↗

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.



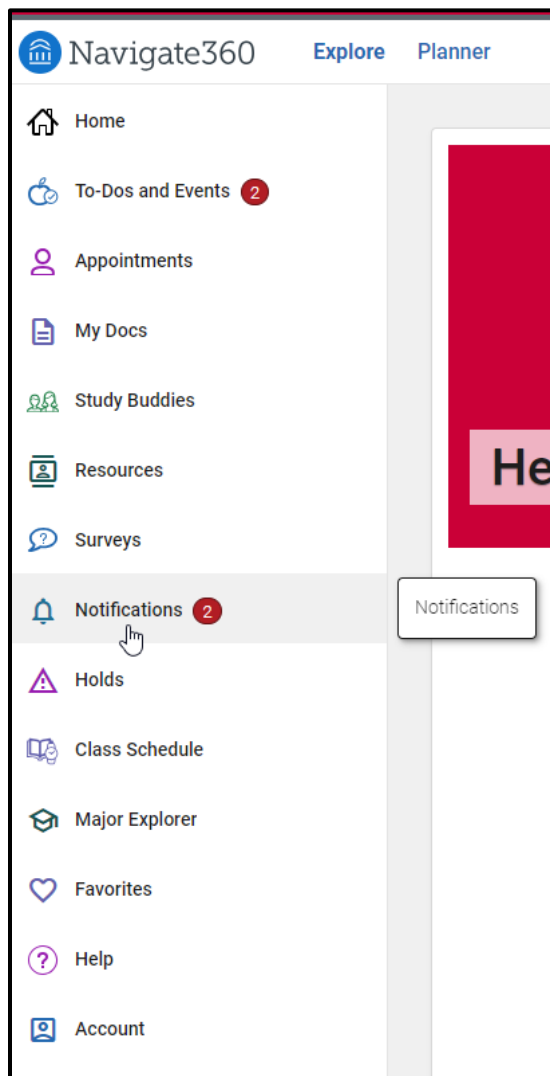
Additional comments

Please enter a comment.

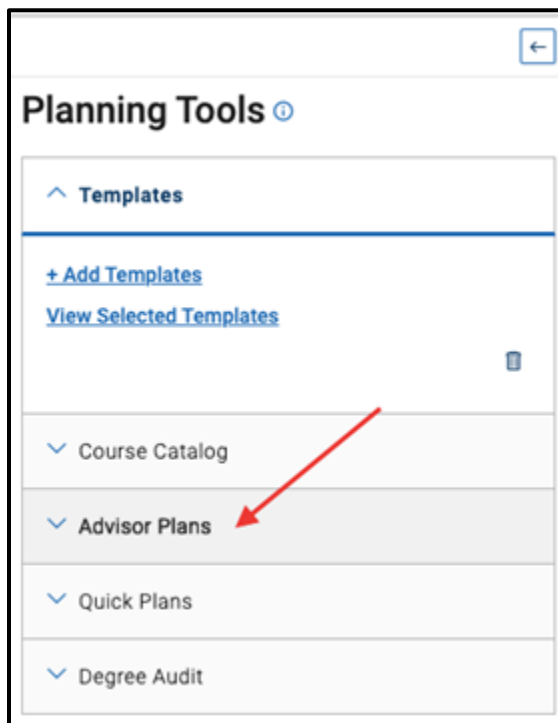
Step 4: Your advisor will receive an email to review your plan and reply with a confirmation, a new plan, or a revised plan.

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.



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

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