Academic PLANNER

How to view suggested courses and register for classes

instructions and screenshots for students

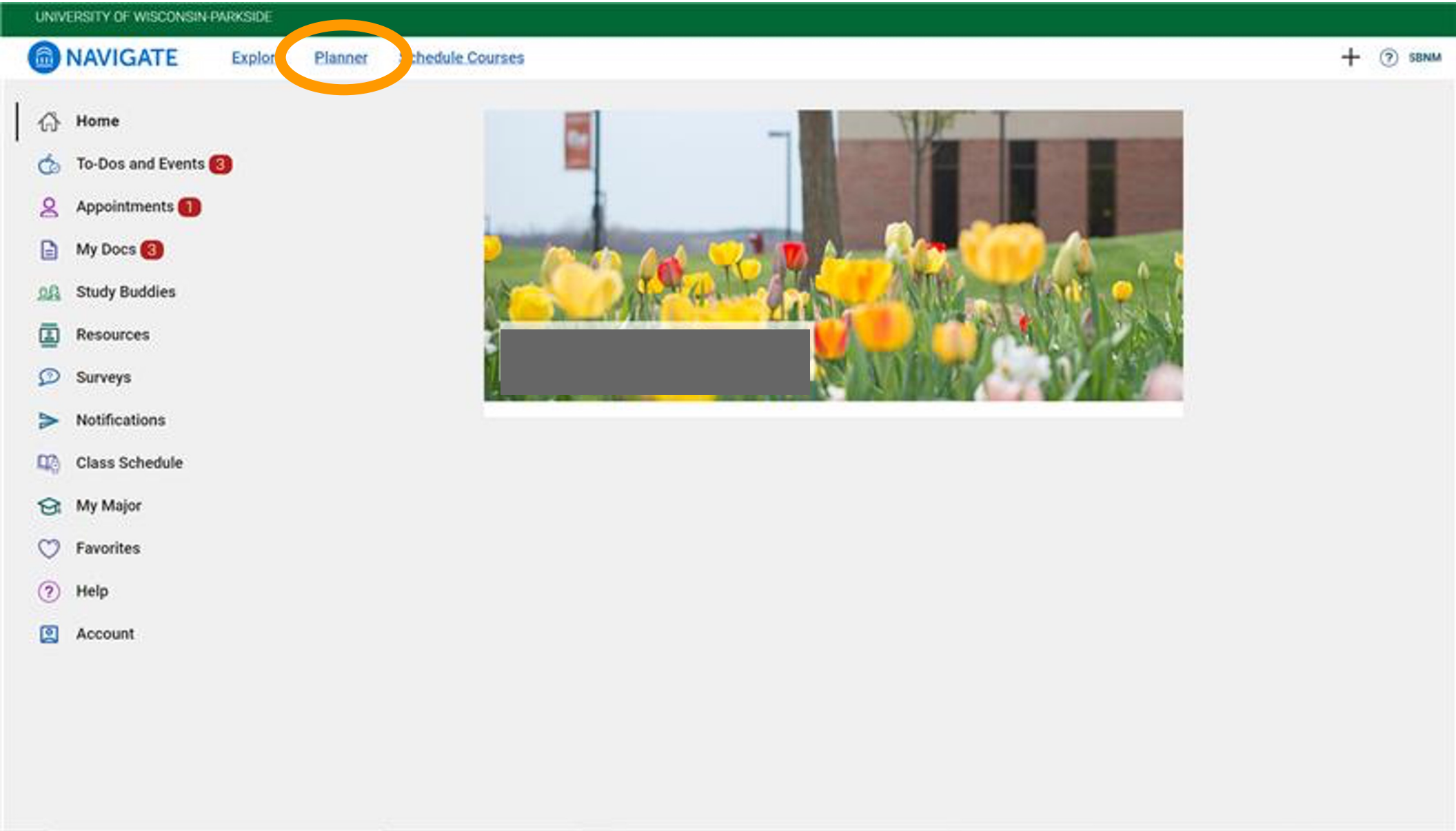
How to view suggested courses and register for classes

step by step instructions with screenshots

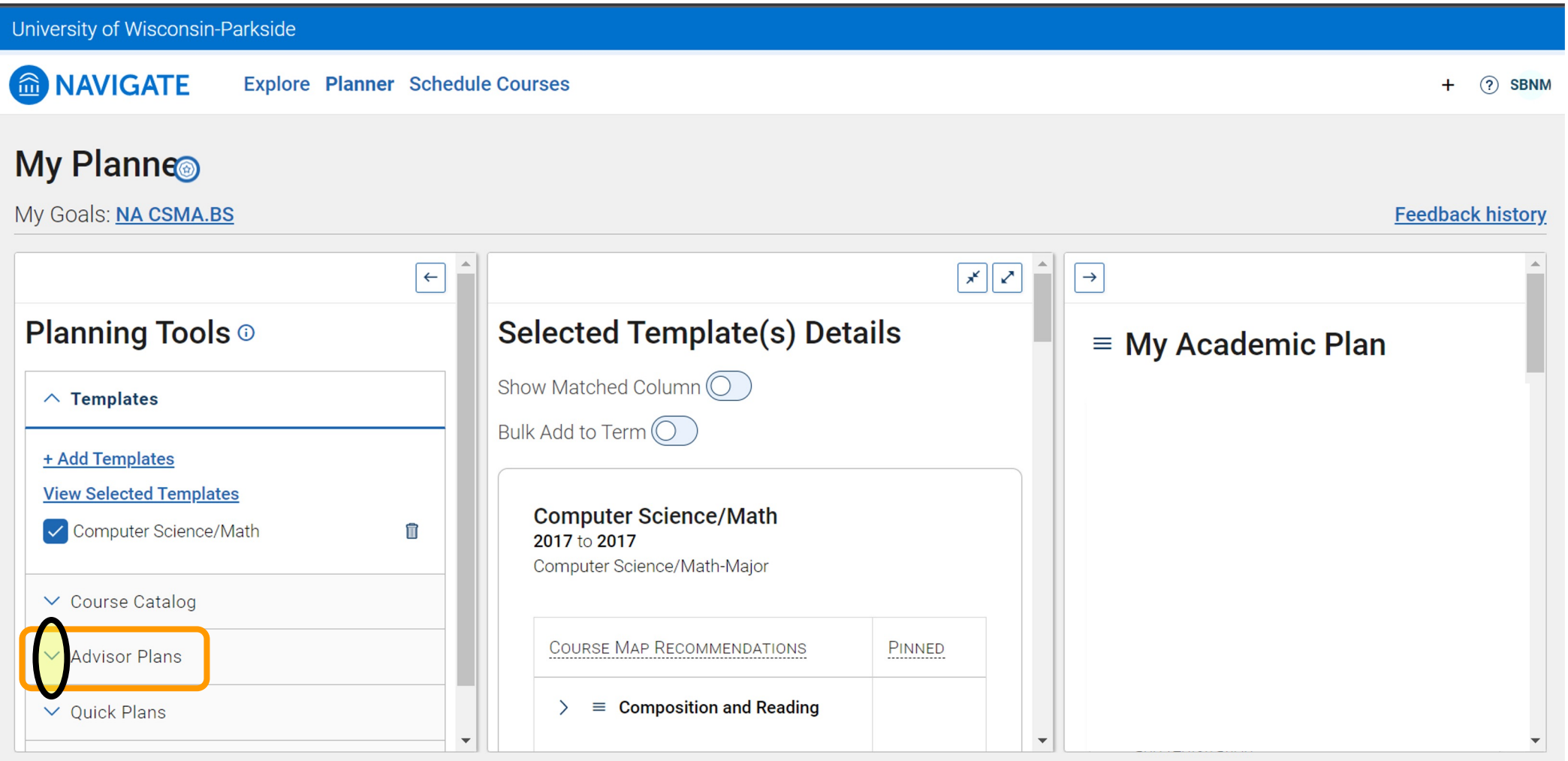
NAVIGATE
UW-PARKSIDE

Academic
PLANNER

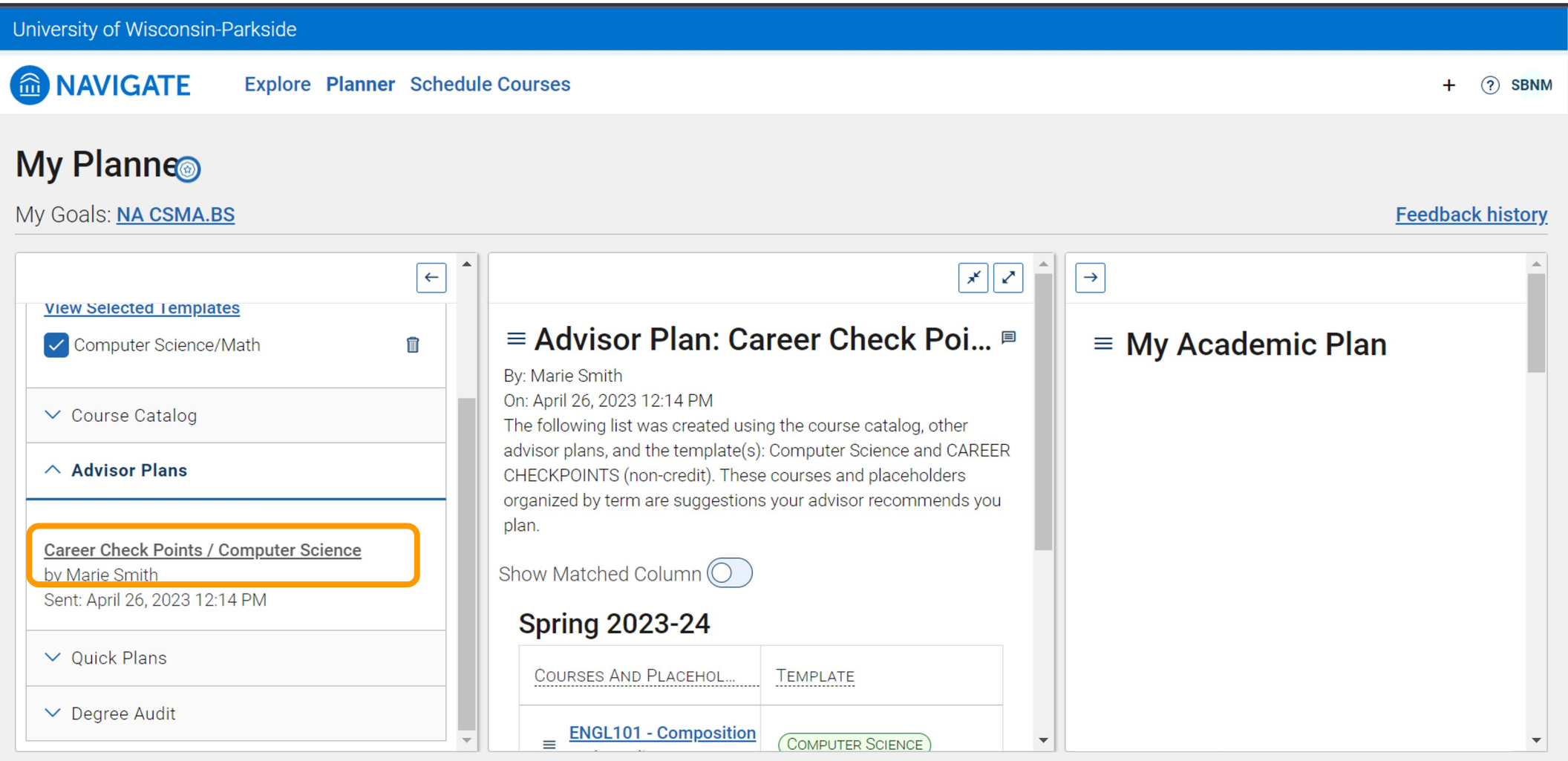
Login to Navigate, click *Planner*



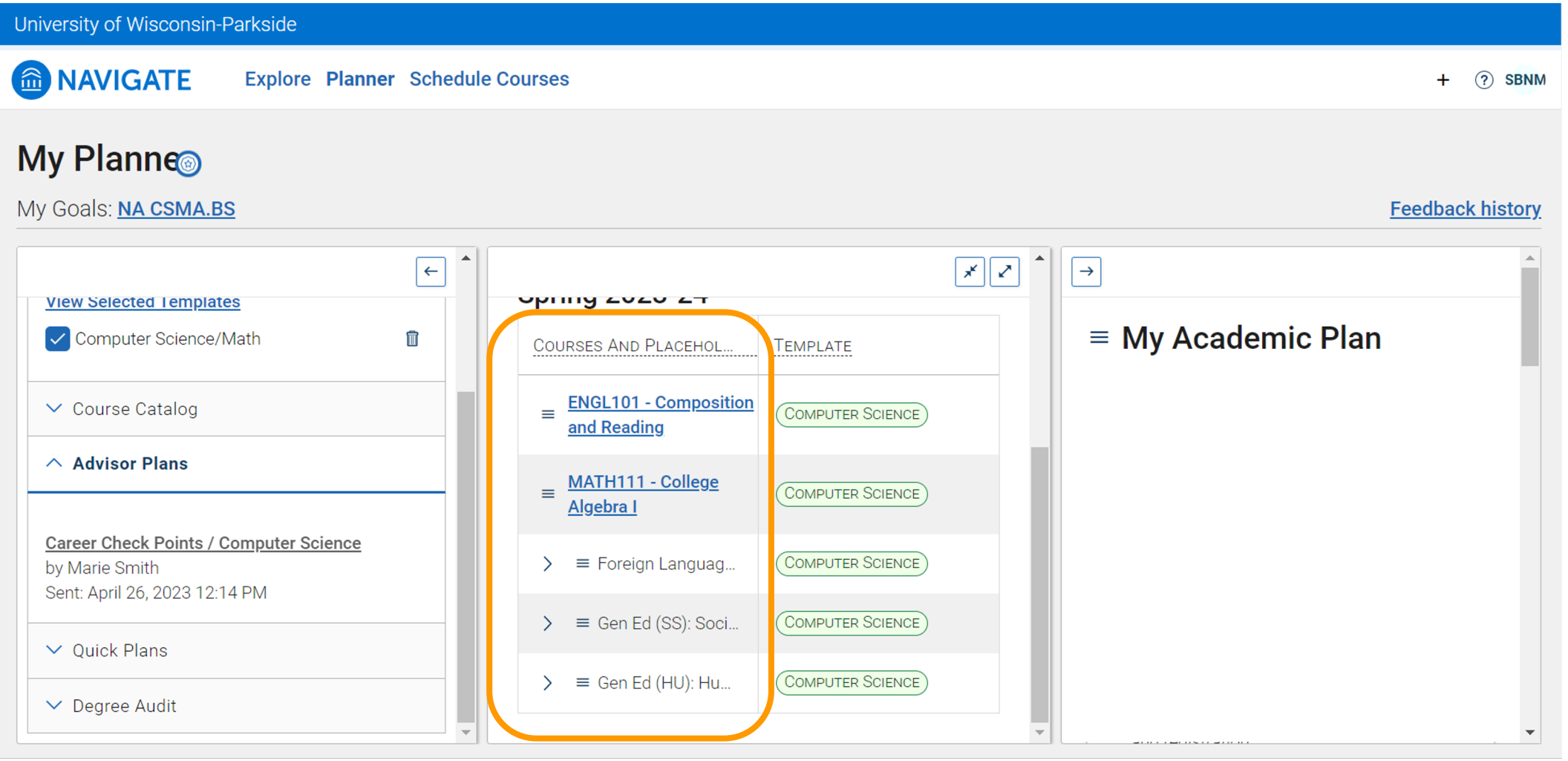
Click the *down arrow* next to *Advisor Plans* (left column)



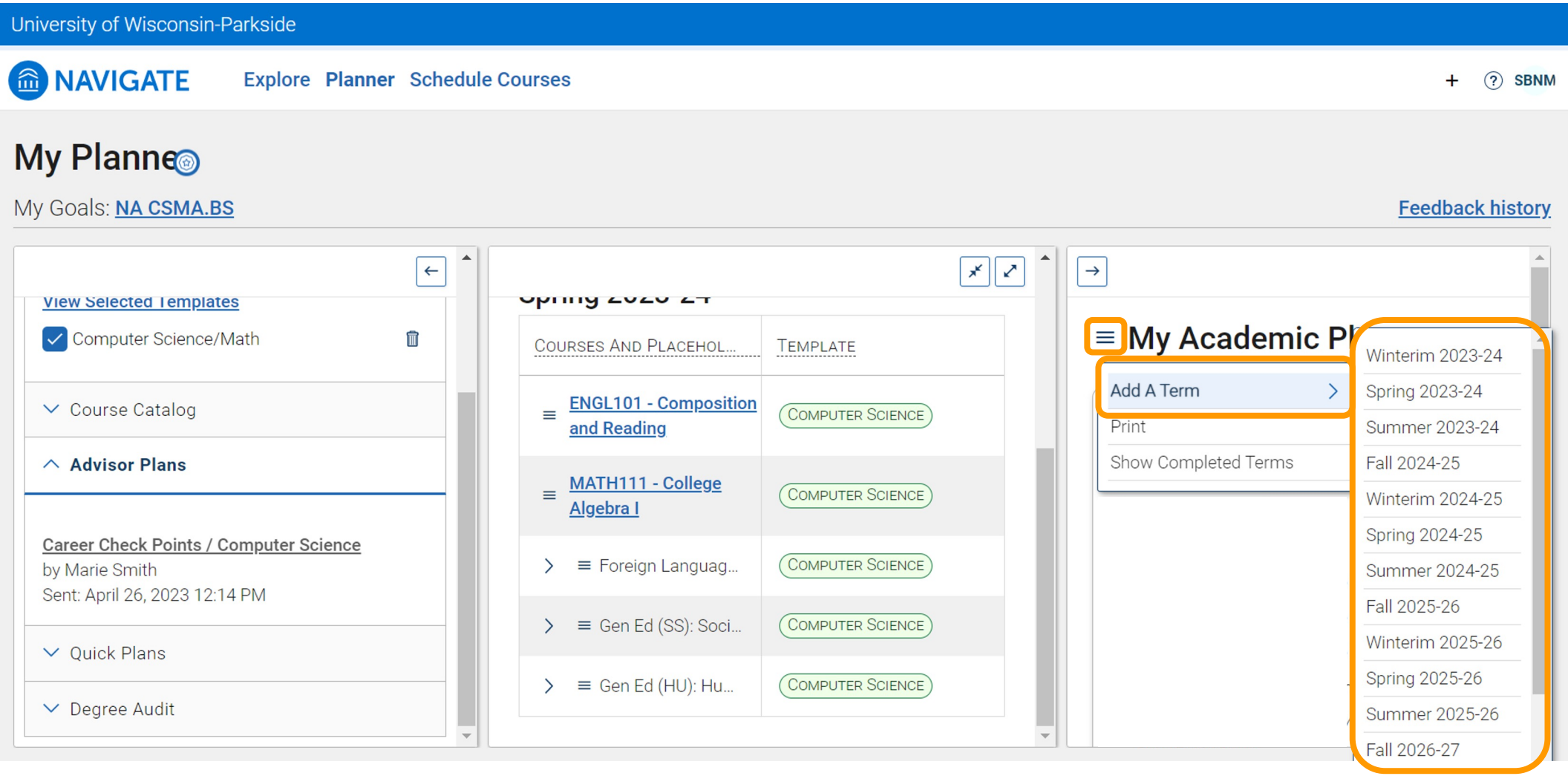
Click the link in the *Advisor Plans* section
(links will be labeled differently for each student)



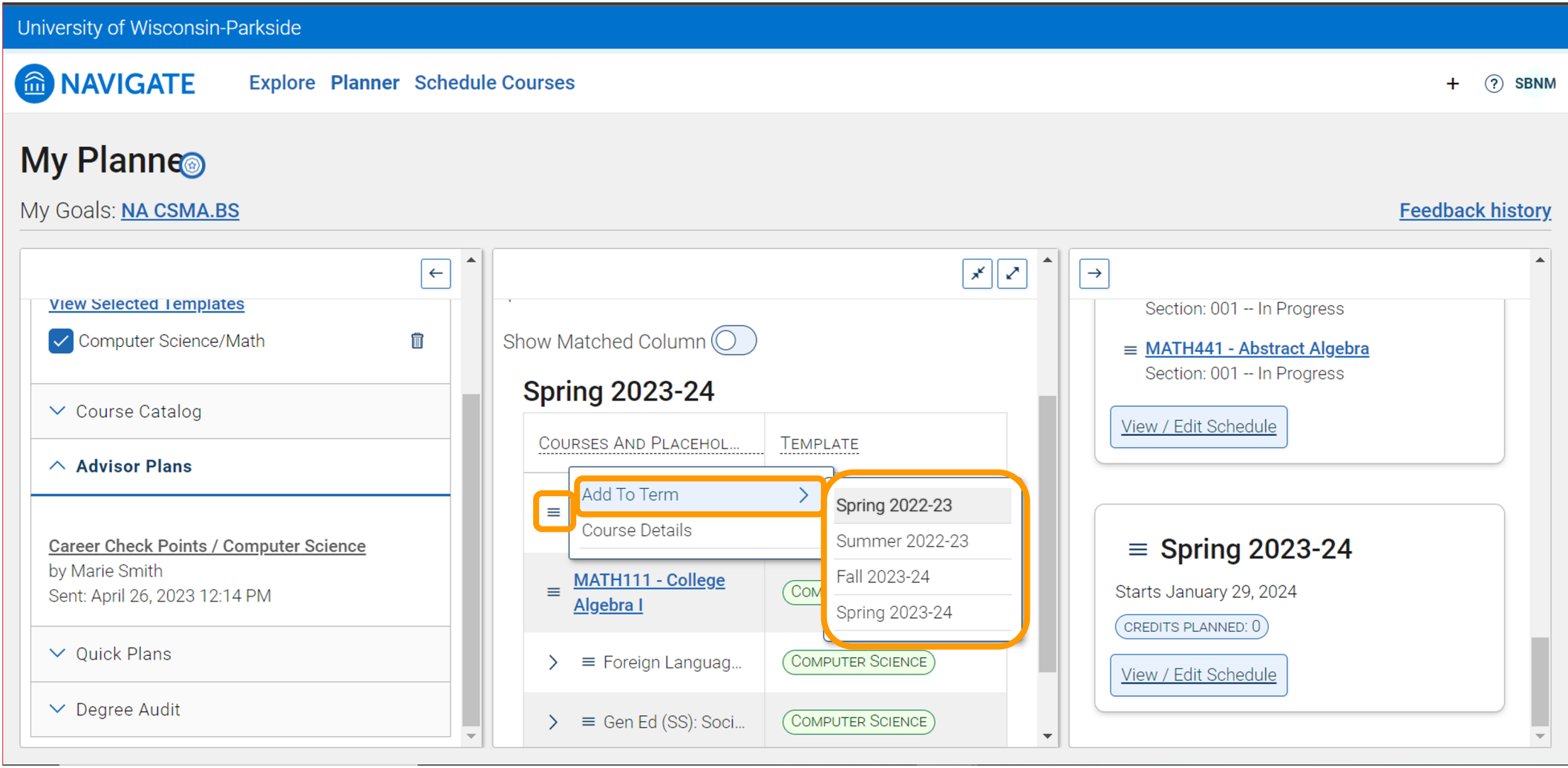
Then suggested courses will appear in the middle column



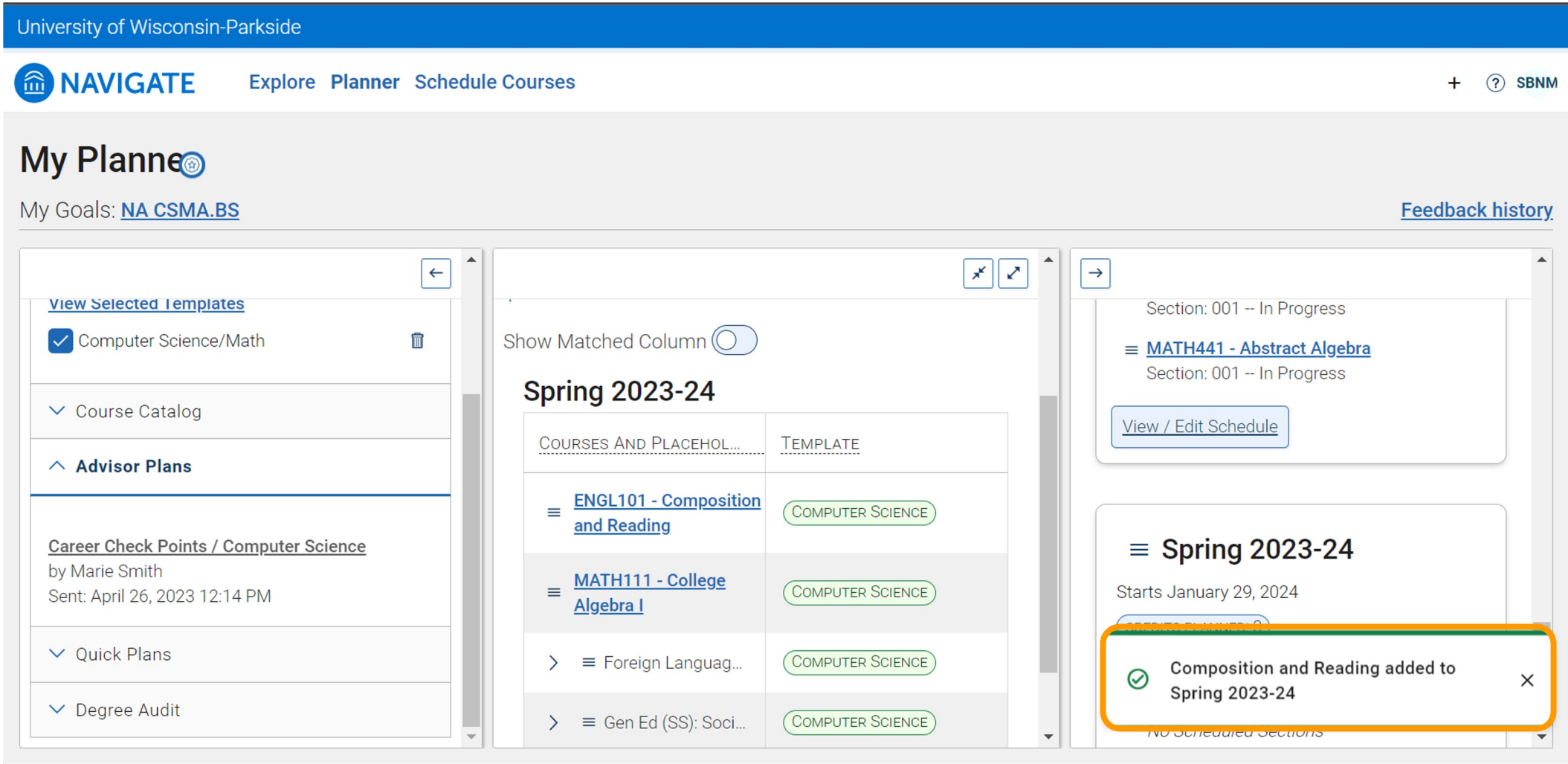
In the right column, in the *My Academic Plan* section, click the three horizontal lines, click *Add A Term*,
then select the upcoming term and/or desired terms



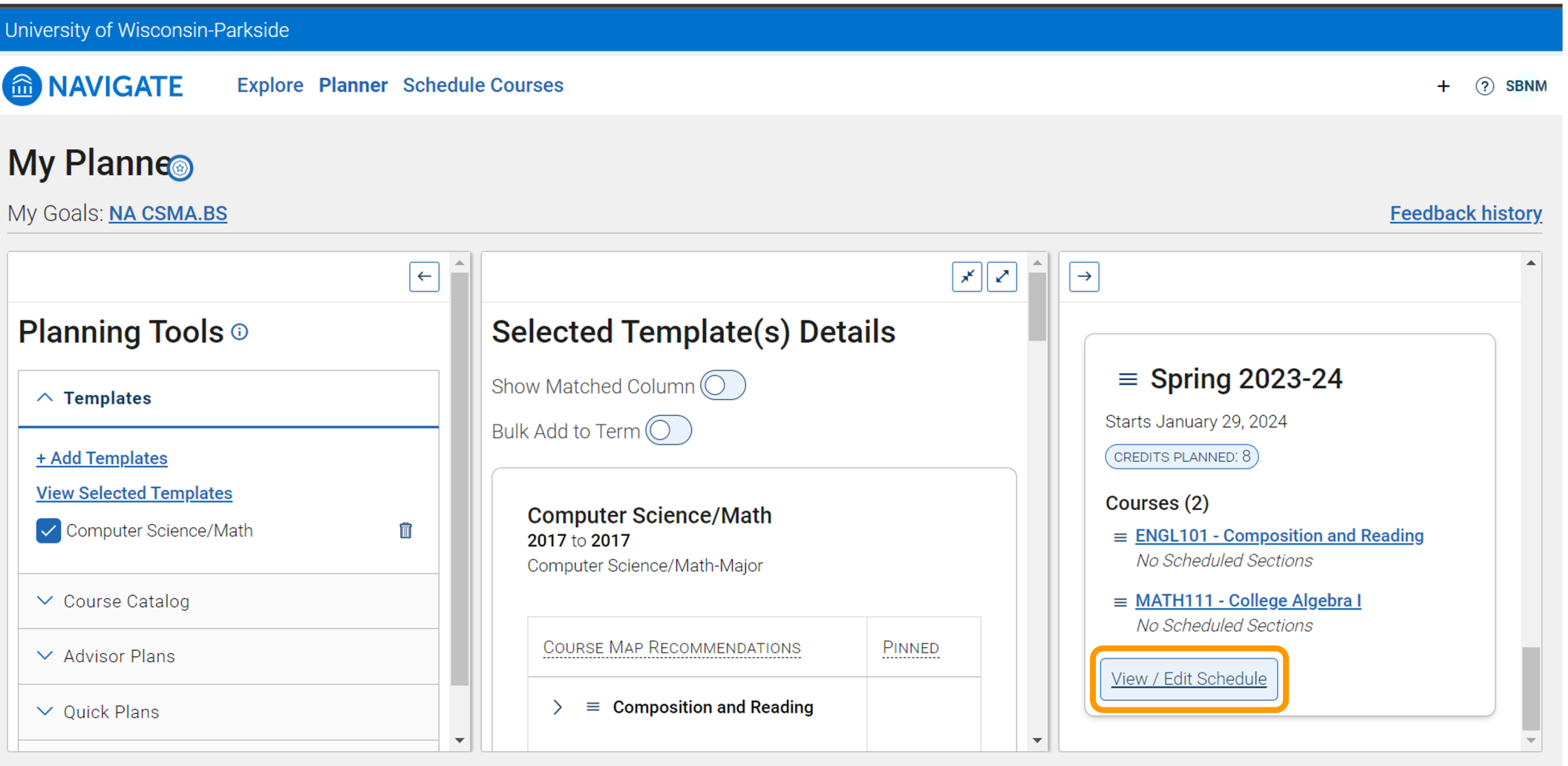
In the middle column, click the three horizontal lines (hamburger menu) to the left of the course title, click *Add To Term, then select the desired term*



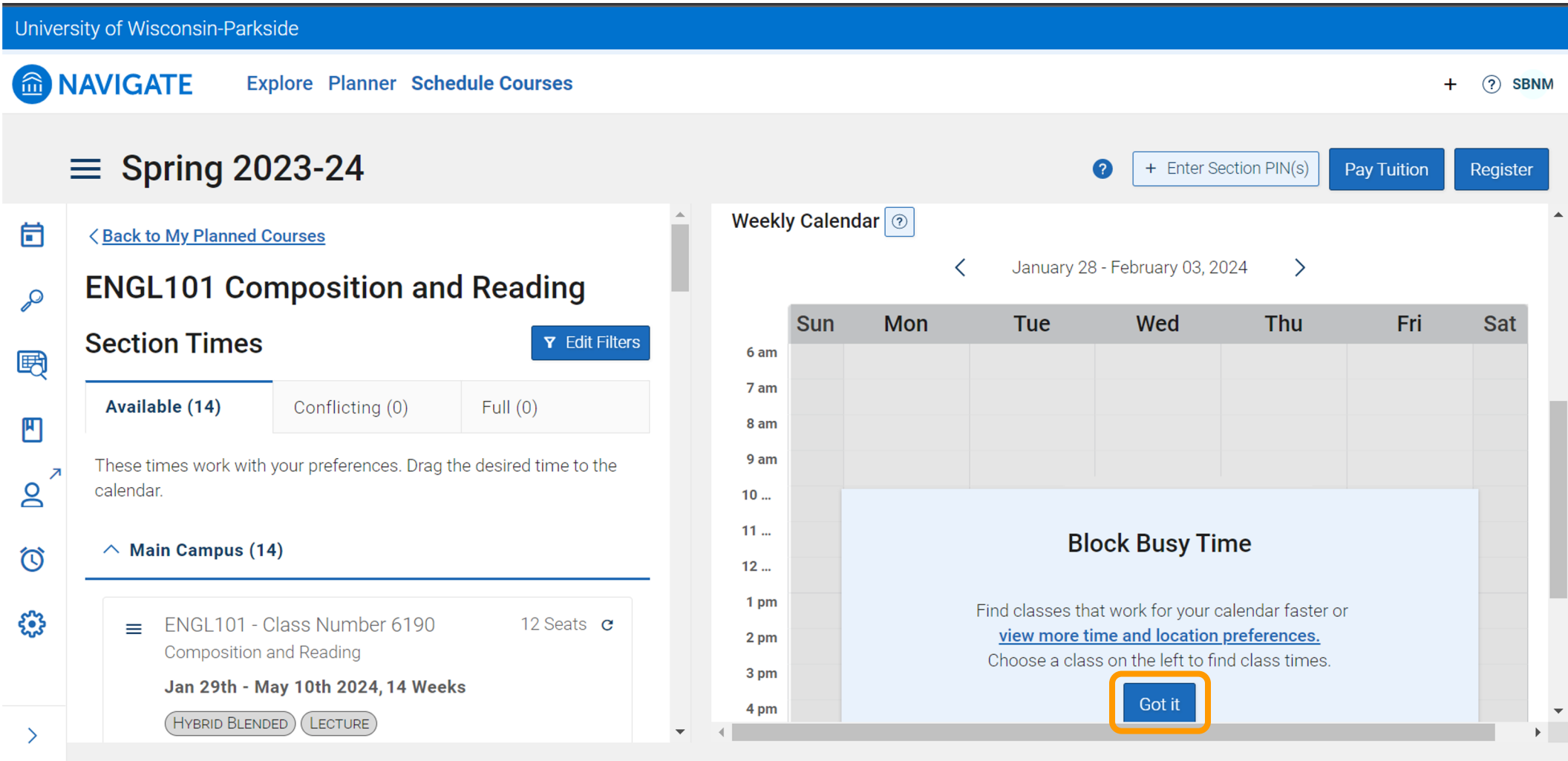
The course will appear in the selected term in the right hand column labeled *My Academic Plan,* a notification will also appear (at the lower bottom) indicating that the course was successfully added to the term



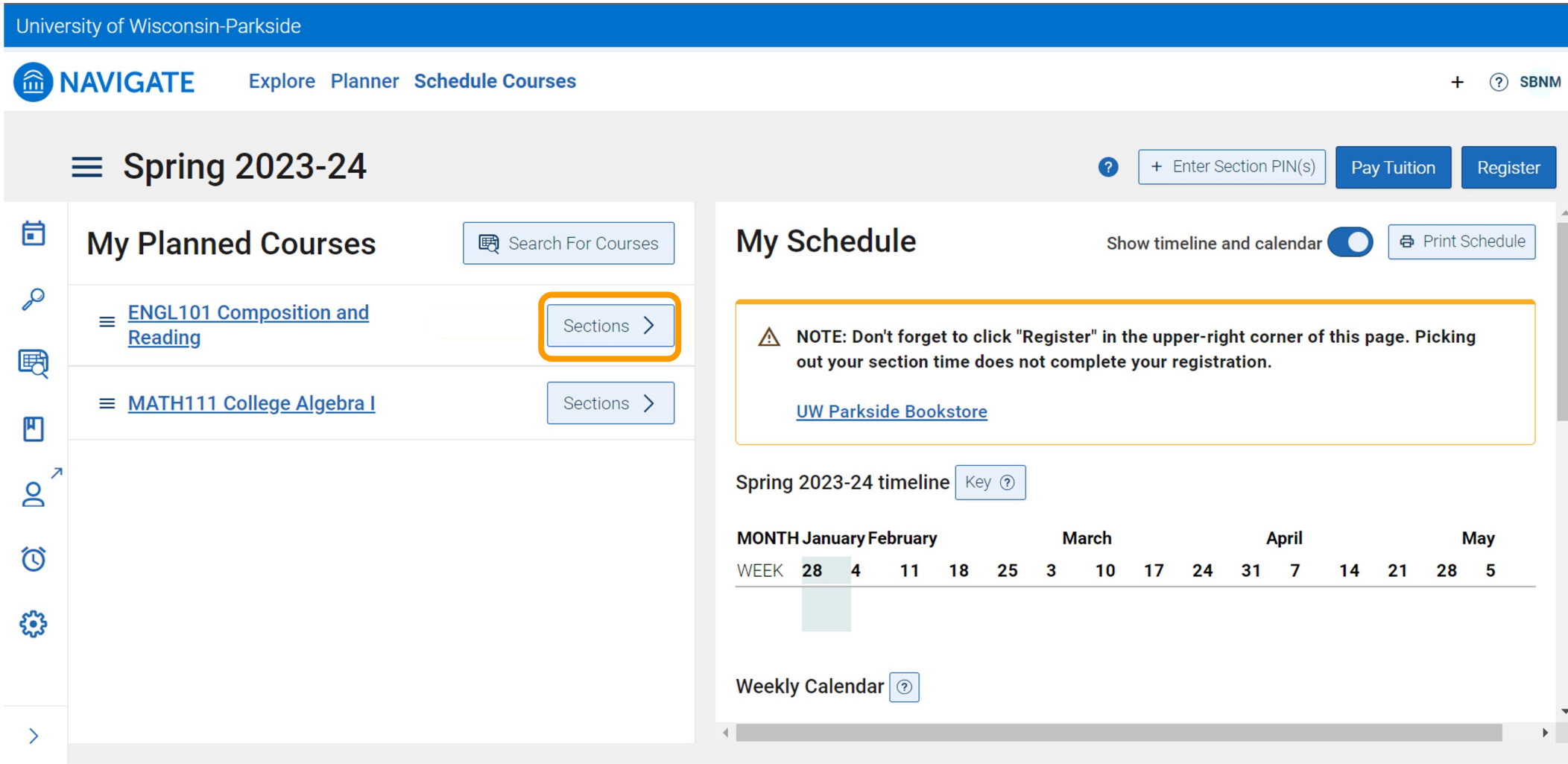
After you have added all of your courses to the right column,
click *Pick Times* or *View / Edit Schedule*



Next, block busy times or click *Got it*

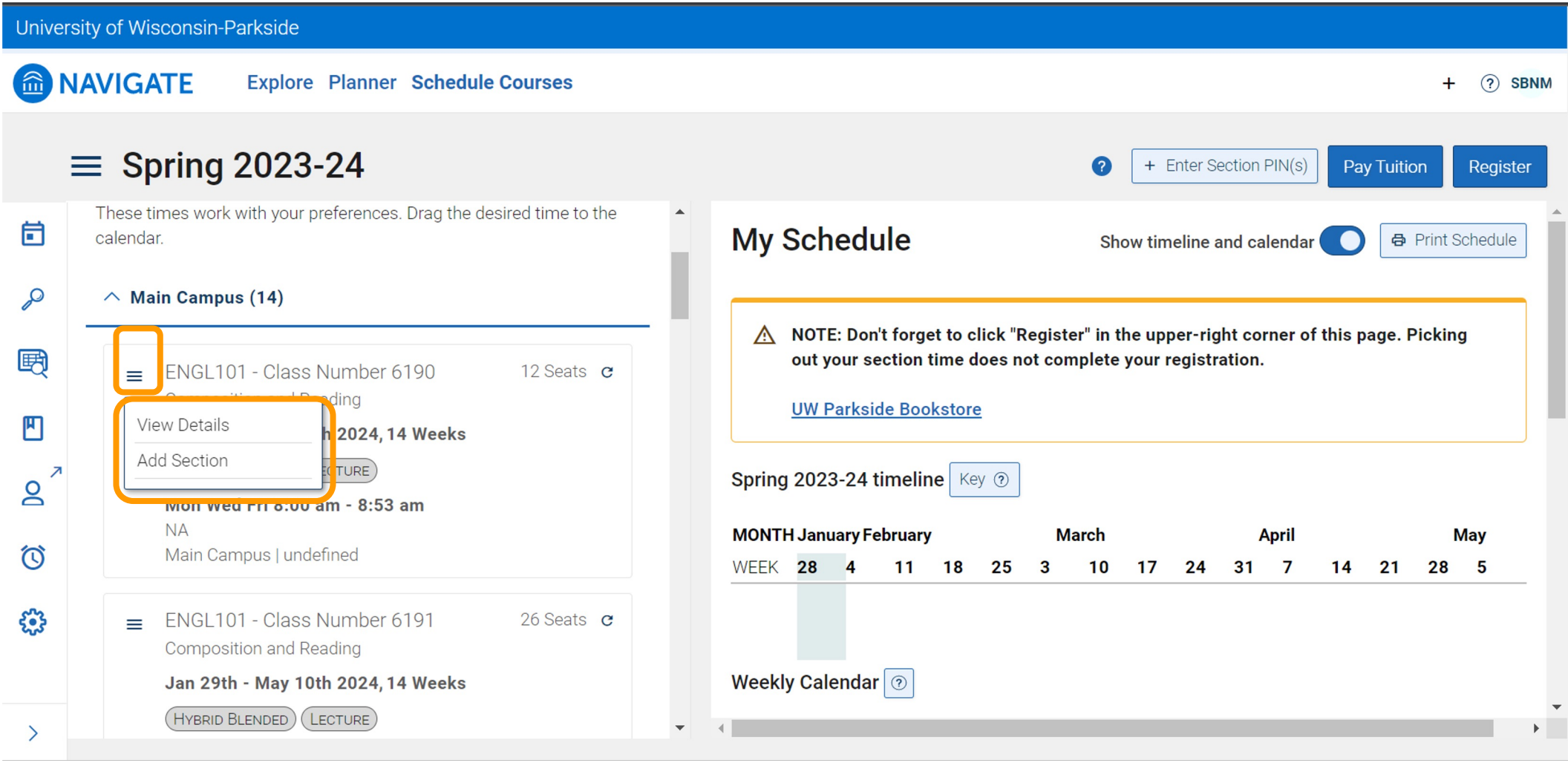


Next, click *Sections* to view days and times for each course

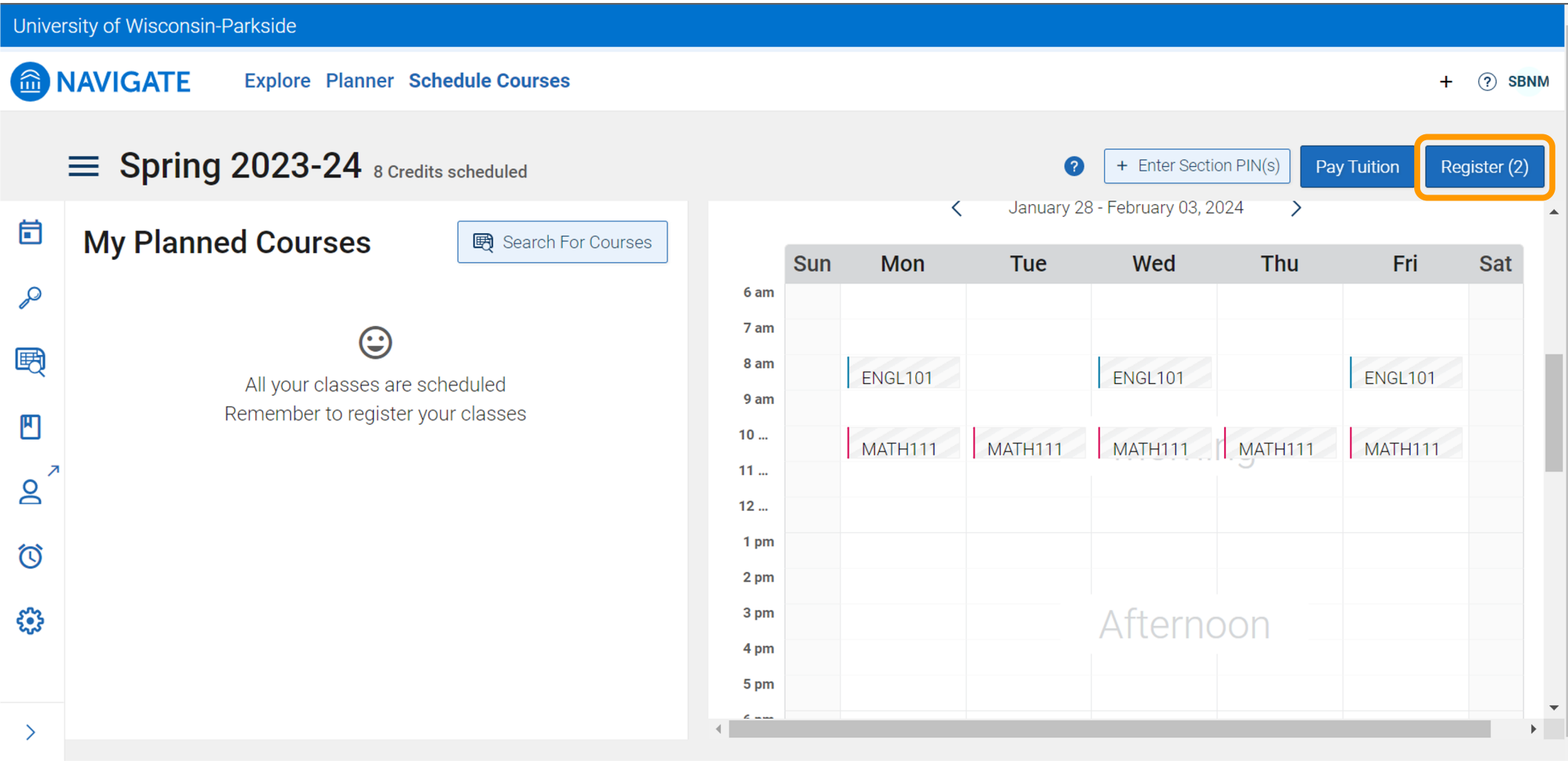


To select the desired section, click the three horizontal lines (hamburger menu) to the left of the course title, then click *Add Section*

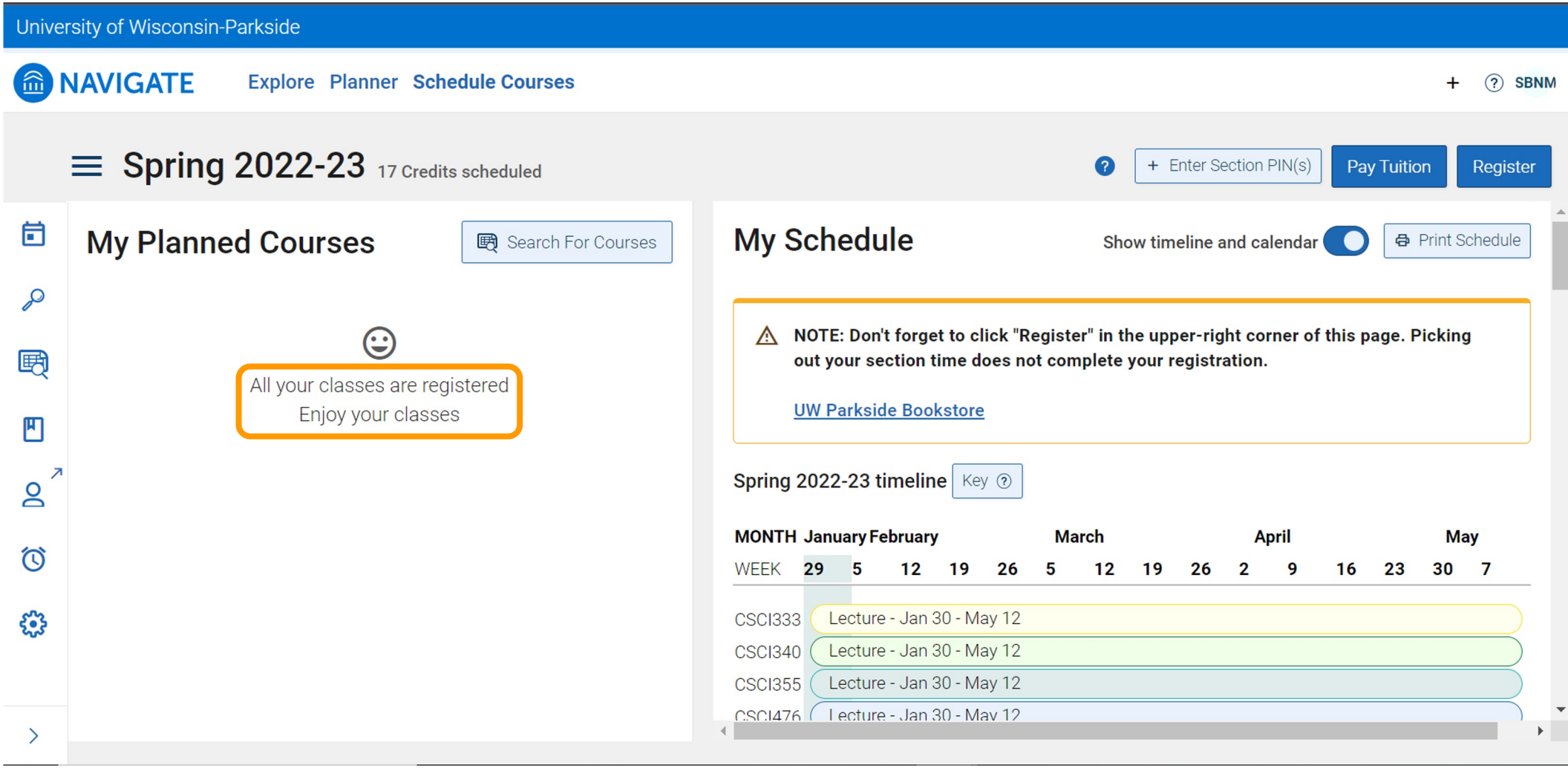
Repeat this process for each course



After you have selected days and times for your courses, click *Register*



After you have successfully registered for classes, a notification will appear that says:
All your classes are registered
Enjoy your classes



How to view suggested courses and register for classes

written instructions

NAVIGATE
UW-PARKSIDE

Academic
PLANNER

How to view suggested courses and register for classes

1. Login to Navigate, click Planner
2. Click the *down arrow* next to *Advisor Plans* (left column)
3. Click the link in the *Advisor Plans* section (links will be labeled differently for each student)
4. Then suggested courses will appear in the middle column
5. In the right column, in the *My Academic Plan* section, click the three horizontal lines (hamburger menu), click *Add A Term,* then select the upcoming term
6. In the middle column, click the three horizontal lines (hamburger menu) to the left of the course title, click *Add To Term, then select the desired term*
7. The course will appear in the selected term in the right hand column labeled *My Academic Plan,* a notification will also appear (at the lower bottom) indicating that the course was successfully added to the term
8. After you have added all of your courses to the right column, click *Pick Times* or *View / Edit Schedule*
9. Next, block busy times or click *Got it*
10. Next, click *Sections* to view days and times for each course
11. To select the desired section, click the three horizontal lines (hamburger menu) to the left of the course title, then click *Add Section .* Repeat this process for each course.
12. After you have selected days and times for your courses, click *Register*
13. After you have successfully registered for classes, a notification will appear that says:
    All your classes are registered
    Enjoy your classes

Academic PLANNER

Academic PLANNER

instructions and screenshots for students