

**Faculty Advisor Instructions** 

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# What is Northern Navigator?

Northern Navigator provides you and our 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 will 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 in the degree audit and only remaining unmet requirements (courses) show in their Plan. The Plan adjusts to fit each student's needs, including adding summer terms to decrease their time to graduating 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 will follow to graduation.

### **Notes:**

Students, faculty, and staff can view Notes on a student records. Only staff advisors can enter Notes at this time. 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.

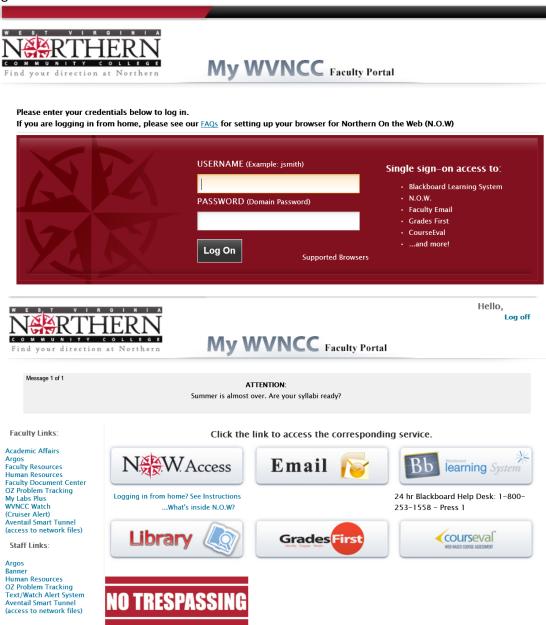
## **GPA Calculators:**

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



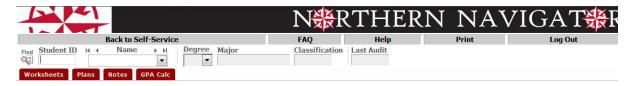
# **Accessing Northern Navigator**

Students, full-time faculty, and counselors will access Northern Navigator through NOW after logging in through the Student Portal.



# Northern On the Web (NOW)



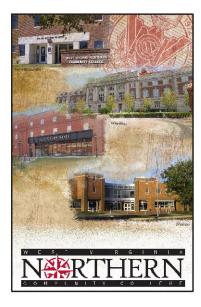


## For students, DegreeWorks:

- 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



- ➤ 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)	This view provides general information about the
	student's complete and incomplete requirements.
Worksheets: Registration Checklist	Shows only the unfulfilled requirements that are "Still
	Needed" on the audit
What If	This provides a degree audit for a proposed new major.
	This is helpful for change of major planning.
Look Ahead	This option provides the ability to list courses to take in
	the future to see their effect on the student's audit.
Class History Link	This option shows a chronological list of all completed
	and in-progress classes.

PLANS TAB	
Plans	Used by students and advisors to create and view curriculum Plans.

NOTES TAB	
View Notes	This option provides a view of all of the notes entered in the student's audit.

GPA CALC TAB	
Graduation Calculator	Provides a general view of the average GPA needed
	throughout their final credits to achieve their 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**

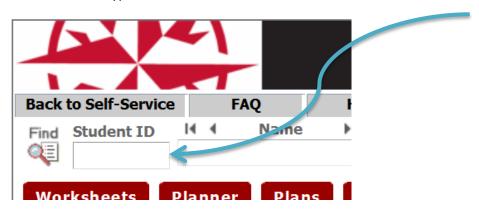
# **Northern Navigator Audits**

## 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.

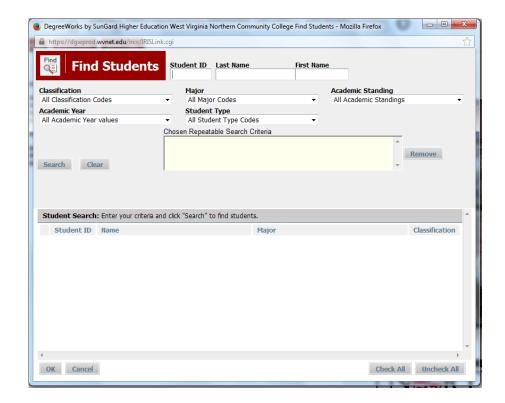
# A. Selecting Students

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, which will take you 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 meeting the criteria appear.
- To select multiple students by search criteria, enter your search criteria, click on the Search button and a list of students who meet the criteria appear

### Hints:

- If your selection returns more than 200, a warning message displays with the system randomly selecting 200 students. It is advisable to narrow your selection 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 Worksheets, you can 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: Student ID, Name, Degree, Major, Classification, and Last Audit.
- 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 "Process New" is clicked, it updates

When running the Audit, advisors 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.

## C. Northern Navigator Worksheet Blocks

# **STUDENT HEADER**: Demographic information related to the student.

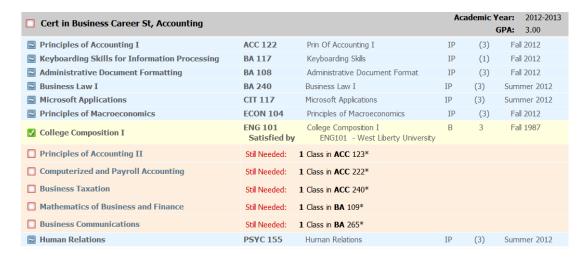
Student View	AA010346 as of 08/01/2012 at 17:43		
Student		Level	Undergraduate
ID		Degree	Associate in Applied Science
Classification	Sophomore	College	Academic College
Advisor		Major	Human Services
Overall GPA	2.33		

**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 will also have a ✓. A ত 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).



<u>HINT</u>: 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.

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



**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	Cred	lits App	lied: 6 Classes Applied: 2
HIST 110	The United States to 1865	С	3	Fall 1987
Satisfied by:	: HIST210 - West Liberty University			
WVN 199	Gen El (News Writing & Report	С	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			

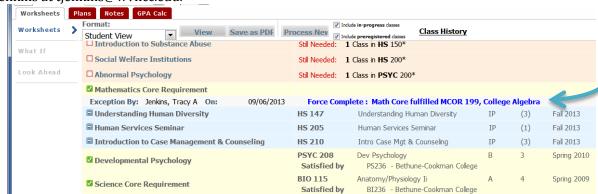
**IN-PROGRESS**: Current or future term coursework displays in this block, in addition to appearing in the appropriate requirement block.

In-progress			Cred	lits 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

**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.



**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.



**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.



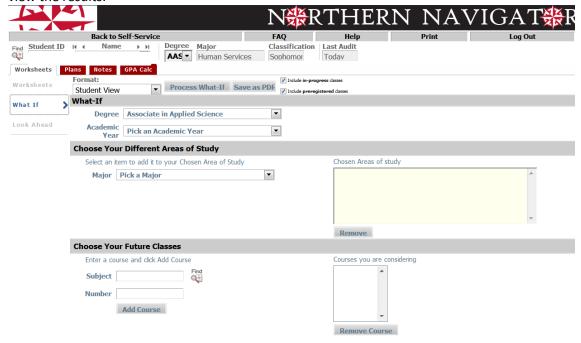
**DISCLAIMER**: Includes a statement of responsibility regarding the audit.

#### 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.

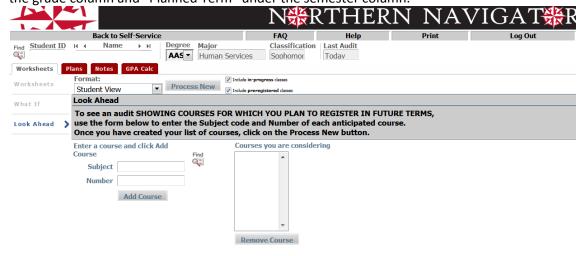
#### D. What If Worksheets:

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?

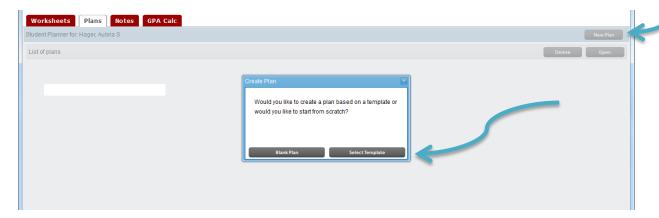
A Plan is a student's path to graduation that begins with the course requirements organized in a catalog format and tailored for each student's unique situation. The Plan adjusts to fit each student's needs, including shortening or lengthening their time to graduation, depending upon their individual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

### The Plan

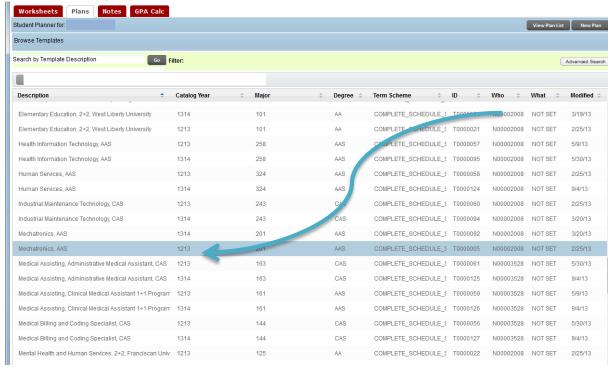
DO NOT USE THE BLANK PLAN. WVNCC requires students to follow the curriculums published in our catalog. Therefore, pre-defined plans are our only option.

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

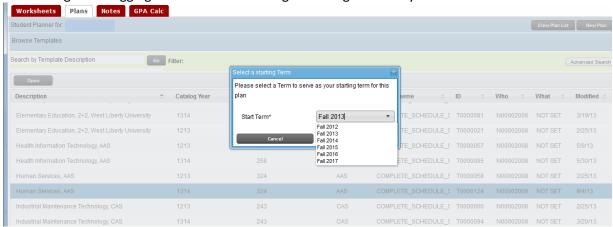
- Select the "Plans" tab.
- To load a pre-defined template, click "Select Template" in the Create Plan dialog box. Previously developed plans displays on this screen. Double-click the plan to open and use it or click the "New Plan" button to select a new template.



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



• 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**

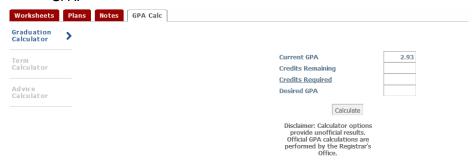
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# **GPA Calculators**

Three calculators are available. Students, faculty, and students have access to the calculators.

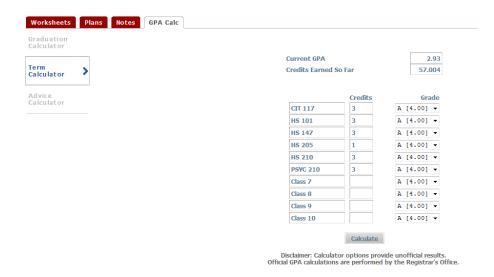
## A. Graduation Calculator:

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.



#### 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.

