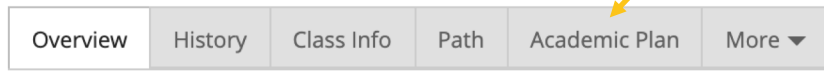
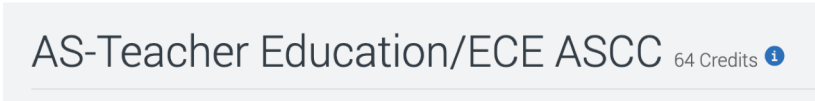


Academic Plan

Creating an academic plan with students will help them organize their semesters and know when they will be able to complete their degree with GHC. This academic plan gives students a personalized map to graduation. Once students accept the plan on their side of Navigate, they can go back and view this plan when they register each semester. Other GHC faculty and staff can also view the plan.

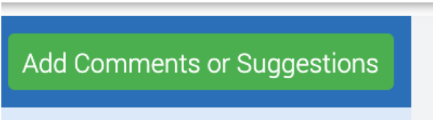


Step One: To create an academic plan for a student, search for their profile in Navigate. Once there, underneath their name at the top, click on the Academic Plan tab.

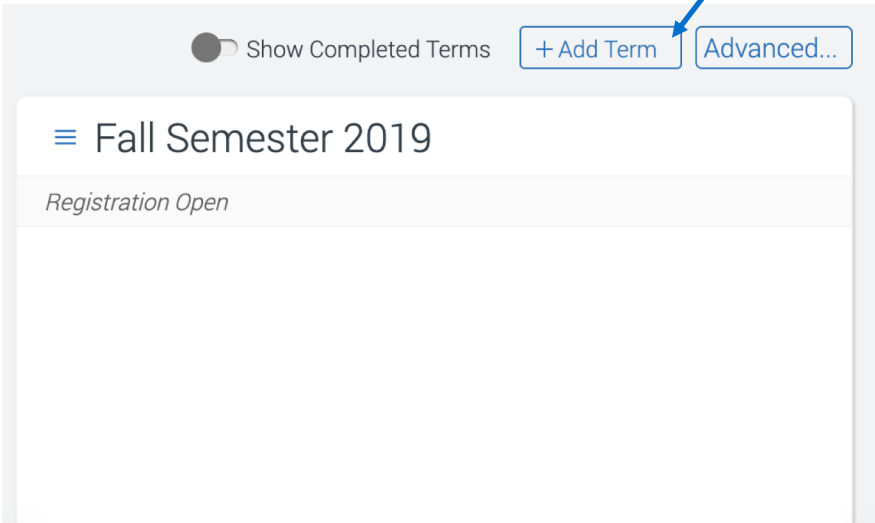


Step Two: Give it a few seconds for the planner to load. Double check the student’s pathway is correct at the top left. If pathway is incorrect, check Online Advising and/or SCORECard. If pathway is incorrect there as well, please have student complete a change of pathway form on the [Registrar’s website](#).

Step Three: To begin making a plan, click on the green *Add Comments or Suggestions* button in the top right-hand corner.



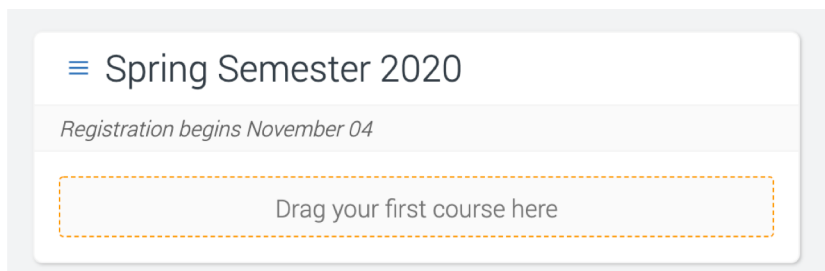
Step Four: To begin planning for future semesters, click on the + *Add Term* button (shown on the right with a blue arrow) on the top right-hand corner and select the semester you want to add to the plan.



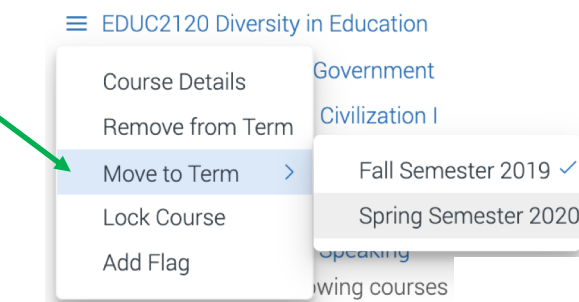
Note: Some students may already have a previous semester plan(s) from orientation or previous advising sessions, so you may need to reorganize the semesters.

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Step Five: Scroll down to the semester you are planning for, and this is where you can begin dragging classes from the academic plan on left to semester column on the right.

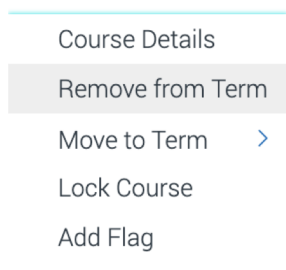


If you would prefer not to drag the courses, you can also click on the lines icon to the left of a course (shown on the right with a red arrow), and then click on *Move to Term*, and then select the semester you would like the course to move to (shown on the right with the green arrow).

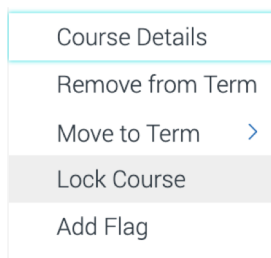


Other Menu Options

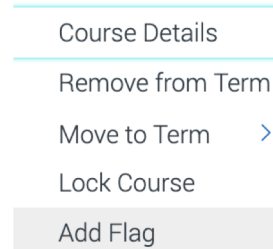
Remove from Term: To remove a course from a term, select Remove from Term. You can also remove by dragging or moving course to another term.



Lock Course: To lock a course to prevent a student from moving the course to other semesters, select *Lock Course*. And then follow the prompts.

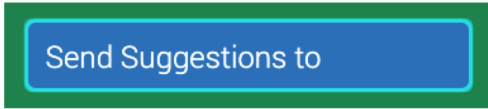


Add Flag: If you would like to make notes to a course, adding a flag allows you to add comments that the student will be able to see.



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Step Six: Once the semesters are planned out, scroll to the top and click on the *Send Suggestions to* button in the top right-hand corner.



Another prompt will pop-up, and then you will click *Send* again.

Step Seven: For the academic plan to save to a student’s file, the student must then log into their side of Navigate and accept it. Please try and have the student complete this process with you, just in case.

For the Student to Accept:

Step Eight: The student can log into their student portal, click on the Navigate icon to log into their side.



Step Nine: The student can follow the prompts until they reach the homepage, and then click on the *Planner* tab at the top (shown on the right with the yellow arrow).

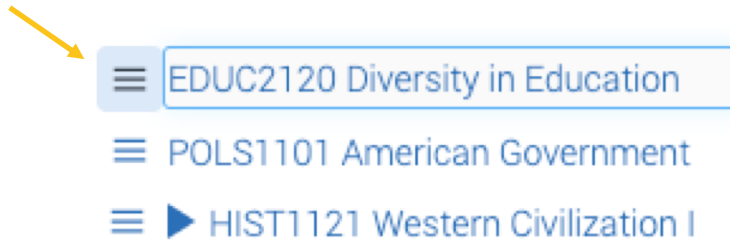


Step Ten: Once the plan loads, there is a green button at the top right-hand corner labeled *Accept All*.

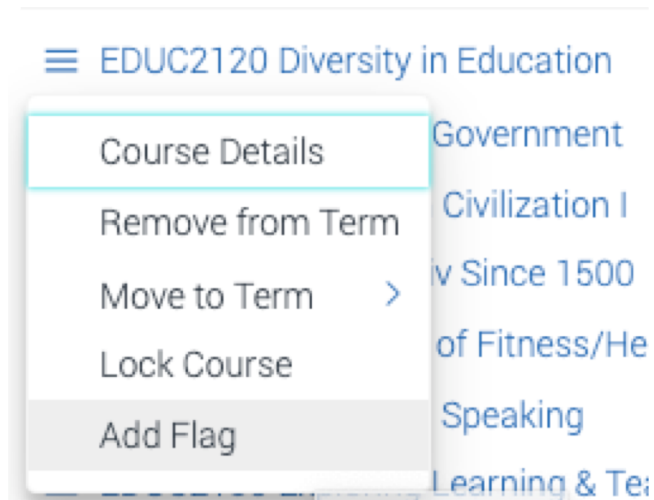
Academic Plan – Adding a Flag

When creating an academic plan, there may be some courses you would like to flag and provide comments as to why you recommended a course to satisfy a specific requirement for a student's pathway. Adding a flag to a course allows you to do just that!

Step One: Once you access a student's academic plan (please see the academic plan tutorial in this manual, if needed), and you have added a course to the planned semester, click on the lines menu icon to the left of the specific course you want to flag.



Step Two: From the menu options for that specific course, select *Add Flag*.



Step Three: A window should appear where you can type in comments, and then when complete, click the *Flag* button at the bottom of the window.

Make sure to keep the flag comments to a 280 maximum limit.

✕

Flag EDUC2120 Diversity in Education

This course will look flagged to the student on their academic plan.

*Additional comments visible to student: Max 280 character limit

280 remaining

Flag Cancel