Student Guide to Academic Planning: Expectations

An interactive tool students and advisors use to plan classes for current and upcoming terms. DegreeWorks is the official degree audit tool, please refer to your DegreeWorks planner audit each semester.

All incoming first-year students will create a plan in Academic Planner that they refer to throughout their academic journey, ensuring they stay on course to graduate. The plan can be revised in collaboration with the advisor based upon but not limited to the following:

- Students who start in the 2022-2023 catalog and later are encouraged to utilize the templates and academic planning tool to map out their academic career courses for each upcoming term.

- Students are encouraged to review the academic plan and update as needed. Updates may include course withdrawal, change of major, change of minor, change in course plans for the upcoming semester, transfer coursework or other reasons.

- Students should work closely through email or appointments with their academic advisor when updating their academic plan to ensure the courses planned to align with degree and program requirements.

- Transfer students are encouraged to work closely with their academic advisors to manually mark off courses that were met based on DegreeWorks-approved transfer courses.

- DegreeWorks is the degree audit system referenced at least once a semester.

- Once the scheduler and registration features are available, students are encouraged to utilize these tools to register for concurrent semesters.

Student Guide to Academic Planning: Overview

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1. Log in into academic planning here with your UAF username and password (same as UAOnline): https://uaf.navigate.eab.com/app/
2. Open Navigate Student Desktop and click on "Planner".
3. "View Selected Templates" to see auto-added templates.
4. Add Template to see Major Template & Minor Templates recommended for you based on your programs.
5. "View Selected Templates" (checkbox checked)
6. Add future terms under My Academic Plan.
7. Add Courses to My Academic Plan for each term you are planning for.
8. Schedule an appointment with your academic advisor to review the plan.
9. Review your plan and DegreeWorks each semester with your academic advisor during course registration and advising appointments.
10. Register for your courses once course registration opens.

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1. When you see the notification that your advisor has sent a plan, open Navigate Student and click on Planner.
2. Click Advisor Plans to view the suggestions and comments they sent.
3. Review the suggestions and add Courses to My Academic Plan for each term you are planning for.
4. Recommendation: Add "All Items to Plan" and remove the previously planned course (if applicable).

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Keep in mind that some courses have prerequisites and others need to be **B** co-requisite. Navigate Student will give you a heads up when a course has a or pre-requisite, but make sure you are planning pre-requisite courses r-level courses later on.

Depending on your program, Bachelor Degree-seeking students plan to take at least 15 credits per term to graduate in a four-year timeframe.

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Student Guide to Academic Planning: Student-Initiated
How to use Navigate Student to create your academic plan ([video](#))

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1. Turn on show matched column.
2. Turn on bulk add courses to add multiple courses to a term.
3. Click on the dropdown menu to see all details and courses listed in each slot.
4. Click on the check box next to the courses you want to add to the same term.
5. Click add to term and select the term you want to add those courses to. You can only do one term at a time.
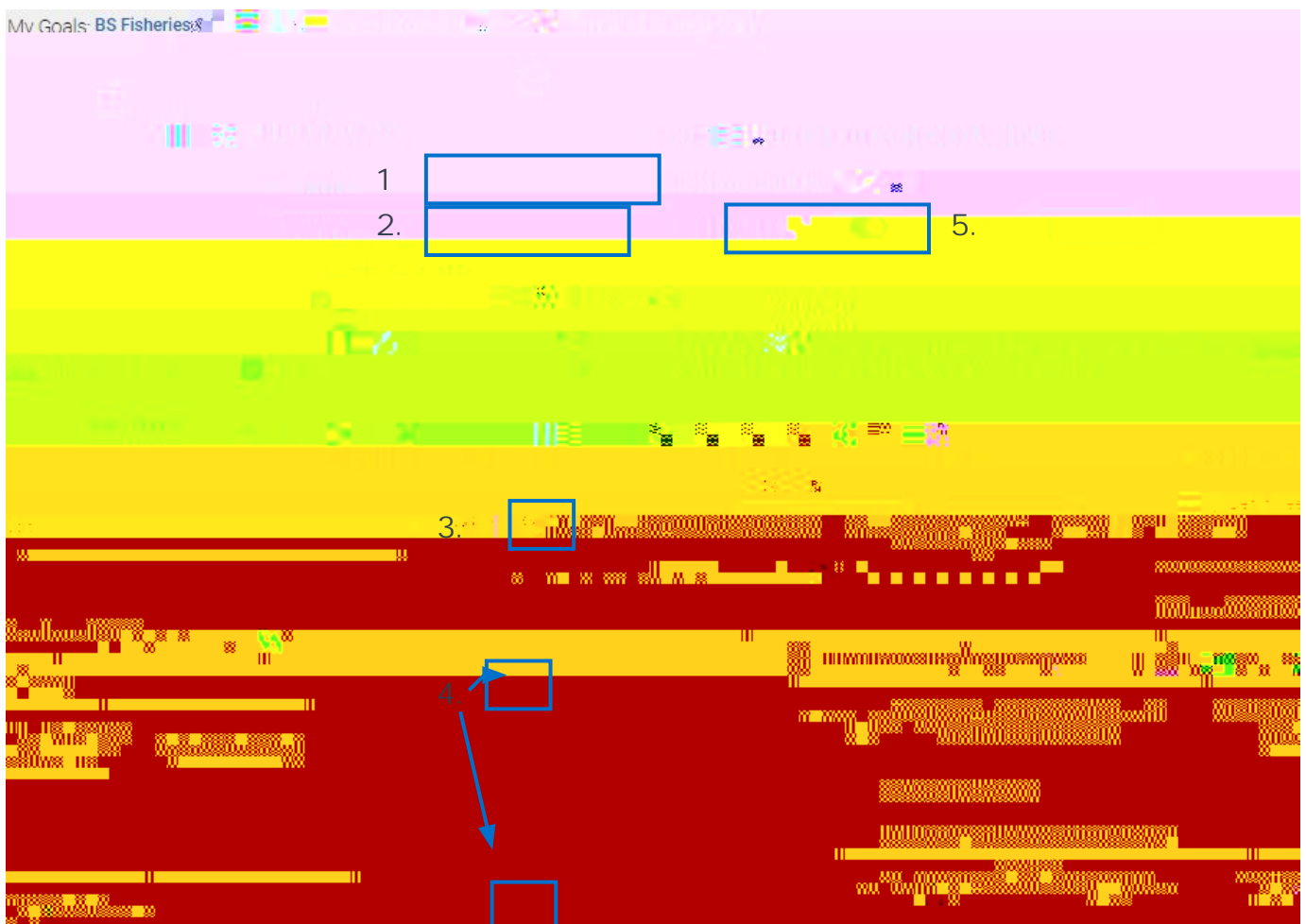
Tips for Successful Academic Planning

- **B**   If you want to take a course that is not on your program template, you can search for courses under the Course Catalog planning tool.
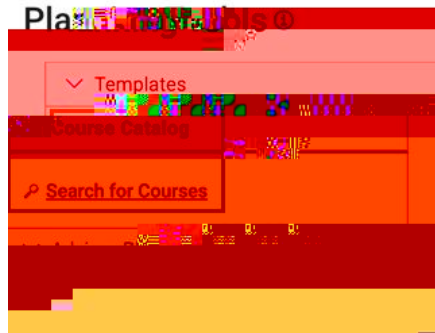

- feature: For template slots you have fulfilled in other ways (transfer courses, exams, non-course recommendations, etc.), you can mark a slot as met. To do so, click on an open slot and select Mark as Met.

- You can add multiple templates to your plan whether it is to include multiple majors or to explore other academic goals. Templates that match your declared program will have a green star.
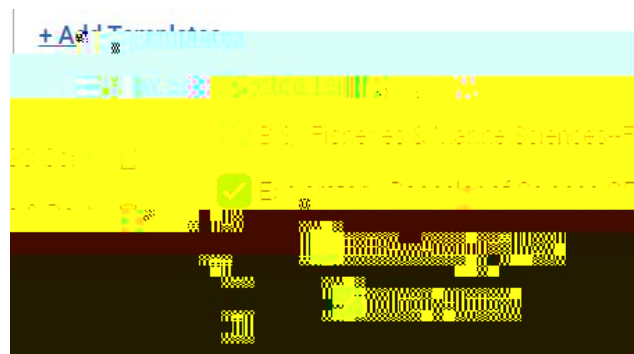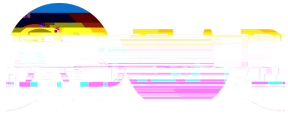
Academic Planner

Push Notifications

Text Messages

Email