

Navigate Academic Planner | *Quick Start Guide for Students*

Academic Planner lets you to work with your advisor to plan your path to an on-time graduation:

- Lay out your classes, term-by-term.
- Keep track of which courses you have enrolled in and completed.
- Have your advisor confirm you are making the right course choices.

Find the Academic Planner

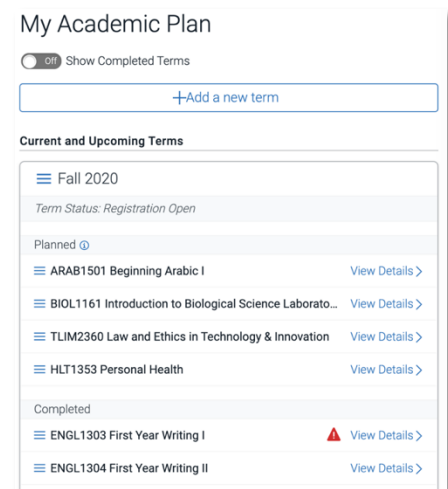
- Access Academic Planner through the desktop version of **Navigate Student**; it is not available through the mobile app.
- Log in AccessUH and look for the blue and white Navigate icon.
- You'll see the same icons on the left side of the screen that you see in the mobile app – like To-Dos, Holds, Resources, and Reports.
- Click the **Planner** tab near the top left to launch Academic Planner



Manage your Plan

Let's start on the right side first under **My Academic Plan**. This is your own personal term-by-term academic plan.

- You will first see your current-term courses under **Current and Upcoming Terms**.
- Click **Show Completed Terms** at the top to toggle on the view of terms you have already completed. If you have transfer courses, they will be listed under your first term at UH.
- Click the **+Add a new term** button to add a future term and beginning your planning. You can (and should!) plan your entire degree all the way until graduation.



Plan your Courses (*For students on Catalog year 2020 and later*)

If you began at UH in Fall 2020 or later, you will see a **Degree Planning Template** on the left side of the screen instead of a search tool.

PHAR2362 Principles of Drug Action CORE Life/Physical Sciences (3 Credit Hours)	Completed
CORE Life/Physical Sciences (3 Credit Hours)	
FINA3332 Principles of Financial Management	Requisite View Details >
INTB3355 Global Environment of Business	Requisite Planned View Details >
MANA3335 Introduction to Organizational Behavior and Management	Planned View Details >
MARK3336 Introduction to Marketing	View Details >
MARK3337 Professional Selling	Completed View Details >
SCM3301 Supply Chain Management Fundamentals	Requisite View Details >

- You should see a list of all of the requirements for your declared major.
- Each line is one requirement.
- Single courses are listed with the course subject, number, and title.
- Rows with a small triangle icon on the left side are either a group of courses for you to choose from, or an indication you should search for a course based on given directions. Click the triangle to expand the row and review the courses or the search directions.

- Course requirements that have already been met are tagged on the right side as **Planned, In Progress, or Completed**. *You can leave these alone.*
- Courses that are not yet planned are in bold type and have no tag. *These are the courses you still need to plan.*
- Drag each course you still need to plan from the left side to a term on the right side. Continue until you have a full-time term planned, and then add the next new term to plan.

- If there is a requirement that you believe you have met but it isn't recorded as having been met – perhaps your transfer credit has not yet been processed, for example – you can click the three lines to the left of the row and select **Mark as Met**. Discuss this with your advisor to be sure.
- **Regarding Double Majors and Minors:** Academic Planner is designed to display your primary major. To plan courses for a minor or another major, click the Course Search icon on the left side, find a course you need based on your Academic Map or other planning tool your advisor has given you, and add that course to your plan. Be sure to discuss course requirements with your major or minor advisors to be sure.

Search

Search by Keyword ⓘ
Enter a keyword or phrase

Subject ⓘ
Choose subject(s)

Department ⓘ
Choose department(s)

Credits ⓘ
from _____ to _____

Course Number ⓘ
Enter a course number

Search Clear

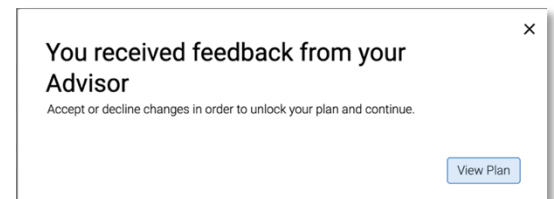
Plan your Courses (For students through Catalog year 2019)

Have a list of your required classes handy – use your [Academic Map](#) or perhaps a planning worksheet your advisor has given you.

- On the left side of the screen in Academic Planner, use the Search tool to find the courses on your plan.
 - You can search part of the title in the Keyword field
 - You can search by Subject and Course Number fields
 - If there are many results, you may need to click the arrows at the top of the columns to reorder the classes.
- Select the course you want and click the **Add to Term** link to add to the term you prefer.

Check your Plan

- When you have all of your requirements planned, email your advisor to let them know your plan is ready for their review, or make an appointment to discuss. To make an appointment, click on the appointment icon on the left.
- You will receive a notice when your advisor has sent feedback on your plan back to you. (*Make sure to allow notifications from Navigate Student so you do not miss your feedback*).
- View the plan suggestions they have sent.
 - Hover over a **Flag** to see your advisor comments about that course.
 - A Lock means you may not move this course.
- Click **Accept All Suggestions** to confirm. P



Accept All Suggestions

Schedule and Register

- When registration for the next term begins, just follow your plan!
- Click the **Print** button in the upper right to print a hard copy so you'll know what courses to schedule, or open Academic Planner in a separate window on your computer.
- Click the **Registration Portal** button (or use AccessUH) to go to your myUH Student Center to use Schedule Planner and to register for courses as usual.

