

# Student Instructions

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## 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.

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



## Accessing Northern Navigator

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

WEST VIRGINIA  
**NORTHERN**  
COMMUNITY COLLEGE  
Find your direction at Northern

**My WVNC** STUDENT PORTAL

Please enter your credentials below to log in.  
If you need assistance, please refer to the [Log On Instructions](#)  
For assistance, please see our [FAQs](#) page

What's inside My WVNC? Click [HERE](#) to find out.

USERNAME (Example: jfsmith1)  
  
 PASSWORD (N00000000 initial logon only)

Incorrect Username and Password

**Log On**

Forgot Password?  
Supported Browsers

Single sign-on access to:

- Blackboard
- N.O.W.
- Student Email
- Tutoring (Grades First)
- Course Evaluations (CoursEval)
- ...and more!

**NEED HELP NOW?**  
...Click [HERE](#)

WVNC Let's Get Started Access Guide

WEST VIRGINIA  
**NORTHERN**  
COMMUNITY COLLEGE  
Find your direction at Northern

My WVNC STUDENT PORTAL

Hello,  
[Settings](#) [Log out](#)

**wvnc PROMISE** [Click here to tell us how we are doing!](#)

Message 1 of 1 **Spring and Summer 2014 semesters begins on Tuesday, November 5**

REGISTRATION COUNTDOWN  
**12**  
Visit us on Facebook

Quick Links:  
Calendar of Events  
Let's Get Started Student Access Guide  
Portal FAQs  
EMAIL FAQs  
WVNC Library Homepage  
Distance Education Information  
Career Services  
Disability Services  
Student Activities  
Student Handbook  
WVNC Watch (Cruiser Alert)

External Services:

**YOU SPOKE...WE LISTENED**  
Click to find out more

**N.O.W. Access** **Student E-mail** **Bb learning System**

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

**Library** **GradesFirst** **courseval**

On-Campus Tutoring Appt. and More Evaluate your Courses!

**National Student Clearinghouse** **brainfuse**

FREE Online Tutoring & Study Skills

**STUDENT SUCCESS TIPS & LINKS:**  
[New Student Orientation Dates](#)  
[Academic Support Services](#)  
[Supplemental Instruction](#)

Click the buttons to access the corresponding service.

FOR YOUR PROTECTION, PLEASE REMEMBER TO ALWAYS LOG OUT OF YOUR ACCOUNT!

## Northern On the Web (NOW)

[Personal Information](#) [Student Services](#) [Financial Aid](#)

Search

[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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## Northern On the Web (NOW)

[Personal Information](#) [Student Services](#) [Financial Aid](#)

Search

[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)

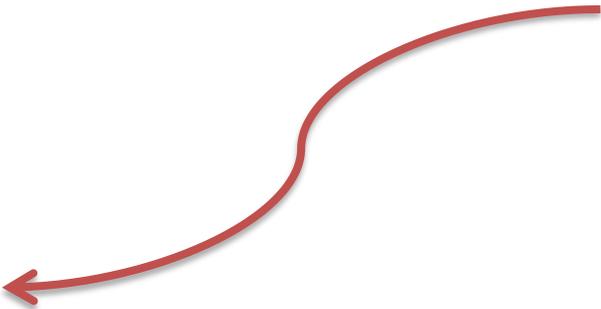
[Personal Information](#) [Student Services](#) [Financial Aid](#)

Search

[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](#)



[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


[Class History](#)

What If
Legend

Look Ahead

Campus 1-Wheeling, 2-Weirton, 3-New Martinsville, 4-Distance Education	Complete	Complete except for classes in-progress
<input type="checkbox"/> Not Complete	Nearly complete - see advisor	Any course number
		Transfer Class
		Pre-prerequisite(s)

### West Virginia Northern Community College

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

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

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  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.

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

**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).

 <b>Degree in Associate in Applied Science</b>	<b>Academic Year:</b> 2012-2013	<b>Credits Required:</b> 61
	<b>GPA:</b> 3.17	<b>Credits Applied:</b> 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.

<input type="checkbox"/> <b>Cert in Business Career St, Accounting</b>			<b>Academic Year:</b> 2012-2013		
			<b>GPA:</b> 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				
<input type="checkbox"/> Principles of Accounting II	Still Needed: 1 Class in ACC 123*				
<input type="checkbox"/> Computerized and Payroll Accounting	Still Needed: 1 Class in ACC 222*				
<input type="checkbox"/> Business Taxation	Still Needed: 1 Class in ACC 240*				
<input type="checkbox"/> Mathematics of Business and Finance	Still Needed: 1 Class in BA 109*				
<input type="checkbox"/> 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						
WVH 199	Gen Ed (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		

**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.

The screenshot shows a worksheet interface with tabs for 'Worksheets', 'Plans', 'Notes', and 'GPA Calc'. The 'Worksheets' tab is active, showing a 'Student View' of course requirements. A blue arrow points to the 'Mathematics Core Requirement' row, which is highlighted in yellow and marked as 'Force Complete: Math Core fulfilled MCOR 199, College Algebra'. Other rows include 'Introduction to Substance Abuse', 'Social Welfare Institutions', 'Abnormal Psychology', 'Understanding Human Diversity', 'Human Services Seminar', 'Introduction to Case Management & Counseling', 'Developmental Psychology', and 'Science Core Requirement'.

**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.

The screenshot shows the 'What If' worksheet in the Northern Navigator system. At the top, there is a navigation bar with 'Back to Self-Service', 'FAQ', 'Help', 'Print', and 'Log Out'. Below this is a search bar for 'Student ID' and 'Name', and a profile section showing 'Degree: AAS', 'Major: Human Services', 'Classification: Sophomore', and 'Last Audit: Today'. The 'What If' section is active, showing 'Format: Student View', 'Process What-If', and 'Save as PDF'. It includes dropdowns for 'Degree' (Associate in Applied Science) and 'Academic Year' (Pick an Academic Year). The 'Choose Your Different Areas of Study' section has a 'Major' dropdown and a 'Chosen Areas of study' list. The 'Choose Your Future Classes' section has 'Subject' and 'Number' input fields, an 'Add Course' button, and a 'Courses you are considering' list.

### 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.

The screenshot shows the 'Look Ahead' worksheet in the Northern Navigator system. It features the same navigation bar and search/profile section as the 'What If' worksheet. The 'Look Ahead' section is active, displaying instructions: 'To see an audit SHOWING COURSES FOR WHICH YOU PLAN TO REGISTER IN FUTURE TERMS, use the form below to enter the Subject code and Number of each anticipated course. Once you have created your list of courses, click on the Process New button.' Below the instructions are 'Subject' and 'Number' input fields, an 'Add Course' button, and a 'Courses you are considering' list.

# Using Plans

## What is a Plan?

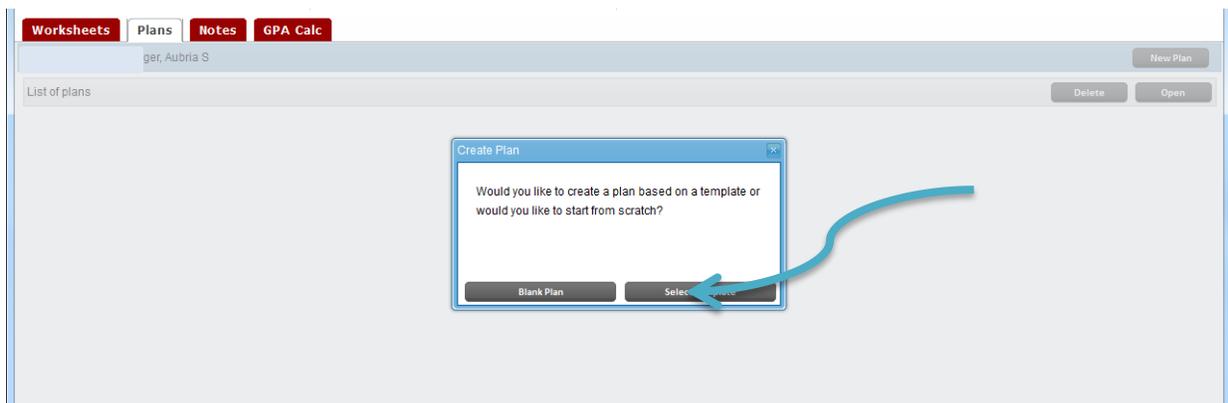
A Plan is your path to graduation that begins with the course requirements organized in a catalog format and tailored for your unique situation. The Plan adjusts to fit your needs, including shortening or lengthening their time to graduation, depending upon their individual circumstances.

## 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.

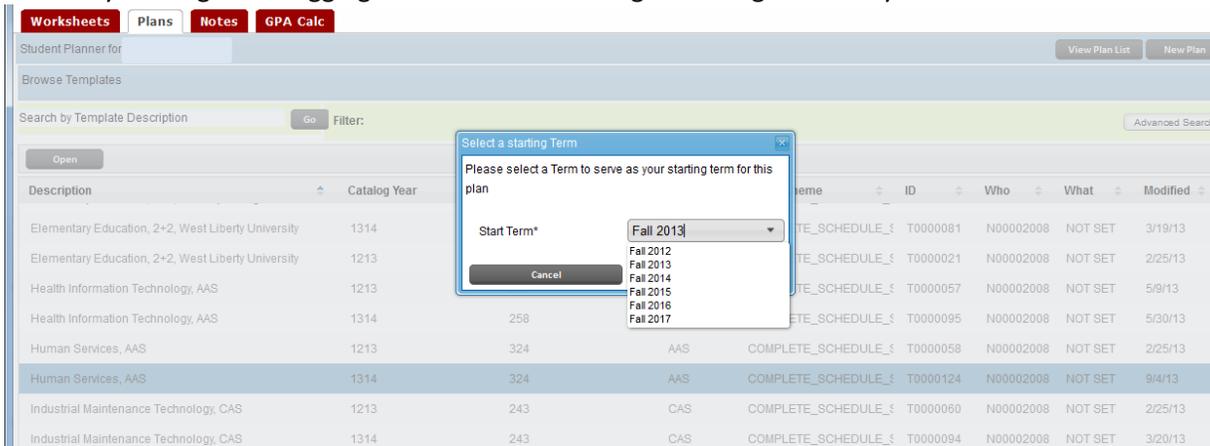
- Select the "Plans" tab.
- To load a pre-defined template, click "Select Template" in the Create Plan dialog box. Previously developed plans displays on this screen. Double-click the plan to open and use it or click the "New Plan" button to select a new template.



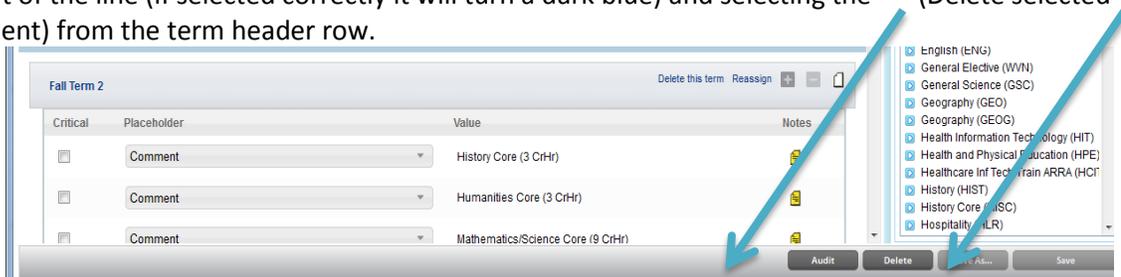
Select a major from the list while being mindful of the catalog year. (Double-click to select or click once and select Open

Description	Catalog Year	Major	Degree	Term Scheme	ID	Who	What	Modified
Elementary Education, 2+2, West Liberty University	1314	101	AA	COMPLETE_SCHEDULE_§	T0000081	N00002008	NOT SET	3/19/13
Elementary Education, 2+2, West Liberty University	1213	101	AA	COMPLETE_SCHEDULE_§	T0000021	N00002008	NOT SET	2/25/13
Health Information Technology, AAS	1213	258	AAS	COMPLETE_SCHEDULE_§	T0000057	N00002008	NOT SET	5/9/13
Health Information Technology, AAS	1314	258	AAS	COMPLETE_SCHEDULE_§	T0000095	N00002008	NOT SET	5/30/13
Human Services, AAS	1213	324	AAS	COMPLETE_SCHEDULE_§	T0000058	N00002008	NOT SET	2/25/13
Human Services, AAS	1314	324	AAS	COMPLETE_SCHEDULE_§	T0000124	N00002008	NOT SET	9/4/13
Industrial Maintenance Technology, CAS	1213	243	CAS	COMPLETE_SCHEDULE_§	T0000060	N00002008	NOT SET	2/25/13
Industrial Maintenance Technology, CAS	1314	243	CAS	COMPLETE_SCHEDULE_§	T0000094	N00002008	NOT SET	3/20/13
Mechatronics, AAS	1314	201	AAS	COMPLETE_SCHEDULE_§	T0000092	N00002008	NOT SET	3/20/13
Mechatronics, AAS	1213	201	AAS	COMPLETE_SCHEDULE_§	T0000005	N00002008	NOT SET	2/25/13
Medical Assisting, Administrative Medical Assistant, CAS	1213	163	CAS	COMPLETE_SCHEDULE_§	T0000061	N00003528	NOT SET	5/30/13
Medical Assisting, Administrative Medical Assistant, CAS	1314	163	CAS	COMPLETE_SCHEDULE_§	T0000125	N00003528	NOT SET	9/4/13

- 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.

Worksheets Plans Notes Petitions Exceptions GPA Calc

Graduation Calculator

Term Calculator

Advice Calculator

Current GPA 2.48

Credits Remaining

Credits Required

Desired GPA

Calculate

Disclaimer: Calculator options provide unofficial results.

## 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.

Worksheets Plans Notes Petitions Exceptions GPA Calc

Graduation Calculator

Term Calculator

Advice Calculator

Current GPA 2.48

Credits Earned So Far 32.683

	Credits	Grade
HIST 100	3	A [4.00]
MATH 86	3	A [4.00]
POLS 102	3	A [4.00]
SPCH 105	3	A [4.00]
Class 5		A [4.00]
Class 6		A [4.00]
Class 7		A [4.00]
Class 8		A [4.00]
Class 9		A [4.00]
Class 10		A [4.00]

Calculate

Disclaimer: Calculator options provide unofficial results.

## 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.

Worksheets Plans Notes Petitions Exceptions GPA Calc

Graduation Calculator

Term Calculator

Advice Calculator

Current GPA 2.48

Credits Earned 32.683

Desired GPA

Calculate

Disclaimer: Calculator options provide unofficial results.