Navigate Student Planner (User Guide)

Use NIU’s Navigate Student Planner to search for courses and create a semester schedule that works for you. Remember to meet with your academic advisor. Once you and your advisor have identified your courses for the next semester, use Planner in Navigate Student. You can use Appointments in Navigate Student to schedule a time to meet with your advisor.

This tool is meant to be used in conjunction with NIU’s Four Year Degree Paths, Undergraduate Course Catalog and in consultation with your academic advisor. Navigate Student Planner should not be used in the place of regular academic advising appointments. You are encouraged to meet with your advisor each semester to discuss course scheduling. All requirements are subject to change. Placing courses on the Navigate Calendar is not the same as Registering. You still need to register at your assigned day and time.

Step 1: Access Navigate Student at go.niu.edu/navigate.
Note: Planner appears only on browser versions of Navigate Student. (You can use your tablet or device’s browser.)

- Use your student Z-ID and password to log in.
- If you need help, contact the NIU Service Desk at 815-753-8100 or ServiceDesk@niu.edu.

Step 2: Search for classes.
Click the Planner link located at the top of your Navigate Student home screen— to left-hand side of the Navigate logo.

- Click +Add a Term (top right on screen).
- Select Spring 2023 from the drop-down box.
- Next, click Search for Courses.

- In the Search by Keyword, type the course subject and number without spaces (Example: ENGL103).
- Press the blue Search button.

- From the search results box, click the box next to the class, and choose the upcoming term you are adding the course.
- Press the button, Add to Term.

Repeat these steps to add the rest of your classes you plan to take next term.

— Continued on the next page —
### Step 3: Arrange your planned courses on a schedule for the upcoming semester.

In this step, you will see for the upcoming term the available sections, days and times for each course planned in Step 2. **Note:** Courses planned in Navigate Student Planner System are **not** reflected in your MyNIU Shopping Cart.

- Click **View/Edit Schedule** located at the bottom of current term section.
- On the next page you will see the **My Planned Courses** column, displaying each of the courses you just planned, and the **My Schedule** column.
  
  **Tip:** If the calendar does not appear, click the oval icon to show timeline and calendar.

- To the right of each course is a button to display the **Sections or Parts**, if the course also has a lab or recitation.
- Click the **Sections or Parts** button to display the available section details.
  
  **Tip:** Move the cursor over each section block to show where the class fits with your other scheduled classes.

- Planner will display conflict alerts if a section you are considering conflicts with another class at the same time.

<table>
<thead>
<tr>
<th>Course</th>
<th>Days</th>
<th>Times</th>
<th>Location</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 103 Rhetoric and Composition I</td>
<td>Mon-Wed</td>
<td>12:00 pm - 12:50 pm</td>
<td>Ron Rossoway, Dekalb Campus</td>
<td>Lec</td>
</tr>
<tr>
<td>CHEM 210 General Chemistry I</td>
<td>2 parts</td>
<td>9:30 am - 10:45 am</td>
<td>Online synchronous</td>
<td></td>
</tr>
<tr>
<td>CHEM 212 General Chemistry Laboratory I</td>
<td>Mon-Wed</td>
<td>12:00 pm - 1:00 pm</td>
<td>Ron Rossoway, Dekalb Campus</td>
<td>Lab</td>
</tr>
</tbody>
</table>

- Click the **Add Section** to your calendar.
- When your courses are posted to **My Schedule**, they will disappear from your planned column.

- If you want to remove a class from your schedule, simply click on the course on the calendar view and click the **Unschedule Course** link located at the very bottom of the pop-up box.

  **Tip:** If a course message reads, "No times available..." the course may not be offered that term, no sections work with your schedule, or all sections are full.

**IMPORTANT:** Courses planned in Navigate Student Academic Planning System are **not** displayed in your MyNIU Shopping Cart.

NIU expects that you'll be able to register for classes using Planner in mid-November.

More information will be provided prior to registration.