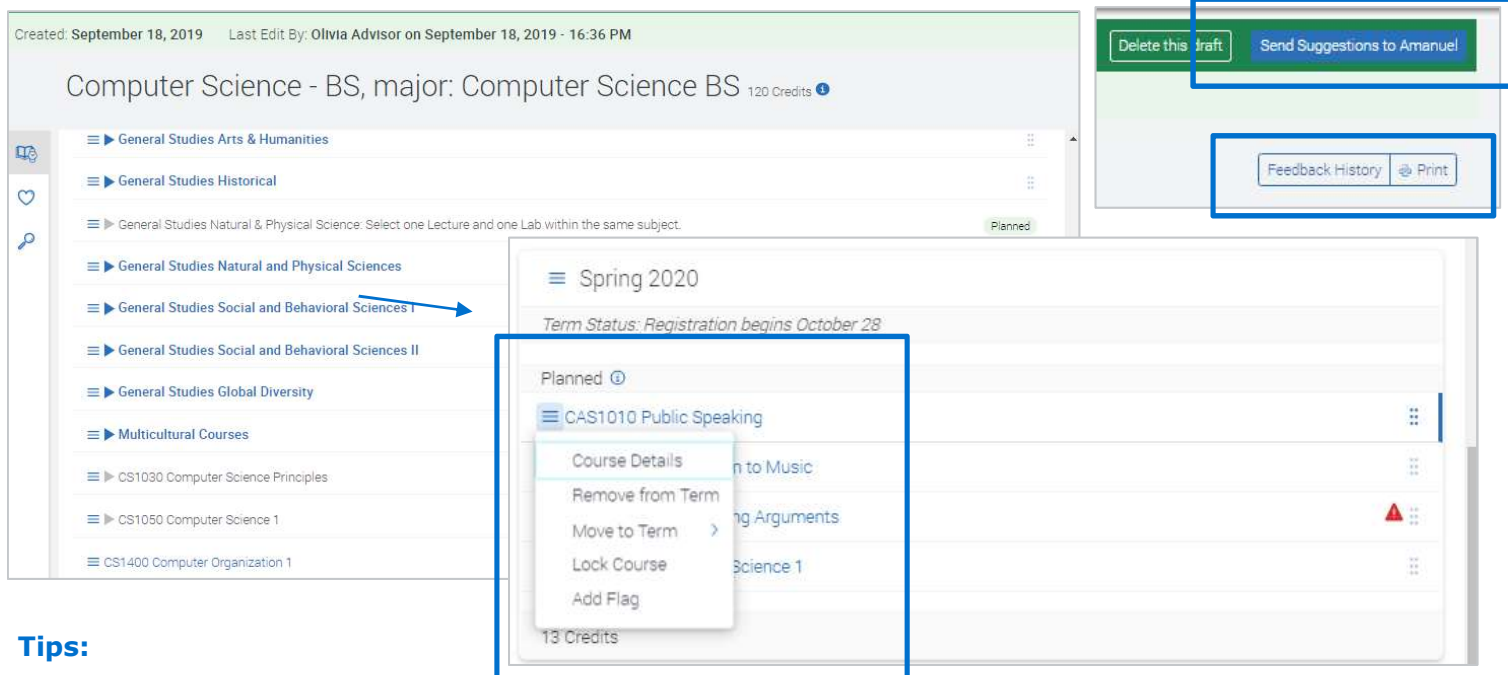


Getting Started: Advisor Guide to Academic Planning

To get started [login to Navigate](#) with your Savannah Tech Banner credentials. This link can be found on the [STC FACULTY/STAFF](#) web page.

Use the Academic Plan tab to review and make suggestions on a student's academic plan

1. Go to the Student Profile and click on the "Academic Plan" tab
2. Click the "Add Comments or Suggestions" button in the upper right-hand corner
3. Use the "+ Add Term" button to add terms to the student's academic plan and use the degree template on the left-hand side to plan courses to terms
4. You can move courses, add a flag to leave a comment on a course, and lock courses using the hamburger menu to the left of the course name
5. When you have made all desired changes, use the "Send Suggestions" button in the upper right to send your feedback to the student.
6. **Reminder:** Students need to accept or decline your suggestions. Remind your students about this important step and encourage them to allow notifications from Navigate Students so they do not miss your feedback.



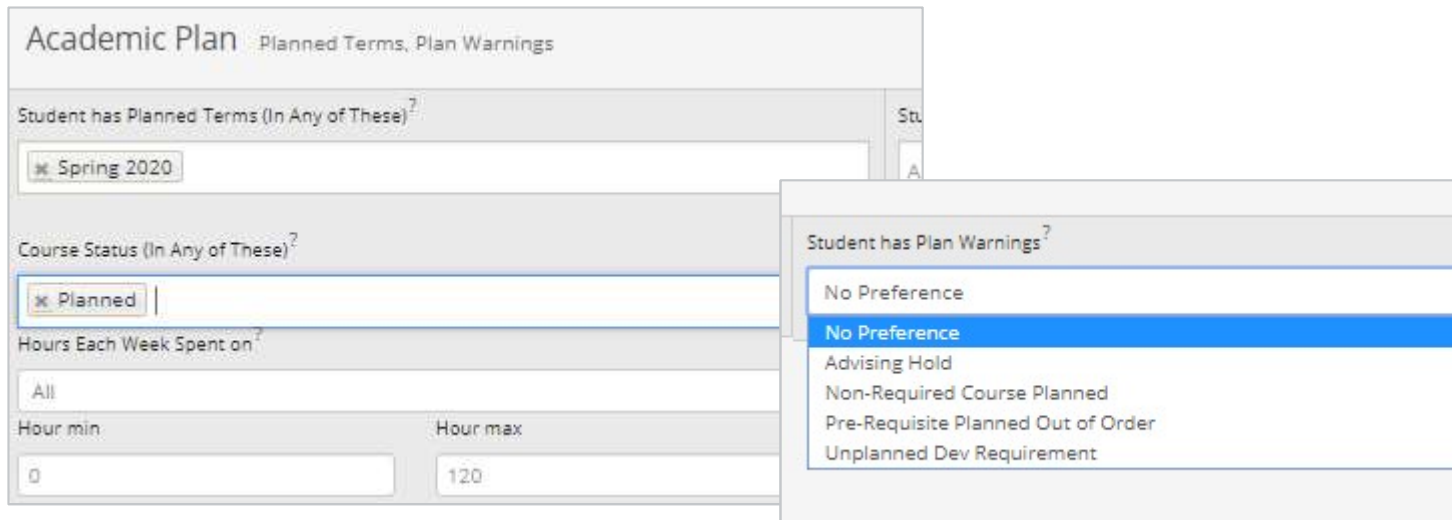
Tips:

- Use the "Search" tab on the left side of the screen to find and add a course that is not listed on a student's degree template.
- Click the "Feedback History" link in the upper left to see a record of recommendations made to this student and whether a student accepted or declined those recommendations.
- If a student does not need to complete a course on their degree template, use the hamburger menu to the left of the course name on the template to select "Mark as met" and leave a comment.

Searching for Students with Academic Plans

Use Advanced Search to find and outreach to your students for academic planning

With the new Academic Planning tool, you and your students can now collaborate on the course planning process in a digital workspace, leaving more time during in person meetings for other coaching. Use Navigate to prompt your students to plan courses and leverage Advanced Search to work with them on their academic plans.



Academic Plan Planned Terms, Plan Warnings

Student has Planned Terms (In Any of These)[?]

Spring 2020

Course Status (In Any of These)[?]

Planned

Hours Each Week Spent on[?]

All

Hour min: 0 Hour max: 120

Student has Plan Warnings[?]

- No Preference
- No Preference
- Advising Hold
- Non-Required Course Planned
- Pre-Requisite Planned Out of Order
- Unplanned Dev Requirement

How to Search:

- **To find students with planned courses:** Find the Student has Planned Terms bucket and select a future term
 - Under Course Status, select "Planned." This will indicate that student has created an academic plan in Navigate. Note: "Scheduled" indicates that student has selected a section time in Navigate, but is not yet registered. Other statuses come from Banner.
 - **Tip:** If using a student-initiated planning model, use the "Student has Not Planned Terms" field to find and nudge students who need a reminder to get started on creating a plan for next term
- Other search fields:
 - Hours Each Week Spent on: Students can input information about their commitments outside of class (it is not required), but if they do complete this step, it is searchable here
 - Student has Plan Warnings:
 - Non-required Course Planned – If a student has planned a course that is not on their program template
 - Prerequisite Planned Out of Order – If a student has planned a course with a prerequisite out of order

Suggestions:

- **Create a saved search each term for your students who have not planned courses for next term**
- Use Navigate to message students or send them an appointment campaign, include instructions for using AP to plan courses



Searching for Students with Academic Plans

Popular Academic Planning Advanced Search queries:

- **Find all students WITHOUT an academic plan for the upcoming term**
- *Use Case:* Message or send an appointment campaign to students who need to complete academic plans for next term
 - Under "Academic Plan" enter the upcoming term in the "Student has Not Planned Terms (In any of these)"
 - Check off "My Students Only" (if applicable)
 - Tip: If you have sent suggestions to these students, and they appear in this list, it means that they have not responded to your feedback
- **Find all students WITH an academic plan for an upcoming term**
- *Use Case:* Find students who have planned courses and provide feedback to individual students
 - Under "Academic Plan" enter the upcoming term in the "Student has Planned Terms (In any of these)"
 - Select "Planned" in the "Course Status" field
 - Check off "My Students Only" (if applicable)
 - Tip: If you have sent suggestions to these students, and they appear in this list, it means that they have responded to your feedback
- **Find students who did not register for 1 or more planned courses**
- *Use Case:* Identify students who, due to course availability or student inaction, did not register for a course on their academic plan
 - Under "Academic Plan" enter the current or upcoming term in the "Student has Planned Terms (In any of these)"
 - Select "Planned" in the "Course Status" field
 - Under "Enrollment History" enter the current or upcoming term in the "Enrollment Terms" field (use this to add students who did enroll in some courses)
 - Check off "My Students Only" (if applicable)