Student Instructions

Contents

What is Northern Navigator?

Northern Navigator provides you and your advisor with an easy to understand, clearly defined pathway toward degree completion.

> **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 your degree requirements merged with your academic record. It provides a real-time assessment of your progress toward graduation. The Worksheet is the list of all requirements for graduation.

Student View	Provides general information about your complete and incomplete requirements.
Registration Checklist	Shows unfulfilled requirements that are "Still Needed" on the audit
What If	Provides a degree audit for a proposed new major. Is helpful when changing majors.
Look Ahead	Assists in determining where courses taken in the future will appear on your audit.
Class History Link	Shows a chronological list of all complete and in-progress classes.

Plans:

Your advisor works with you to create a plan that begins with the requirements in the degree audit, organized in a semester-by-semester format, but tailored for your unique situation. For example, you transfer in college-level coursework. This appears in the degree audit and only remaining unmet requirements (courses) show in your Plan. The Plan adjusts to fit your needs, including adding summer terms to decrease your time to graduating or expanding your program length to accommodate the need to complete developmental coursework, a work schedule, or family responsibilities. Once developed, your Plan is what you follow to graduation.

GPA Calculators:

Students, faculty, and staff can utilize the GPA calculators.

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

NORTHERN NAVIGATOR

Accessing Northern Navigator

Access Northern Navigator through NOW after logging in through the Student Portal.

West Virginia Northern
COMMUNITY COLLEGE

Northern On the Web (NOW)

| Personal Information | Student Services | Financial Aid |

Search [_____] [Go]

ACCESSIBILITY   SITE MAP   HELP   EXIT

Main Menu

Welcome,   to Northern on the Web (NOW). Last web access on Oct 21, 2013 at 11:47 am

Personal Information
View addresses, phone numbers, email address and emergency contact information; see information on changing your name; change your PIN.

Student
Register for classes, Add/Drop classes, view your schedule, view an UNOFFICIAL transcript and check your Financial Aid

Financial Aid
Apply for Financial Aid, review status and loans, check student account balances

PAY tuition and fees online
PAY tuition and fees online

RELEASE: 8.5.2

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West Virginia Northern
COMMUNITY COLLEGE

Northern On the Web (NOW)

| Personal Information | **Student Services** | Financial Aid |

Search [_____] [Go]

RETURN TO MENU   SITE MAP   HELP   EXIT

Student & Financial Aid

Registration
- Register for classes.
- Check your registration status.
- View your class schedule.
- Add or drop classes.
- Check your account balances.
-

Student Records
- View your holds and grades.
- View an unofficial academic transcript.
- Request an official transcript.
- Run a degree evaluation.
- Check student account balances.
- View student information.
-

RELEASE: 8.5.4

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Northern On the Web (NOW)

Personal Information	Student Services	Financial Aid

Search [_____] Go   RETURN TO MENU   SITE MAP   HELP   EXIT

Student Records

View Holds
Midterm Grades
Final Grades
Academic Transcript
Request Transcript
Transcript Request Status
Account Summary by Term
Account Summary
Select Tax Year
Tax Notification
Degree Evaluation
This degree audit system is for students whose catalog year is prior to Fall 2012.
Northern Navigator
This degree audit system is for students whose catalog year is equal to or later than Fall 2012.
Course Catalog
View Student Information

NORTHERN NAVIGATOR

Back to Self-Service	FAQ	Help	Print	Log Out

Student ID | **Name** | **Degree** | **Major** | **Classification** | **Campus** | **Last Audit** |
| | | AAS | Sign Language/Interprete | Sophomore | 1 | Today |

| Worksheets | Plans | GPA Calc |

Worksheets >

Format:
Student View [View] [Save as PDF] **Class History**
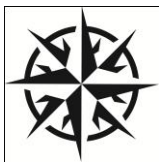
What If

Look Ahead

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) |

West Virginia Northern Community College

Student View AA453039 as of 10/22/2013 at 16:13

Student		Level	Undergraduate
ID		Degree	Associate in Applied Science
Classification	Sophomore	College	Academic College
Advisor	Herrington, Kathy L	Major	Sign Language/Interpreter Training Program
Overall GPA	3.17	Hold(s)	

Test Scores

Test	Description	Date Taken	Score
AE1	ACT-ENH English	01-JUN-10	
AE2	ACT-ENH Math	01-JUN-10	
AE3	ACT-ENH Reading	01-JUN-10	
AE4	ACT-ENH Science Reasoning	01-JUN-10	
AE5	ACT-ENH Composite	01-JUN-10	
W32	ASSET English Test	20-JAN-11	
W31	ASSET Reading Test	20-JAN-11	
W31	ASSET Reading Test	27-JAN-11	
CM86	Compass Pre-Algebra	14-APR-11	
CM92	Compass Algebra	14-APR-11	
CM86	Compass Pre-Algebra	16-MAY-11	
TRE	Meets English Requirement	22-AUG-11	
TRR	Meets Reading Requirement	22-AUG-11	
TRM	Meets Basic Math Requirement	24-JUL-13	

Using Northern Navigator

Northern Navigator Audits

What are Worksheets?

Northern Navigator provides a degree audit that includes a summary of your degree requirements merged with your academic record. It provides a real-time assessment of your progress toward graduation. The Audit lists all requirements for graduation.

A. Student Context Information:

- Context information includes the following: Partial ID Number, Name, Degree, Major, Classification, Last Audit, and Last Refresh.
- The Degree dropdown box displays all of the degrees if you have multiple degrees.
- All majors for a specific degree reflect in the Worksheet if you have multiple majors within the same degree.
- Class History provides a term-by-term summary of all of your coursework.
- The Last Audit date lists the most recent date on which an audit ran for the chosen program.
- The Last Refresh is the date on which the last update to Banner data occurred.

When running the Audit, you 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.

B. Northern Navigator Worksheet Blocks

STUDENT HEADER: Demographic information.

West Virginia Northern Community College

Student View	AA460256 as of 10/24/2013 at 14:47		
Student		Level	Undergraduate
ID		Degree	Associate in Applied Science
Classification	Sophomore	College	Academic College
Ad...	...on, Kathy L	Major	Sign Language/Interpreter Training Program
Ov...		Hold(s)	

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 ✅, you are cleared for graduation. All individual requirements within the block also has a ✅ when the requirement is met. 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).

✅ **Degree in Associate in Applied Science**	**Academic Year:**	2012-2013	**Credits Required:**	61
	GPA:	3.17	**Credits Applied:**	76
✅ **You meet the minimum GPA requirement at WVNCC**				
✅ **Major Requirements**				
✅ **Developmental Requirements**				

MAJOR REQUIREMENTS: Major requirements display in this block. Multiple majors within the same degree will 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 Satisfied by	College Composition I ENG101 - West Liberty University	B	3	Fall 1987
☐ 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

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

FALL THROUGH COURSES: Coursework that does not fulfill any of the specific course requirements in the worksheet display here. These courses count in earned hours.

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

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

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	

requirement block.

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.

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.

C.   What If Worksheets:

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

D.   Look Ahead Worksheet:

The Look Ahead Worksheet provides results based on courses for which you plan 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.

NORTHERN NAVIGATOR

Using Plans

What is a Plan?

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

The Plan

DO NOT USE THE BLANK PLAN. WVNCC follows the curriculums published in our catalog. Therefore, pre-defined plans are your 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 displays on this screen. Double-click the plan to open and use it or click the "New Plan" button to select a new template.
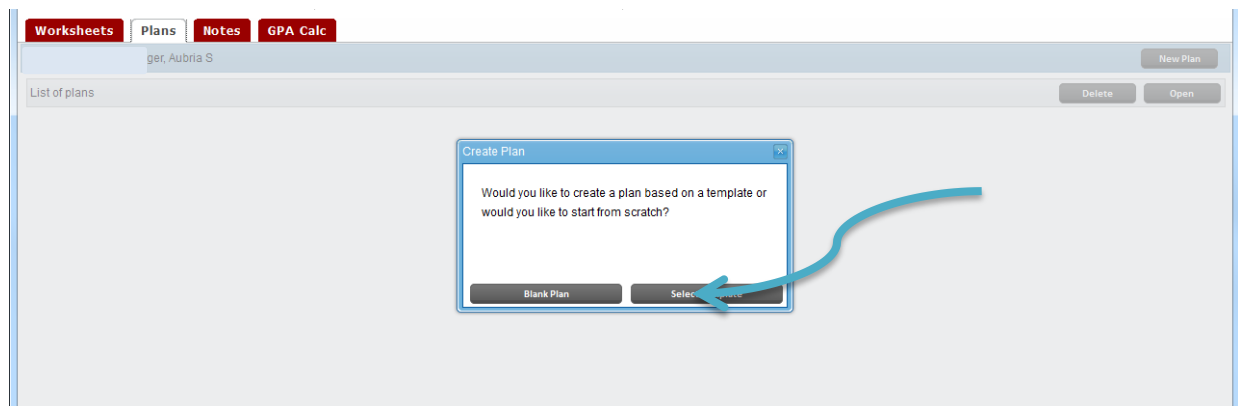

Select a major from the list while being mindful of the catalog year. (Double-click to select or click once and select Open

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- Select a Start Term (term you plan 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 you plan 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.
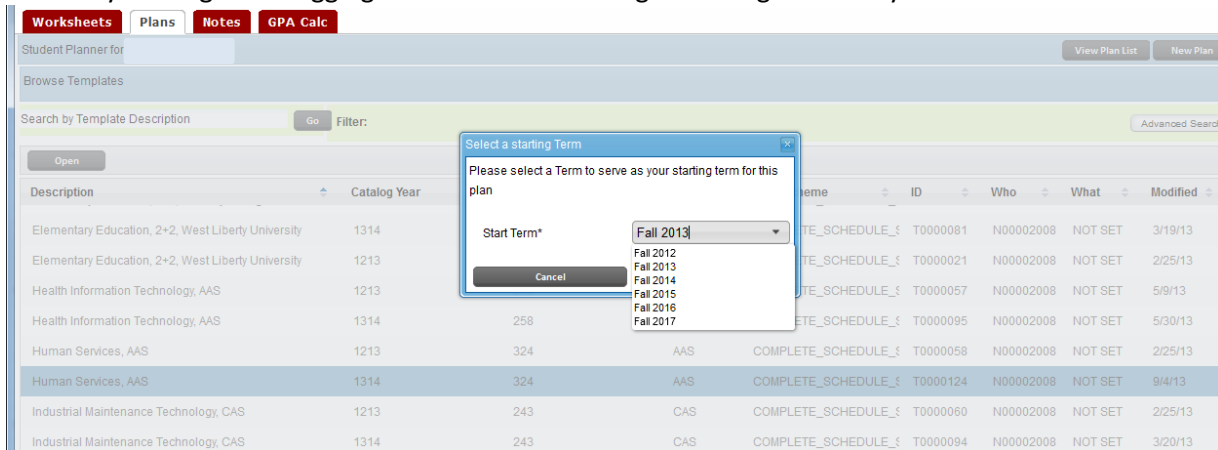
- Within pre-defined templates are "place holders." Placeholders carry notes to assist you in working with your advisor to select specific courses to schedule (ex., HUM Core requirement; a note them defines which courses meet the requirement). Add courses to the Plan by clicking and dragging from the 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.
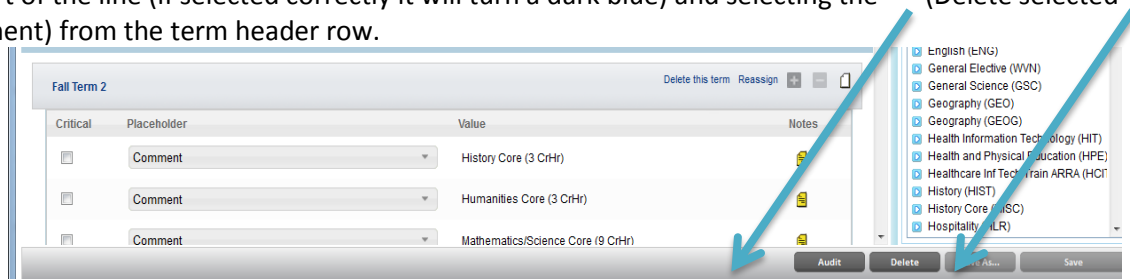
- After the plan is finished, check the newly created plan against the audit. Click the "Save" button at the bottom of the screen and then select "Audit". "Placeholders" appear in the Ineligible block, as the audit does not know where to place individualized requirements.
- Once you verify that the Plan contains all required courses, select the "Lock" checkbox at the top of the screen and click "Save." Only your advisor 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.

GPA Calculators

Three calculators are available.

A. Graduation Calculator:

    a. Provides a view of the average GPA needed throughout their final credits to achieve the desired GPA. Your current cumulative GPA appears. Enter the Credits Remaining, Credits Required, and Desired GPA.

B. Term Calculator:

    a. Computes how the expected semester grades affect your cumulative GPA. The current cumulative GPA, Credits Earned So Far, and current class registration appears. Enter the grades you expect to receive.

C. Advice Calculator:

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