

Student Guide to Academic Planning

How to use Navigate Student to create your academic plan

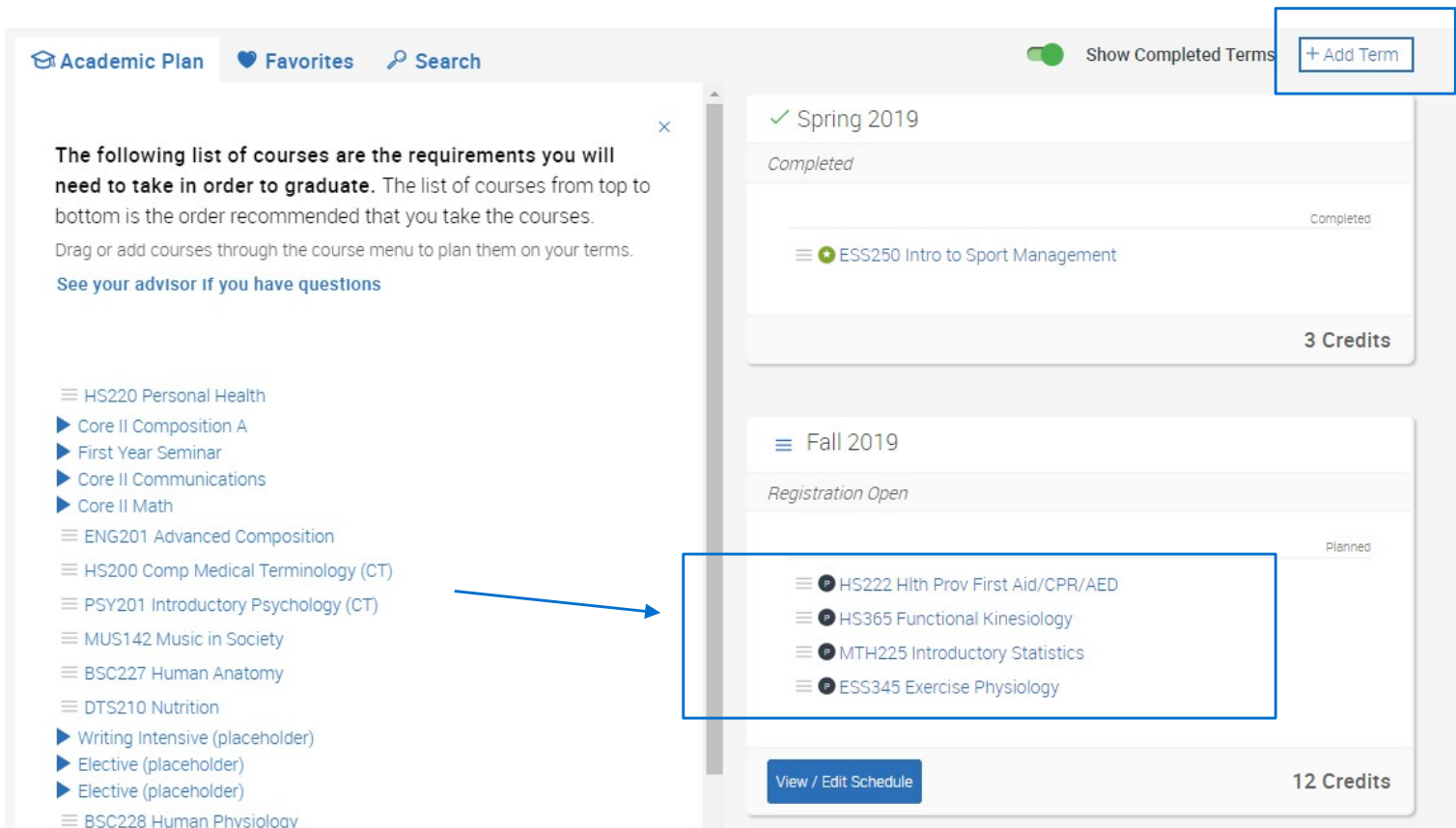
Why create an academic plan? An academic plan will serve as a roadmap through your college career. Plan it out! By following the instructions below, you will have the chance to submit your plan to your academic advisor and get their feedback in a quick and easy way!

How to access Academic Planning:

Academic Planning is accessed through the desktop version of the Navigate Student mobile app. Log in to <http://memphis.guide.eab.com> with your Memphis single sign on username and password. At the top of the screen next to the Navigate logo, click over to the "Planner" tab.

Instructions:

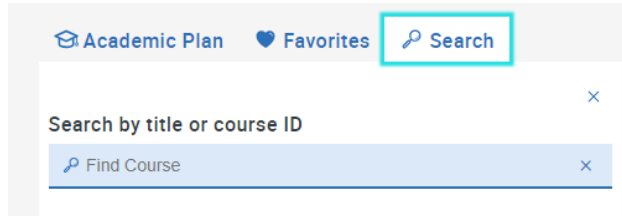
1. Once in the Planner tab, use the "+Add Term" button in the upper right hand corner to add the next two terms to your academic plan.
2. On the left hand side of the page is the degree template for your program, courses are listed in the recommended order that you take them. Drag over the courses that you plan to take and add them to terms.
3. When you have finished planning your courses for the next two terms, email your advisor and confirm that your plan is ready for their review.
4. Your advisor will check your plan and let you know of any changes or suggestions.



The screenshot displays the Academic Planning interface. On the left, a list of course requirements is shown, including HS220 Personal Health, Core II Composition A, First Year Seminar, Core II Communications, Core II Math, ENG201 Advanced Composition, HS200 Comp Medical Terminology (CT), PSY201 Introductory Psychology (CT), MUS142 Music in Society, BSC227 Human Anatomy, DTS210 Nutrition, Writing Intensive (placeholder), Elective (placeholder), and BSC228 Human Physiology. A blue arrow points from the 'PSY201 Introductory Psychology (CT)' course in the requirements list to the 'Planned' section of the Fall 2019 term in the plan. The plan shows 'Spring 2019' as 'Completed' with the course 'ESS250 Intro to Sport Management' (3 Credits). 'Fall 2019' is 'Registration Open' and 'Planned', containing the courses: 'HS222 Hlth Prov First Aid/CPR/AED', 'HS365 Functional Kinesiology', 'MTH225 Introductory Statistics', and 'ESS345 Exercise Physiology' (12 Credits). A '+ Add Term' button is highlighted in the top right corner.

Tips for Planning Courses:

- **Add a Course Through Search:** If you want to take a course that is not on your program template, use the "Search" tab to find and add any course in the course catalog.



- **Be Proactive:** Keep in mind that some courses have pre-requisites and others need to be taken with a co-requisite. Navigate Student will give you a heads up when a course has a co-req or pre-req, but make sure you are planning pre-requisite courses now that you'll need to take higher level courses later on.
- **Take Enough Credits to Stay on Track:** Plan to take at least 15 credits per term in order to graduate on time. If you take less than 15 credits per term, use summer school to catch up. In order to graduate on time, you need to average 30 credits per year (Fall, Spring, and Summer terms). Don't forget that each credit over 12 is FREE!

Set Notification Preferences to Stay Informed

- Navigate can send text message and email notifications each time your advisor updates your Academic Plan. Follow the steps below to set your notification preferences
- Want push notifications to your mobile device? Download the Navigate Student mobile app from the [App Store](#) or [Google Play](#)

Instructions

1. On the Home screen, select Settings from the navigation menu on the left side of the screen
2. Click on Notification Settings and scroll down until you find Academic Planner Notifications
3. Select Text Messages and Email to ensure you receive important notifications once your advisor reviews your Academic Plan

