

Student Guide to Academic Planning – Pilot Programs

How to use Navigate to create your academic plan

Some K-State students now have access to a tool to help them create graduation plans. Why create an academic plan? An academic plan will serve as a roadmap through your college career. By following the instructions below, you can submit your plan to your academic advisor for review and consultation. The idea is to take the guesswork out of course scheduling so that you and your advisor can spend more time building a relationship aimed at helping you meet your personal, academic, and professional goals. Building plans also helps us plan to offer courses that our students need when they need them.

How to access Academic Planning

Academic Planning is accessed through the desktop version of the Navigate Student app. This app will be rolled out to all students at K-State in the fall, but as a current student majoring in one of our pilot programs, you get access early! Log in to <https://k-state.navigate.eab.com/> with your K-State credentials (the single sign on username and password). The KSIS Student Center also has a Navigate Student tile that will direct you to this site. At the top of the screen next to the Navigate logo, click over to the Planner tab.

Instructions:

1. Log in to Navigate Student and, in the Planner tab, use the “+Add Term” button on the upper right-hand corner to add the next two terms to your academic plans (you may add up to five years of future terms, by the way).
2. On the left-hand side of the page is the degree template for your program. Courses are listed in the recommended order, guiding your choices. Only programs in the pilot will have templates for now, but all programs will be built over the coming months. You can drag over the courses that you plan to take and add them to terms.
3. When you have finished planning your courses, let your advisor know they are ready to review. You also might co-create the plan with your advisor during your enrollment advising meeting.
4. Your advisor will check your plan and let you know about changes or suggestions. Remember, advisors guide, but you decide your course schedule.

The screenshot displays the 'Computer Science BS' degree plan interface. On the left, under 'Plan Suggestions', there is a list of 'Program Template Courses' including CS110 Computer Science I, MTH229 Calculus/Analytic Geom I (CT), ENG101 Beginning Composition, CMM103 Fund Speech-Communication, MUS210 Intro to Electronic Music (CT), and CS120 Computer Science II. Each course has a status indicator (e.g., Requisite, In Progress, Planned). A blue arrow points from the 'ENG101 Beginning Composition' course in the suggestions to the 'My Plan' section on the right. The 'My Plan' section shows a '+ Add a new term' button at the top, followed by a section for 'Current and Upcoming Terms' with a dropdown for 'Fall 2019'. Below this, a list of courses is shown as 'Enrolled/ In Progress', including CS110 Computer Science I, MTH229 Calculus/Analytic Geom I (CT), ENG101 Beginning Composition, FYS100 First Yr Sem Critical Thinking, and UNI100 Freshman First Class. A 'View / Edit Schedule' button is at the bottom right of the plan section, and the total credits are shown as '15 - 16 Credits'.