Staff Advisor Instructions

Contents

What is Northern Navigator?

Northern Navigator provides you and your students with an easy to understand, clearly defined pathway toward degree completion. It consists of Worksheets (Degree Audits), Plans (each student's plan of study defined by semester), Notes, and GPA Calculators.

> **Important Note:** Northern Navigator aids and facilitates academic advising, but is not intended to replace face-to-face advising sessions. **Northern Navigator is neither an official academic transcript nor an official notification of completion of degree requirements.**

Worksheets:
Northern Navigator delivers a degree audit that is a summary of the student's degree requirements merged with the student's academic record. It provides a real-time assessment of the student's progress toward graduation. The Worksheet is the list of all requirements for graduation.

Plans:
Working with your student, you help them create a Plan that begins with the requirements in the degree audit, organized in a semester-by-semester format, but tailored for each student's unique situation. For example, if a student transfers college-level coursework to WV Northern, this appears on the degree audit and only remaining unmet requirements (courses) are included in their Plan. The Plan adjusts to fit each student's needs, including adding summer terms to decrease their time to graduation or expanding their program length to accommodate the need to complete developmental coursework, a work schedule, or family responsibilities. Once developed, their Plan is what they follow to graduation.

Notes:
Students, faculty, and staff can view Notes on a student records. Staff advisors and faculty advisors can enter Notes. Please be cautious when entering Notes, as they become part of the student's permanent record. In addition to the student be able to review Notes on their records, Notes are subject to subpoenas. Notes must be FERPA compliant.

GPA Calculators:
Students, faculty, and staff can utilize the GPA calculators. Graduation, Term, and Advice Calculators are available.

Accessing Northern Navigator

Full-time faculty and counselors access Northern Navigator through NOW after logging in through the Faculty/StaffPortal.

WEST VIRGINIA NORTHERN COMMUNITY COLLEGE
Find your direction at Northern
My WVNCC Faculty Portal

Please enter your credentials below to log in.
If you are logging in from home, please see our FAQs for setting up your browser for Northern On the Web (N.O.W)

USERNAME (Example: jsmith)

PASSWORD (Domain Password)

Log On   Supported Browsers

Single sign-on access to:
- Blackboard Learning System
- N.O.W.
- Faculty Email
- Grades First
- CourseEval
- ...and more!

WEST VIRGINIA NORTHERN COMMUNITY COLLEGE
Find your direction at Northern
My WVNCC Faculty Portal

Hello,
Log off

Message 1 of 1
ATTENTION:
Summer is almost over. Are your syllabi ready?

Faculty Links:

Academic Affairs
Argos
Faculty Resources
Human Resources
Faculty Document Center
OZ Problem Tracking
My Labs Plus
WVNCC Watch
(Cruiser Alert)
Aventail Smart Tunnel
(access to network files)

Staff Links:

Argos
Banner
Human Resources
OZ Problem Tracking
Text/Watch Alert System
Aventail Smart Tunnel
(access to network files)

Click the link to access the corresponding service.

N.O.W. Access

Logging in from home? See Instructions
...What's inside N.O.W?

Email

Bb learning System

24 hr Blackboard Help Desk: 1-800-253-1558 - Press 1

Library

GradesFirst

courseval
WEB-BASED COURSE ASSESSMENT

NO TRESPASSING

Northern On the Web (NOW)

| Personal Information | Student Services | Financial Aid | Faculty & Advisor Services | New WebTailor Administration |

Search [   ] [Go]

RETURN TO MENU   SITE MAP   HELP   EXIT

Student Information

Term Selection
ID Selection
View Student Information
View Student Address and Phones
View Student E-mail Address
View Student Schedule
Registration Overrides
Academic Transcript
Degree Evaluation - through Fall 2013
Evaluation for students will begin running through Northern Navigator during Fall 2013
Northern Navigator - Degree Audit
For students in Fall 2012 catalog forward. Attend a training session for more information.
Student Test Scores
Advisee Listing
Class Search

RELEASE: 8.5.3

NORTHERN NAVIGATOR

| Back to Self-Service | FAQ | Help | Print | Log Out |

Find Student ID |◄ ◄ Name ► ►| Degree Major   Classification Last Audit Last Refresh

| Worksheets | Plans | Notes | GPA Calc |

For students, DegreeWorks:

- Provides real-time advice and counsel
- Provides intuitive web access to self-service capabilities
- Allows direct access to multiple related services and advice through hyperlinks to catalog information, class schedules, transcripts, help desk services, and FAQs

For advisors, DegreeWorks:

- Supports real-time delivery of academic advice through intuitive web interfaces
- Minimizes errors through consistent degree plans
- Supports and monitors unique program changes

WEST VIRGINIA NORTHERN COMMUNITY COLLEGE

➢ Back to Self-Service returns you to your NOW log in
➢ NOTE: to move beyond this page you need to select a student.

Northern Navigator Functionality

Functionality	Description
WORKSHEETS TAB	
Worksheets: Student View (default)	Provides general information about the student's complete and incomplete requirements.
Worksheets: Registration Checklist	Shows unfulfilled requirements that are "Still Needed" on the audit
What If	Provides a degree audit for a proposed new major and is helpful for change of major planning.
Look Ahead	See how courses taken in the future effect a the student's audit.
Class History Link	Chronological list of all completed and in-progress classes.

PLANS TAB	
Plans	Create and view curriculum plans.

NOTES TAB	
View Notes	View notes entered in the student's audit.

GPA CALC TAB	
Graduation Calculator	Provides a general view of the average GPA needed throughout the final credits to achieve a desired GPA.
Term Calculator	Computes how the expected semester grades affect the cumulative GPA.
Advice Calculator	Determines how many credits of a specific grade needed to achieve the desired GPA.

Using Northern Navigator for Advising

Northern Navigator Audits

What are Worksheets?

Northern Navigator provides a degree audit that includes a summary of degree requirements merged with a student's academic record. It provides a real-time assessment of the student's progress toward graduation. The Audit lists all requirements for graduation.
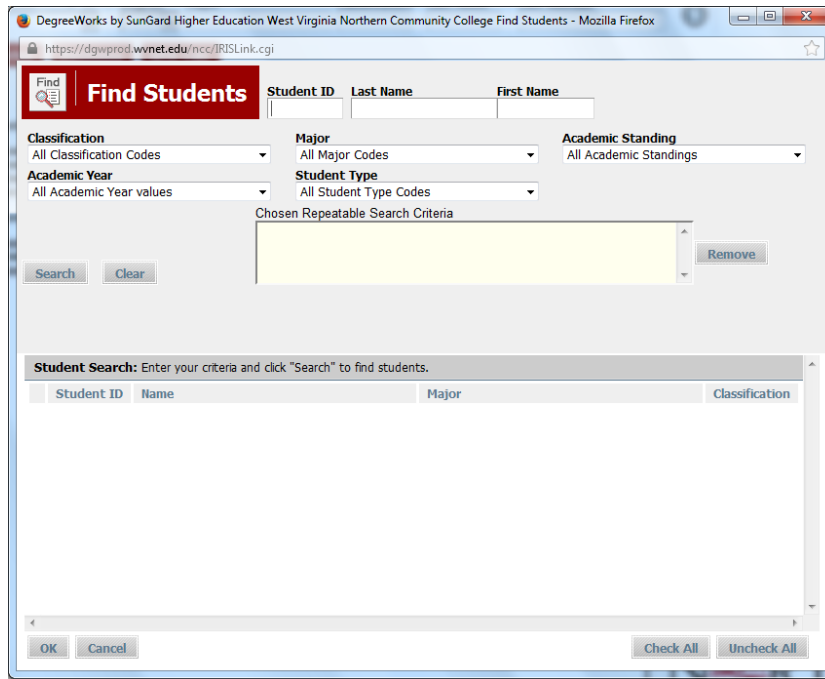
A.   Selecting Students
If you know the student's Northern ID, type the ID in the Student ID field.

If you do not know the student's identification number or are looking for a group of students who meet specific criteria, click FIND, to go to the FIND Students Search page.

You can search for a specific student or a listing of students meeting specific criteria. Results are limited to 200 students.
- To select a single student, enter the student's first and/or last names in the appropriate Name fields. Click Search and a list of students who meet the criteria appear.
- To select multiple students by search criteria, enter the search criteria, click on the Search button and a list of students who meet the criteria appear

Hints:
- If your criteria return more than 200, a warning message displays with the system randomly selecting 200 students. It is advisable to narrow the search to receive a more precise selection of students.
- Click on the column headers to sort the list. The red arrow indicates the sort field for the list of students found.
- From this list, you may select all or only certain students. Click OK to load them into your Northern Navigator audit page.
- From the Northern Navigator Worksheet, move among the students on your list by either clicking the arrows above the Name field, or clicking on the dropdown list and selecting the student's name.
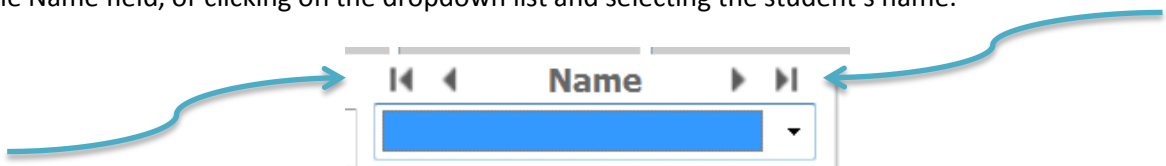
B. Student Context Information:

- Context information includes the following: Partial Student ID Number, Name, Degree, Major, Classification, Last Audit, and Last Refresh.
- The Degree dropdown box displays all degrees (if a student has multiple degrees).
- All majors for a specific degree reflect in the Worksheet if the student has multiple majors within the same degree.
- Class History provides a term-by-term summary of all of a student's coursework.
- The Last Audit date lists the most recent date on which an audit ran for the chosen program. This updates each time the "Process New" button is clicked.
- The Last Refresh is the date on which the Banner data was updated.
- The ⟳ symbol allows the user to refresh the student's Banner data on demand. Only faculty and staff have this option. The update process runs every night and updates all changes on student records from the previous day. Advisors can use this button to update the audit prior to the nightly run to reflect a change in Banner data.

When running the Audit, advisors should always click on the Process New button **Process New** to ensure that the most up-to-date data is visible. Possible updates made to audits do not appear until Process New is pressed.

C. Northern Navigator Worksheet Blocks

STUDENT HEADER: Demographic information related to the student.

DEGREE BLOCK: This block is a summary of all of the requirements for the degree. When the header bar of the Degree block has a ✅, the student is cleared for graduation. All individual requirements within the block also have a ✅. A ∼ indicates a requirement is in-progress. Each requirement displayed in this block contains a link to the section of the audit where the full requirements display. Advice in this block no longer displays when the requirement is met (example: required completion of 15 hours in residence at WVNCC).

HINT: Click on the Subject and Course Number of a "Still Needed" course in any block to open a separate window that provides the course prerequisites. Catalog descriptions will be visible soon.

MAJOR REQUIREMENTS: Major requirements display in this block. Students with multiple majors within the same degree have multiple major blocks. The advice in this block no longer displays after the requirements are met.

☐ Cert in Business Career St, Accounting					Academic Year:	2012-2013
					GPA:	3.00
⊠ Principles of Accounting I	ACC 122	Prin Of Accounting I	IP	(3)	Fall 2012	
⊠ Keyboarding Skills for Information Processing	BA 117	Keyboarding Skills	IP	(1)	Fall 2012	
⊠ Administrative Document Formatting	BA 108	Administrative Document Format	IP	(3)	Fall 2012	
⊠ Business Law I	BA 240	Business Law I	IP	(3)	Summer 2012	
⊠ Microsoft Applications	CIT 117	Microsoft Applications	IP	(3)	Summer 2012	
⊠ Principles of Macroeconomics	ECON 104	Principles of Macroeconomics	IP	(3)	Fall 2012	
✅ College Composition I	ENG 101	College Composition I	B	3	Fall 1987	
	Satisfied by	ENG101 - West Liberty University				
☐ Principles of Accounting II	Still Needed:	1 Class in ACC 123*				
☐ Computerized and Payroll Accounting	Still Needed:	1 Class in ACC 222*				
☐ Business Taxation	Still Needed:	1 Class in ACC 240*				
☐ Mathematics of Business and Finance	Still Needed:	1 Class in BA 109*				
☐ Business Communications	Still Needed:	1 Class in BA 265*				
⊠ Human Relations	PSYC 155	Human Relations	IP	(3)	Summer 2012	

FALL THROUGH COURSES: Coursework that does not fulfill any of the specific course requirements in the worksheet displays here.

Fallthrough Courses			Credits Applied: 6	Classes Applied: 2	
HIST 110	The United States to 1865		C	3	Fall 1987
	Satisfied by: HIST210 - West Liberty University				
WVN 199	Gen El (News Writing & Report		C	3	Fall 1987
	Satisfied by: JOUR250 - West Liberty University				

INSUFFICIENT: This block includes coursework that does not qualify for use toward the degree and/or forgiven coursework (repeated or academic forgiveness). These courses do not satisfy degree requirements.

Insufficient			Credits Applied: 0	Classes Applied: 16	
CDSL 102	Sign Language I		W	0	Fall 2000
CIP 145	Intro Computer & Inf Process		W	0	Fall 1989
	Satisfied by: CIS260 - West Liberty University				
ECON 105	Prin Of Economics Ii (Macro)		W	0	Fall 1989
	Satisfied by: ECON101 - West Liberty University				
ENG 102	College Composition Ii		W	0	Winter 1988
	Satisfied by: ENG102 - West Liberty University				
ENG 102	College Composition Ii		W	0	Fall 1988
	Satisfied by: ENG102 - West Liberty University				
ENG 102	College Composition Ii		W	0	Winter 1989
	Satisfied by: ENG102 - West Liberty University				
ENG 115	Technical Writing		W	0	Winter 1989
	Satisfied by: ENG274 - West Liberty University				
ENG 220	Studies in American Lit		W	0	Fall 1987
	Satisfied by: ENG205 - West Liberty University				
GEOG 205	World Geography		W	0	Winter 1988
	Satisfied by: GEO205 - West Liberty University				

IN-PROGRESS: Current or future term coursework displays in this block, in addition to appearing in the appropriate requirement block.

In-progress		Credits Applied: 25	Classes Applied: 9	
ACC 122	Prin Of Accounting I	IP	3	Fall 2012
BA 108	Administrative Document Format	IP	3	Fall 2012
BA 117	Keyboarding Skills	IP	1	Fall 2012
BA 240	Business Law I	IP	3	Summer 2012
CIT 117	Microsoft Applications	IP	3	Summer 2012
ECON 104	Principles of Macroeconomics	IP	3	Fall 2012
MATH 86	Dev Arithmetic Skills	IP	3	Summer 2012
MGT 253	Small Business Management	IP	3	Fall 2012
PSYC 155	Human Relations	IP	3	Summer 2012

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NOT COUNTED: Coursework not eligible to count toward graduation requirements displays here. This includes developmental coursework as well as duplicate courses. The grades earned in these courses (except developmental) count in the GPA.

Not Counted				Credits Applied: 3	Classes Applied: 1
MATH 86	Dev Arithmetic Skills	Maximum number of classes exceeded	IP	3	Summer 2012

EXCEPTIONS: Exceptions display on the worksheet. Exceptions are student petitions. If you find exceptions that are not applying to audit requirements where you believe they should, contact Tracy Jenkins at tjenkins@wvncc.edu.

Worksheets	Plans	Notes	GPA Calc

Worksheets >

Format: Student View

View | Save as PDF | Process New

☑ Include in-progress classes
☑ Include preregistered classes

Class History

☐ Introduction to Substance Abuse	Still Needed:	1 Class in **HS** 150*			
☐ Social Welfare Institutions	Still Needed:	1 Class in **HS** 200*			
☐ Abnormal Psychology	Still Needed:	1 Class in **PSYC** 200*			
☑ Mathematics Core Requirement					
Exception By: Jenkins, Tracy A On:	09/06/2013	Force Complete : Math Core fulfilled MCOR 199, Coll.. Algebra			
⊟ Understanding Human Diversity	**HS 147**	Understanding Human Diversity	IP	(3)	Fall 2013
⊟ Human Services Seminar	**HS 205**	Human Services Seminar	IP	(1)	Fall 2013
⊟ Introduction to Case Management & Counseling	**HS 210**	Intro Case Mgt & Counseling	IP	(3)	Fall 2013
☑ Developmental Psychology	**PSYC 208** Satisfied by	Dev Psychology PS236 - Bethune-Cookman College	B	3	Spring 2010
☑ Science Core Requirement	**BIO 115** Satisfied by	Anatomy/Physiology Ii BI236 - Bethune-Cookman College	A	4	Spring 2009

NOTES: Notes display in the Worksheet. Students, faculty, and staff can view Notes. Notes are subject to subpoenas.

LEGEND: Symbols and terminology used in the Worksheet.

Legend			
Campus 1-Wheeling, 2-Weirton, 3-New Martinsville, 4-Distance Education	☑ Complete	⊟ Complete except for classes in-progress	(T) Transfer Class
☐ Not Complete	≈ Nearly complete - see advisor	@ Any course number	* Pre-requisite(s)

DISCLAIMER: Includes a statement of responsibility regarding the audit.

Disclaimer

You are encouraged to use this degree audit report as a guide when planning your progress toward completion of the above requirements. Your academic advisor, campus counselor or the Registrar's Office may be contacted for assistance in interpreting this report. This audit is not your academic transcript and it is not official notification of completion of degree or certificate requirements.

D. What If Worksheets:

What If Worksheets display results when a proposed major change is considered. It uses the student's current class history. Select criteria for the What If scenario, then click the Process What-If button to view the results.

E. Look Ahead Worksheet:

The Look Ahead Worksheet provides results based on courses for which the student plans to register in future terms. Enter the subject and number of the planned course and click "Add Course." Once you have entered all desired courses, click Process New to view the results. Planned courses display with a ⌇ symbol in the worksheet. The course subject and number display in parentheses with a PL under the grade column and "Planned Term" under the semester column.

Using Plans

What is a Plan?

A Plan is a student's path to graduation that begins with the course requirements organized in a catalog format and tailored for each student's unique situation. The Plan adjusts to fit each student's needs, including shortening or lengthening their time to graduation, depending upon their individual circumstances.

The Plan

DO NOT USE THE BLANK PLAN. WVNCC requires students to follow the curriculums published in our catalog. Therefore, pre-defined plans are our only option.

Load a pre-defined Plan – This functionality is the only method WVNCC utilizes and recognizes.

- Select the "Plans" tab.
- To load a pre-defined template, click "Select Template" in the Create Plan dialog box. Previously developed plans display on this screen. Double-click the plan to open and use it or click the "New Plan" button to select a new template.
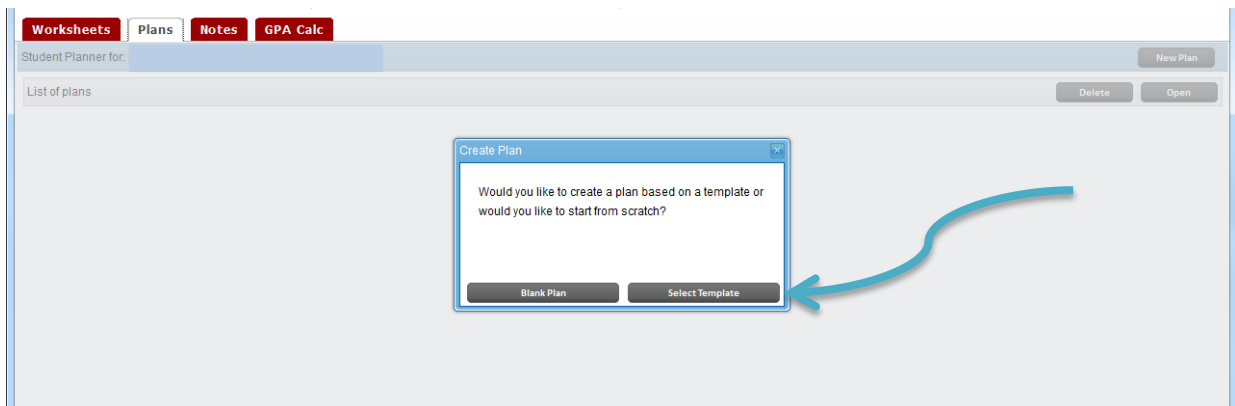
Select a major from the list while being mindful of the catalog year. (Double-click to select or click once and select Open

- Select a Start Term (term the student plans to begin taking courses towards this major) from the dialog box and click "OK." A pre-defined template displays to serve as a guide. You may rearrange and insert courses as needed to customize the pre-defined template. Example, if the program requires a SCI core, you can select which specific science course the student plans to take to complete their major; developmental courses can also be added to the Plan by clicking and dragging from the course listing on the right side of your screen.

- Within pre-defined templates are "place holders." Placeholders carry notes to assist you in working with your students to select specific courses to schedule (ex., HUM Core requirement; a note them defines which courses meet the requirement). Add courses to the Plan by clicking and dragging from the courses listing on the right side of your screen. You must then delete the Placeholder by clicking it with your mouse (you must be on a blank part of the line (if selected correctly it will turn a dark blue) and selecting the "-" (Delete selected requirement) from the term header row.
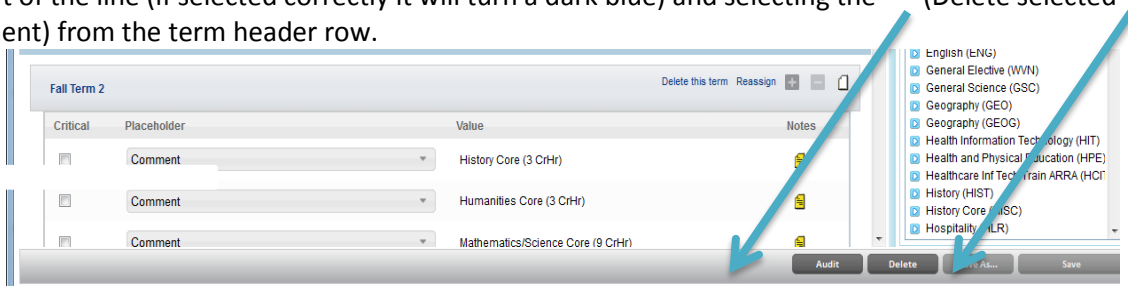
- After the plan is finished, check the newly created plan against the audit. Click the "Save" button at the bottom of the screen and then select "Audit". "Placeholders" appear in the Ineligible block, as the audit does not know where to place individualized requirements.
- Once you verify that the Plan contains all required courses, select the "Lock" checkbox at the top of the screen and click "Save." Only faculty and staff can lock or unlock a plan.
- A pop-up identifying duplicate and placeholder courses displays as needed. If appropriate at this point, click "OK." If not, make corrections, then "Save" again.
- When you click "Save," a red arrow appears identifying any errors. If this happens, correct the error, then "Save" again.

Notes

Students, faculty, and staff can view Notes on a student records. Only staff advisors can enter notes. Notes are part of the student's permanent record. In addition to the student be able to review Notes on their records, notes are subject to subpoenas. If you ever have a question or concern regarding a not on a student's record, please contact the Registrar's Office.

GPA Calculators

Three calculators are available. Students, faculty, and students have access to the calculators.
  A. Graduation Calculator:
    a. Provides a view of the average GPA needed throughout their final credits to achieve the desired GPA. The students current cumulative GPA appears. Students, faculty, and/or staff enter the Credits remaining, Credits Required, and Desired GPA.

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B. Term Calculator:

    a. Computes how the expected semester grades affect the student's cumulative GPA. The current cumulative GPA, Credits Earned So Far, and current class registration appears. The student enters the grades they expect to receive.

C. Advice Calculator:

    a. Determines the number of credit hours of a specific grade needed to achieve a desired GPA. The student's Current GPA and Credit Earned prepopulate on the screen. Enter the Desired GPA.

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READ 95	ENG 90	MATH 86	MATH 92	MATH 93
Reading Req. Met = 3	English Req. Met = 3	Math 86 Req. Met = 3	Mtah 92 Req. Met = 3	Math 93 Req. Met = 3
AE3 (ACT Read) =17	AE1 (ACT Eng) =18	AE2 (ACT Math) = 19	AE2 (ACT Math) = 19	AE2 (ACT Math) = 19
S01 (SAT Verbal) = 420	S01 (SAT Verbal) = 450	S02 (SAT Math) = 460	S02 (SAT Math) = 460	S02 (SAT Math) = 460
W31 (Asset Read) = 36	W32 (Asset Eng) = 38	W33 (Asset Num) = 40	W34 (Asset Alg) = 38	W34 (Asset Alg) = 46
C03 (Compass Read) = 75	C02 (Compass Eng) = 71	CM86 (Comp Pr-Alg) = 59	CM92 (Comp Alg) = 36	CM93 (Comp Alg) = 61

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November 4, 2013