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## Directions for NOVA Students Academic Planning in Navigate

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Academic planning is an important part of your academic career. Knowing what courses you need to take to complete your degree and planning which courses you will take each semester will help keep you on path to completion. Without planning ahead, your progress towards completion of your degree at Northern Virginia Community College may be hampered or delayed. As a result, NOVA requires all students to complete a personalized academic plan during their first semester prior to enrolling for their second semester.

### Planning Steps Before You Create Your Academic Plan:

#### Step 1: Talk to your academic advisor

Every new first time to college student (age 17 to 24) at NOVA is assigned a First Year Advisor. Your advisor will be able to help answer any questions you may have about your program as you create your Plan. Your First Year Advisor is by far your most valuable resource when it comes to developing your academic plan.

#### Step 2: Use the college catalog

The college catalog not only shows the course requirements but also provides a course sequence for every program offered at NOVA. These course sequences are carefully planned for student success. Link: <https://catalog.nvcc.edu/>

#### Step 3: Be realistic

Be realistic about your target completion date by making sure to balance school, work, and life as you create your PEP. NOVA's degree timelines are based on full-time student status. A full-time student takes between 12 to 18 credits per semester which typically averages out to be between 4 and 6 courses per semester. If you opt to take less than this, then your degree may take you longer to complete. Keep in mind, however, that not every student can be a full-time student and that is perfectly okay. In fact, many students at NOVA are part-time students. If you are working and/or have other time-consuming responsibilities, taking fewer courses each semester may be in your best interest.

#### Step 4: Plan with your transfer school in mind

If you are transferring to a four-year college or university, you will want to take advantage of the Transfer Counselors and the NOVA Transfer Website. Knowing the requirements of your transfer school in advance will help you select the appropriate courses to take at NOVA and save you both time and money. You will also be interested to know that NOVA has guaranteed admission and articulation agreements with a number of colleges and universities. The specifics of these agreements can be found on the Transfer Site and the Transfer Pathways site. Links: <https://www.nvcc.edu/transfer/>; <https://www.nvcc.edu/transfer/pathways/>

#### Step 5: Know if you are in a selective admission program

Some programs are selective admission programs. This includes many of the Health Sciences Programs taught at the Medical Education Campus (MEC) such as Nursing, Practical Nursing, Dental Hygiene, Medical Laboratory Technology, Radiologic Technology, and Respiratory Therapy. Selective admission indicates that not everyone will be accepted into these programs typically because they have a limited number of spaces available. In order to gain acceptance into one of these programs, you will first have to complete certain requirements including prerequisite courses. Keep in mind that how well you perform in these prerequisite courses influences your

chances of selection. If you are pursuing a degree in one of these programs, then use the link below to determine the prerequisite courses you should take before applying for the program to create your Plan.

Link: <https://www.nvcc.edu/medical/>

Navigate Student

## Academic Planning for GPS Pilot

**Step 1 – Go to this link:** <https://nvcc.navigate.eab.com>

**Step 2 - Sign in using your my NOVA username and password (Figure 1)**

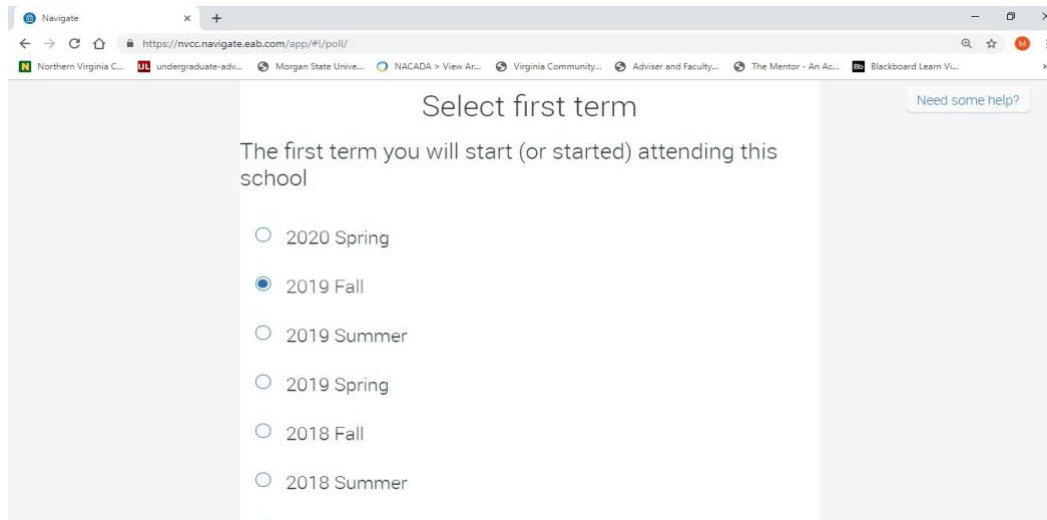
*If you have forgotten your username and/or password, then click on the "Forgot Password" link on the myNOVA login page. If you are unable to reset your password using the "Forgot Password" link, you can call the IT Help Desk for assistance at 703-426-4141 or Toll-Free at 855-259-1019 (outside of Northern Virginia).*

**Figure 1:**



**Step 3 – Click on current enrollment term (Fall 2019) (figure 2)**

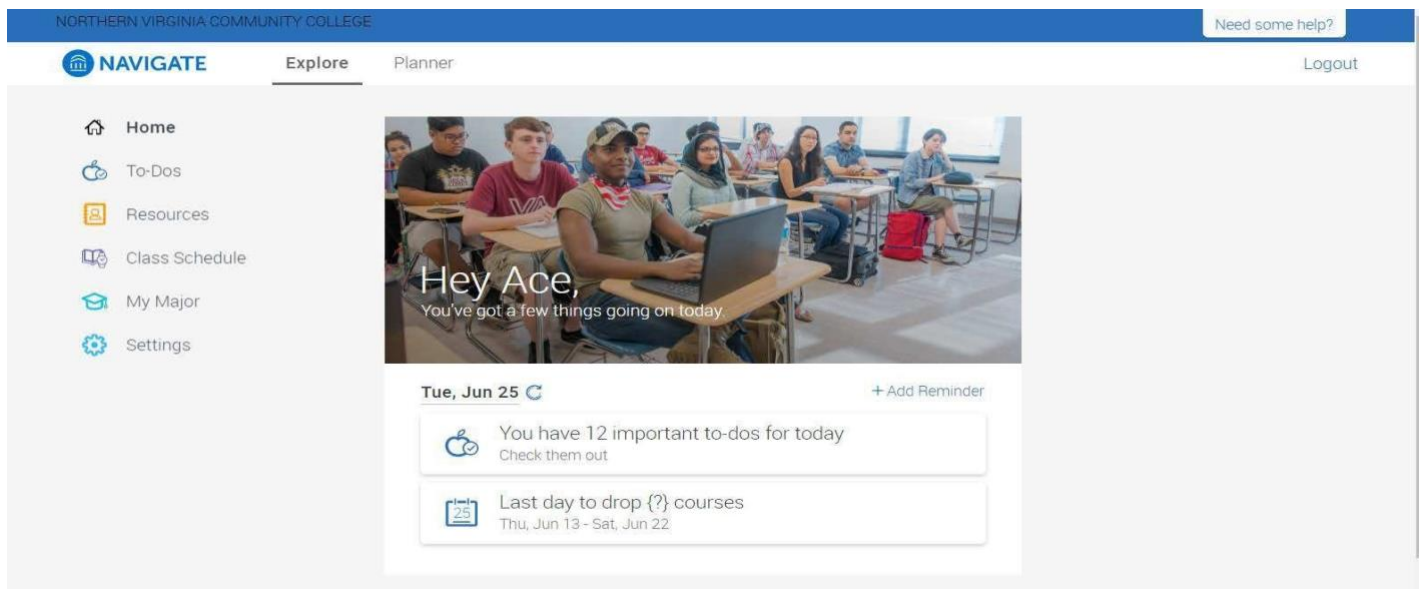
**Figure 2:**



Navigate Student

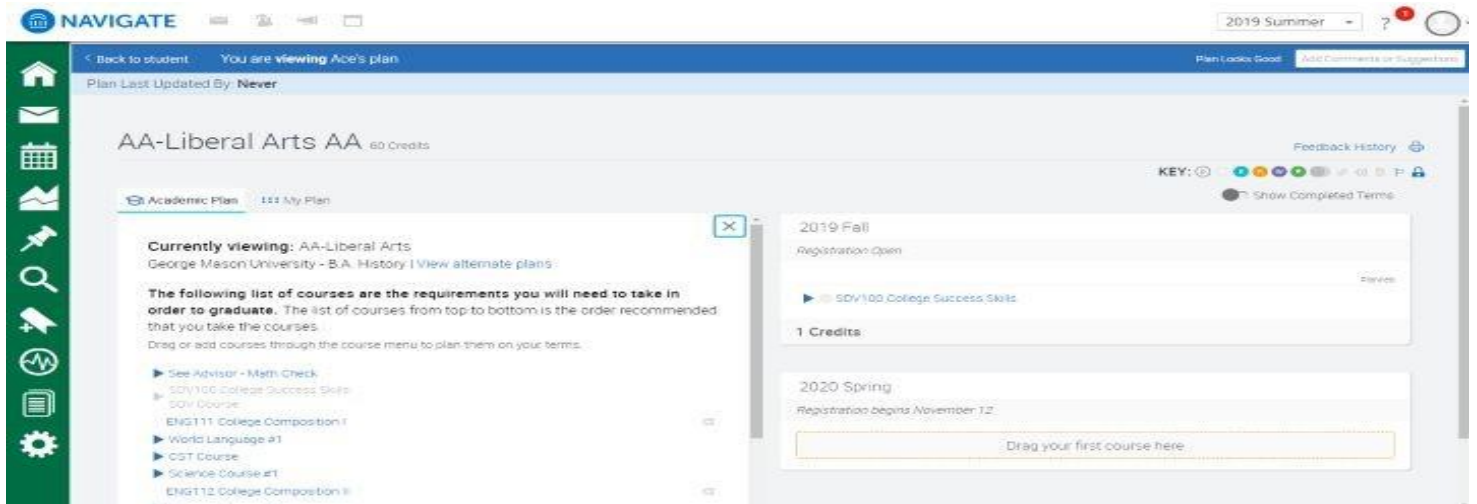
## Academic Planning

**Step 4 – Student Navigate Home Page – Explore Navigate! On the left of the screen you will see your "My Path" which includes To Dos, Resources, Class Schedule, and My Major and Settings (figure 3) Figure 3:**



**Step 5 – Click on the "Planner" header on the right of Explore" – (Figure 4) Build your academic plan.**

Figure 4



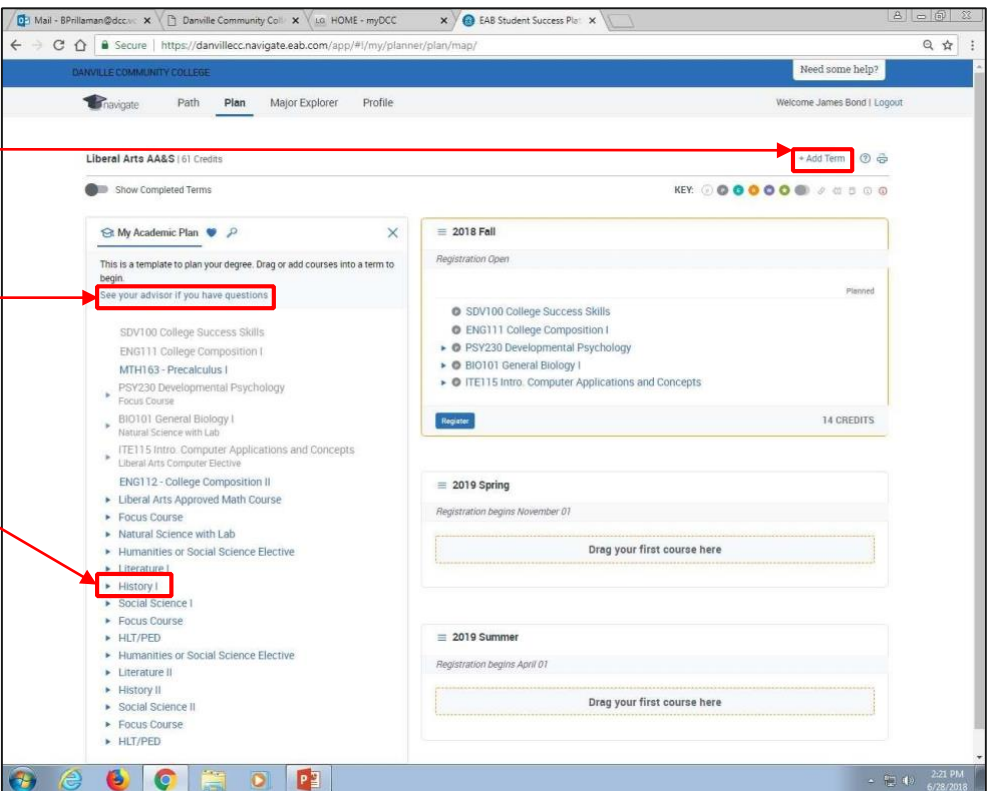
Student Success Collaborative  
Navigate

## Academic Planning

**Step 6 – Create Your Plan – dragging and dropping courses from list on the left onto the semester box on the right.**

**If your catalog year is not included in Navigate, see your advisor for help.**

**Figure 5: Academic Planning Homepage**



The screenshot shows the EAB Academic Planning interface. Three callout boxes with red borders and arrows provide instructions:

- Top Callout:** Click "Add Term" to add additional semesters to your Plan. (Points to the "+ Add Term" button in the top right of the plan area.)
- Middle Callout:** Click here to make an appointment to meet with your advisor for additional help creating your Plan. (Points to the "See your advisor if you have questions" link.)
- Bottom Callout:** The History I requirement can be met by taking any one of three possible courses. Pick the one that works best for you. (Points to the "History I" category in the course list.)

A fourth callout box, also with a red border, is positioned below the bottom callout. It contains a dropdown menu for "History I" with the following options:

- Choose one of the following courses
- Add History I Placeholder**
- HIS101 History of Western Civilization I
- HIS111 History of World Civilizations I
- HIS121 United States History I

As you create your plan, keep in mind that some classes must be taken together (corequisite) and some classes must be taken prior to others (prerequisite). For example, ENG 111 must be taken before ENG 112 and BIO 101 must be taken before BIO 102. These classes cannot be taken out of order. Thus, ENG 111 is a prerequisite for ENG 112 and BIO 101 is a prerequisite for BIO 102. Similarly, BIO 101 (Lecture) and BIO 101L (Lab) must be taken in the same semester. Thus, BIO 101 has a corequisite of BIO 101L. It is also possible that you may need to take some developmental math (MTE 1-9) and/or developmental English (ENF 1-3) courses prior to enrolling in certain credit level courses. If so, these developmental courses should be taken early in your academic plan. The recommendation is to take any developmental courses during your first semester.

**If you have any questions, concerns, or need help completing your Academic Plan, please make an appointment to see your advisor.**