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 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.

Note: You can see if the course is available or has open sections for the upcoming term in Step 3.

- Repeat steps to add additional classes for next term.

- No Scheduled Sections will appear below each new course in your Planner. This simply means you still have to arrange the course on your Planner calendar schedule, which you will do in step 3.

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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.

**IMPORTANT:** This step is not the same as registering for classes. You will still need to register for the classes you put onto the Navigate calendar. See Step 4 for how to registration using Navigate Student Planner.

- 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.

- Click the **Add Section** icon to your calendar.

- When your courses are posted to **My Schedule**, they will disappear from your planned column.

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

  **Note:** 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.

  **Check back daily for updates to class sections**, as some might be added or closed. Additions and closures appear the next day.

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

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Step 4: Register for the courses you placed on your schedule for the next semester.

After planning courses in Step 3, register for classes in Navigate Student Planner on your assigned enrollment date.

**Note:** Because this is a new system for NIU, if you experience any issues affecting your ability to register, you still can use MyNIU to search for the courses you planned in Navigate and register.

*Any courses you planned in Navigate, but registered for in MyNIU, will show as registered in Navigate the next day.*

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**Register for Courses that Require a Permission Number**

Some courses require a **Permission Number** (PIN).

If you have a Permission Number for one or more courses, register for those courses **first**:

- Click the **Enter Section PINs** button.
- Check the box **only** for classes requiring permission.
- Type the permission number you received from NIU into the **Enter PIN** field.
- Then press the **Register Selected** button.

*If you are uncertain if a course requires a Permission Number, press the blue **Register** button. Any courses requiring a PIN will appear on the Transaction Summary as an alert with a message that a permission number is needed to Register.*

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**Register for Courses (not requiring permission number)**

- Click the blue **Register** button to register for the courses you have added to your Navigate calendar.
- After pressing Register or Register Selected, a **Transaction Summary** page will display the registration status of the courses you submitted.

**Note: Variable-hour Courses** (Courses with a range of credits)

These appear with the maximum value in Navigate.

To register for fewer hours than shown, **use MyNIU to register for the variable-hour course(s).**

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**Waitlist**

You may also select whether you would like to be added to the waitlist if one exists for the class.

- Click the 📝 icon and select **Add to Waitlist**.
- A transaction screen will provide you with an update on your waitlist request.

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**Step 5: Changing your schedule: Dropping and Swapping**

You can drop courses and swap sections or courses from the **Registered Courses** and **Scheduled (Not Registered)** courses lists located below the Timeline and Calendar in Navigate Student Planner.

**Note:** Course changes are reflected in also in MyNIU within minutes the same day.

**Dropping a course** (Note: This option will be available only during add/drop period.)
- From the **Registered Courses** list, Click the icon and select **Drop Course**.
- Press the **Drop Course** button in the confirmation box that displays confirming your request.

**Swap a Course or Section**

To make changes to classes for which you are registered, you can use **Swap** feature by clicking on the icon next to class(es) listed in your **Registered Courses** (located below the Timeline and Calendar).

- Click the icon next to the class you wish to swap for another time, then select **Swap Time**.
- You will see a notification under the class you selected to swap.

- A list of available course sections will appear on the left-hand side of the screen. Select a new section and use the icon to select **Swap Section**.
- You will see a second notification banner under the newly selected course.

- Next, click the button located at the top right-hand corner of the screen.

- A confirmation screen will show the **Swap From** course/section and the **Swap To** course/section.
- Click **Confirm Swap** to proceed with the swap.