



EduNav SmartPlan Student Manual

Table of contents

ABOUT EDUNAV SMARTPLAN	3
INSTRUCTIONS	3
LOG IN	3
VIEW ACADEMIC HISTORY	4
VIEW FUTURE SEMESTERS	5
OPEN WEEKLY SCHEDULE	5
VALID / NOT VALID FUNCTIONALITY	5
CHANGE TIME / INSTRUCTOR	7
PLAN COURSES FROM MULTIPLE COLLEGES	8
KEEP OR REMOVE A COURSE	9
REPLACE A COURSE	9
CHANGE COURSE FOR REQUIREMENT	10
MOVE COURSE TO ANOTHER TERM	10
UNDO LAST ACTION	11
EDIT TARGET CREDITS (UNITS)	11
ADD A TERM	12
REMOVE A TERM	13
DROP A REGISTERED COURSE	13

About EduNav SmartPlan

EduNav SmartPlan is a degree planning tool to help you navigate the path all the way to graduation. With SmartPlan, you plan and register for all your courses in a guided, intuitive system personalized to your needs and preferences. In SmartPlan, you can quickly:

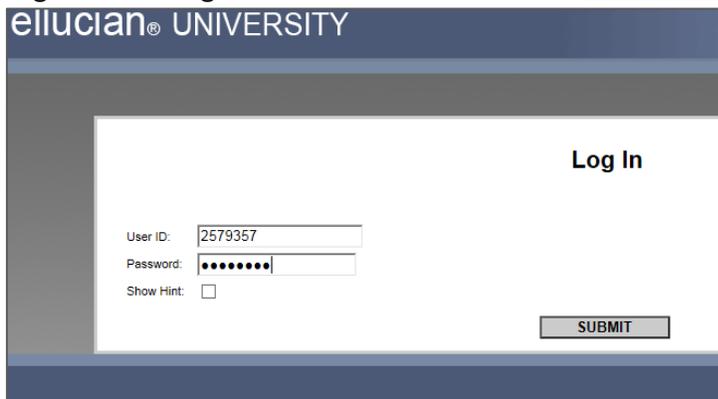
- Visualize your pathway to graduation, term by term
- See when you are expected to graduate – and understand how any changes to your plan affect your completion timeline
- Plan, schedule and register for all your courses in one intuitive interface
- View your entire academic history including any already articulated courses

Please note that the education plans created by EduNav SmartPlan are tentative until they are fully approved by a counselor.

Instructions

Log in

Log in to Colleague WebAdvisor.



Click on the *Students* menu.



Click on *Register and Drop Classes*

[International Supplemental Application](#)
[TRIO Application](#)

Registration

[Search for Classes](#)
[Check my Registration Dates/Holds](#)
[Register and Drop Classes](#)
[My Class Schedule](#)
[My Account Summary by Term](#)
[Make a Payment](#)
[Purchase Student Parking](#)
[Order Textbooks](#)

Financial Aid

[Financial Aid Award Letter](#)
[Financial Aid Shopping Sheet](#)

You will now be redirected to EduNav SmartPlan.

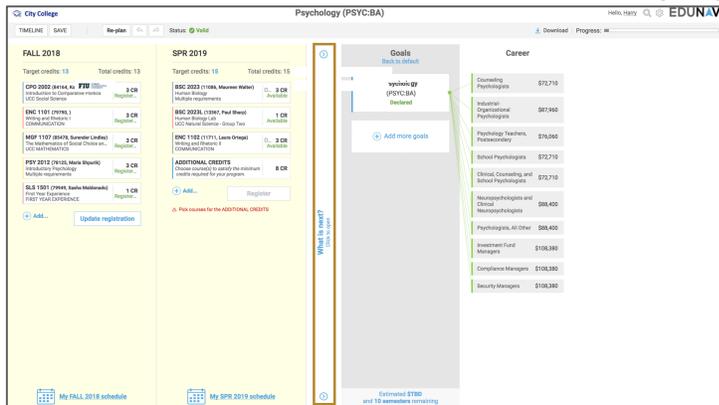
View academic history

In SmartPlan, each term is represented chronologically in a column. Terms with completed or articulated courses will be gray. These terms can be seen to the left when you enter the system.

If academic history is collapsed, it can be seen by clicking the *Completed Semesters* bar on the left of the screen.

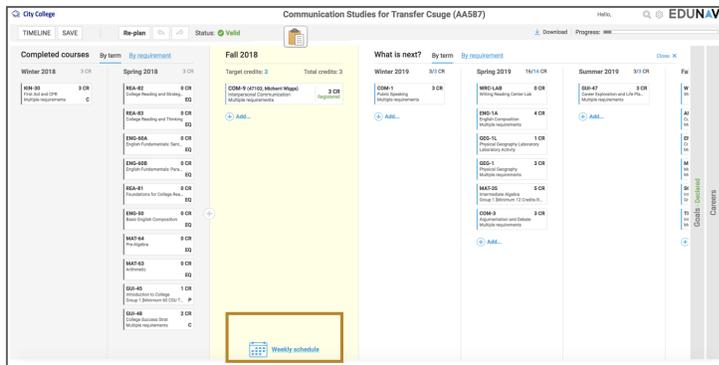
View future semesters

Upon entering SmartPlan, click on the *What's Next?* bar to the right of the yellow current schedulable terms to see all future terms all the way to your goal.



Open weekly schedule

To view the weekly schedule view for the current or schedulable term, click on the *Weekly schedule* link at the bottom of the column.



Valid / not valid functionality

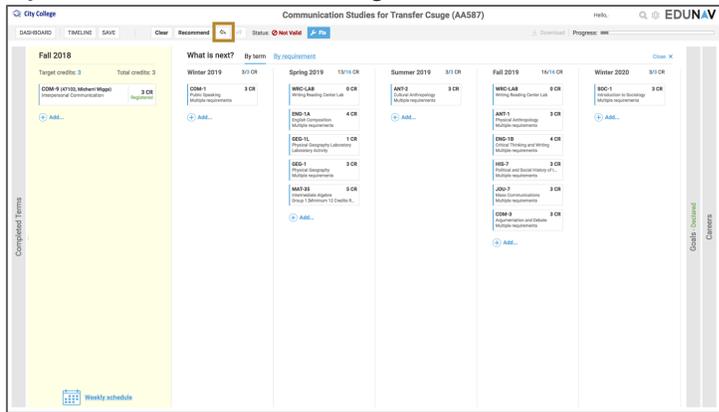
Every time you make a change to your plan, SmartPlan checks to see if your plan is still *valid*. A valid plan is one that meets your graduation requirements and that you can register for.



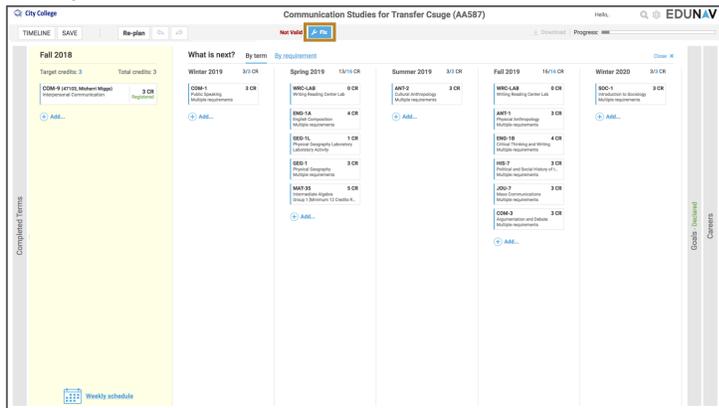
If you make a change that invalidates your plan, the status in the menu bar will change to Not Valid and a *Fix* button will appear.



If you want to undo the change, click the *Undo* button.



If you want SmartPlan to try to fix your plan, click the *Fix* button. If the system can fix it, the status will change to Valid, and SmartPlan will display a dialog box noting that it fixed your plan. If it cannot fix it, either click Undo or Recommend, which will cause SmartPlan to regenerate a valid plan.

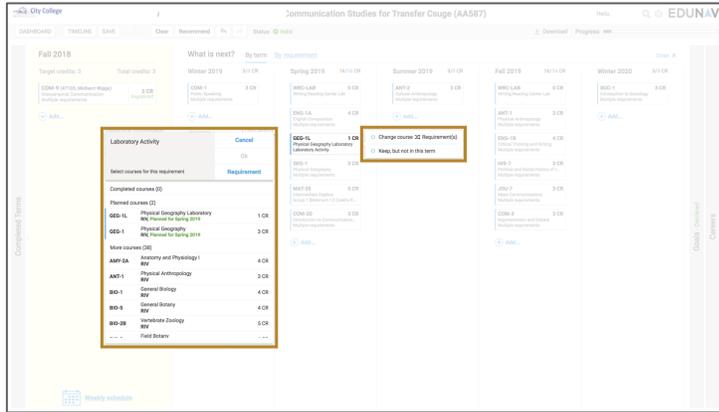


You can make multiple changes (add a class, move a class, change an instructor, etc.) at once and wait for SmartPlan to validate all your changes.

Change time / instructor

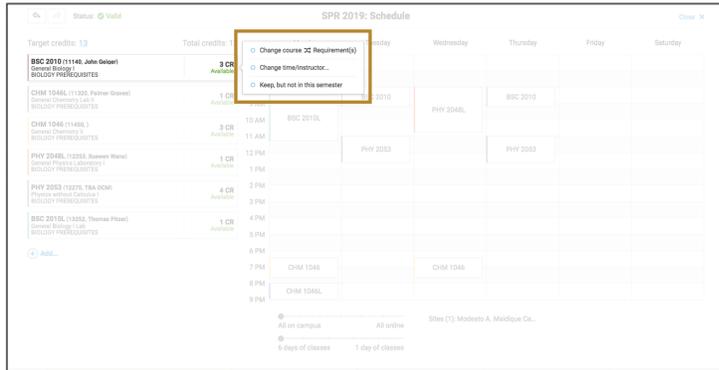
From the plan view

Hover over the course in the schedulable term you would like to change. Click *Change*, and then select *Change time/instructor*. A pop-up window will open which shows all other available options.

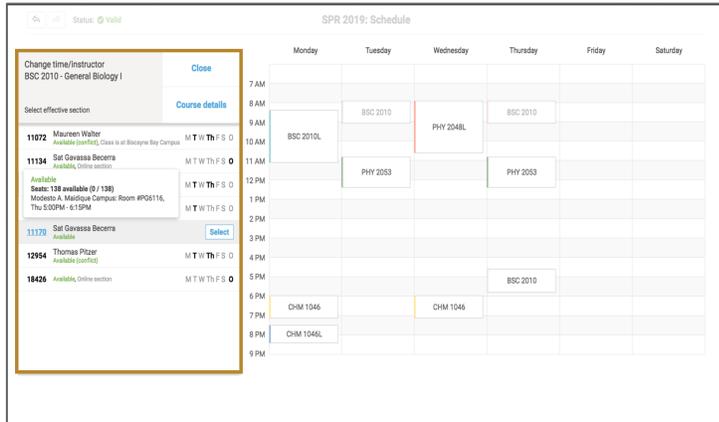


From the Weekly schedule view

Hover over the course you would like to change in the course list. Click *Change*, and then select *Change time/instructor*.



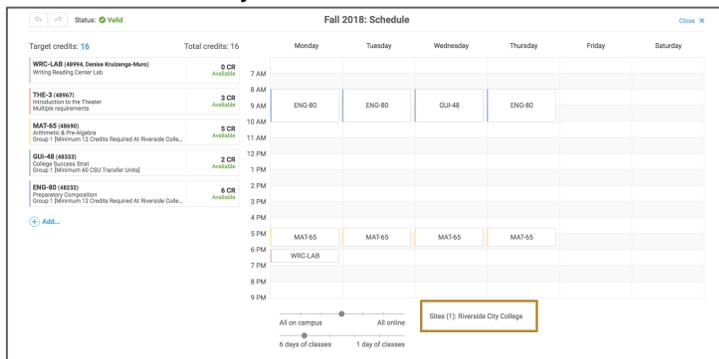
A pop-up window will open which shows all other available options. As you hover on the options, you can quickly see how they would fit in your weekly schedule. Click *Select* next to the class you'd prefer, and the plan will automatically update to reflect your change.



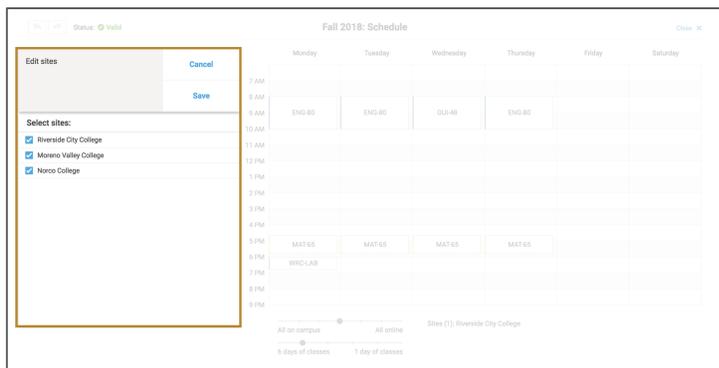
Plan courses from multiple colleges

When you click *Add* in either plan or schedule view, SmartPlan will let you choose courses from any college, but when it plans courses for you, it only uses courses from your home college.

To have SmartPlan build your plan using courses from other colleges, click on the current site listed in the Weekly Schedule.



A dialog box will appear and you can select the college or colleges you want SmartPlan to use to plan your courses.

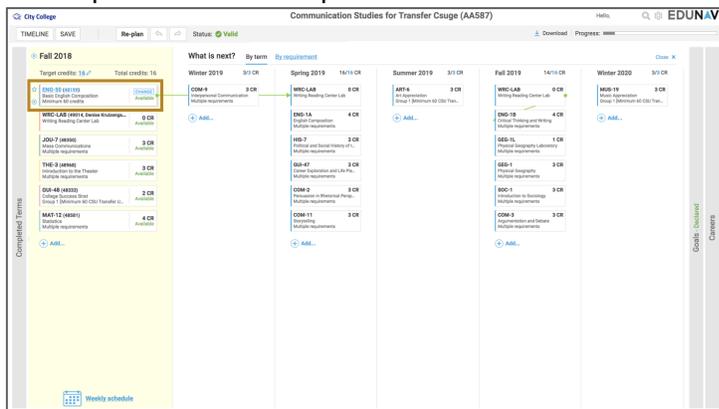


Keep or remove a course

Hover over the course you would like to keep or remove.

Click the star to the left of the course to express a preference to keep a course in your plan. This will mark the course with a small star. This tells SmartPlan that that you would prefer this course in your education plan over others that meet the requirements. SmartPlan will then do everything it can to keep that course — and keep it in the selected term — whenever it updates.

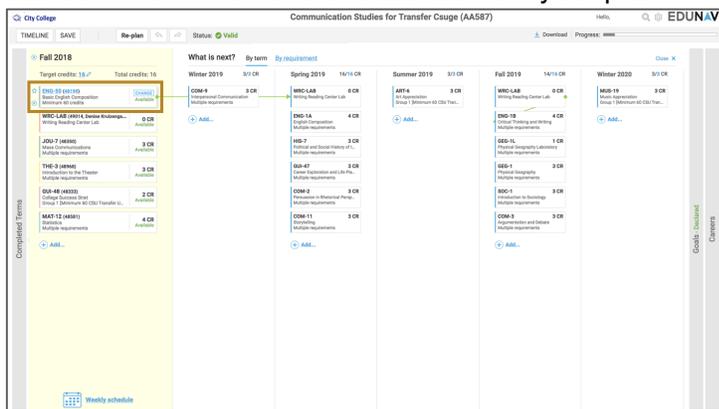
To remove a course from your plan, click the small x located to the left of the course. This will remove the course from the current plan, and tell SmartPlan that you would prefer that course not be planned when it updates.



Please note that when you choose to keep a course, it will be marked with a small star.

Replace a course

Hover over the course you would like to remove. Click the small x located to the left of the course. This will remove this course from your plan.



The system will then check to ensure your plan is still valid. You can always check the status on the menu bar to see the current state of your plan.

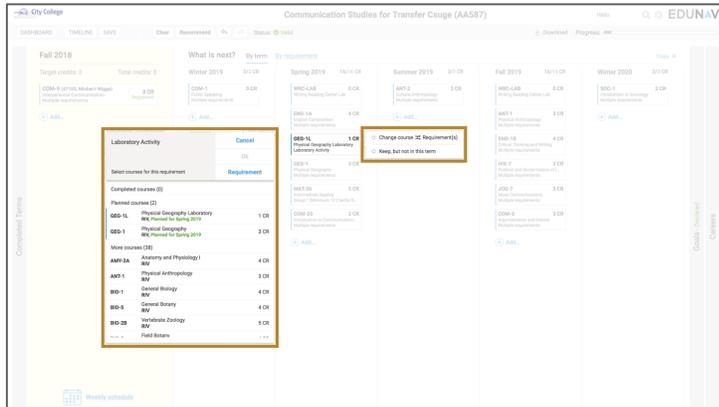


A pop-up window will open which shows all other available options that meet that requirement.

Hover over the course you'd prefer to take and select *Use*.

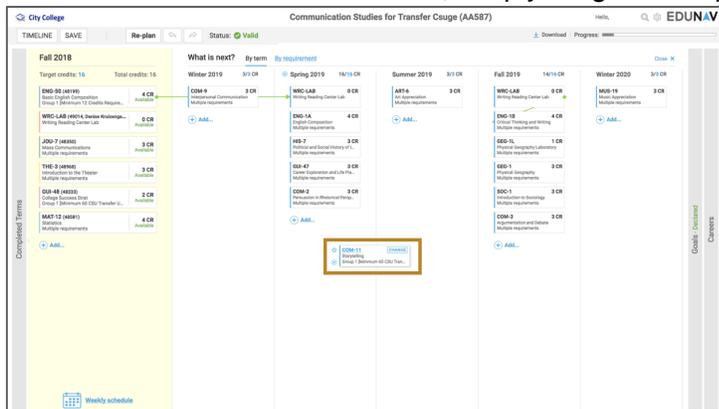
Change course for requirement

Hover over the course you would like to change. Click *Change*, and then select *Change course requirement*. A pop-up window will open which shows all other available options. Hover over the course you do not want and select *Don't use*. Hover over the option you'd prefer, click *Use*, and then click *OK* at the top of the dialog box.



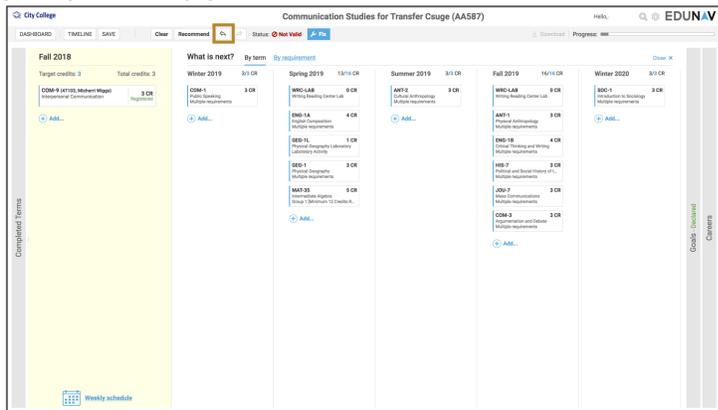
Move course to another term

To move a course to another term, simply drag and drop the course to a desired term.



Undo last action

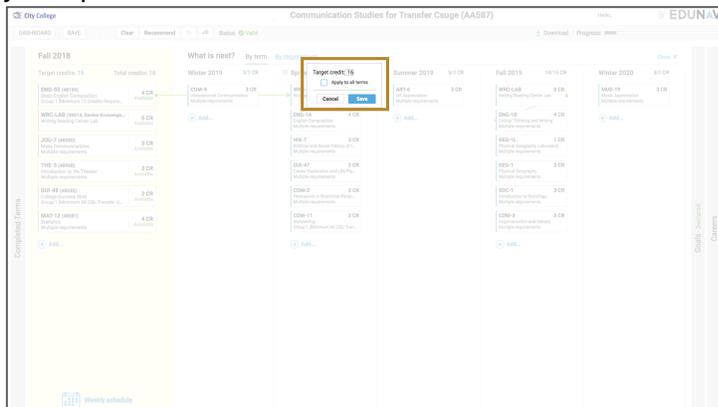
If your plan becomes invalid or you would simply like to undo the last action you took in customizing your plan, simply click the undo button in the toolbar.



Edit target credits (units)

The number of credits (units) scheduled and target credits (units) planned can be seen at the top of each term. The first number listed is the number of credits currently planned. The second blue hyperlinked number is the target credits for that term.

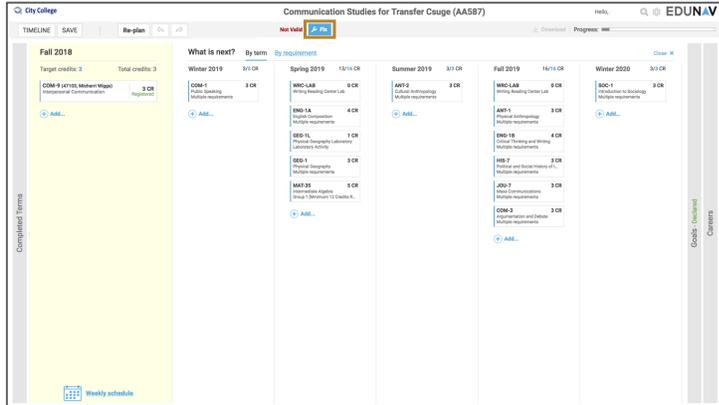
To change the target credits, click the blue hyperlink number and type the number of credits you'd prefer to take.



The system will then check to ensure your plan is still valid. You can always check the status on the menu bar to see the current state of your plan.

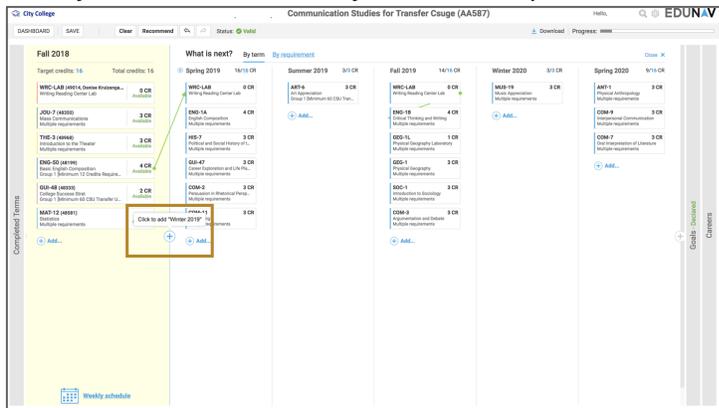


If it indicates that your plan is now not valid, simply click the blue fix button on the toolbar to have SmartPlan return you to a valid plan.



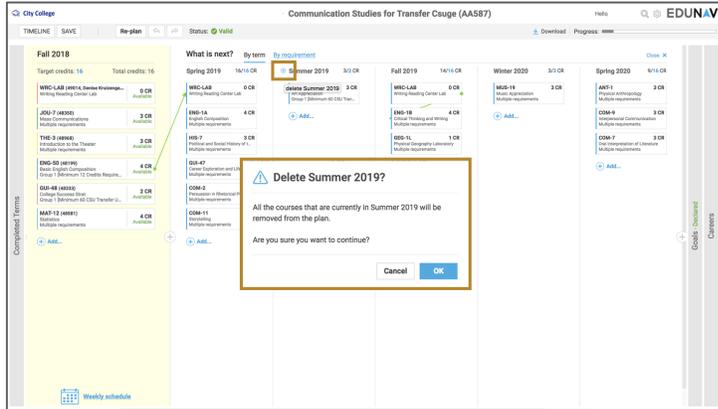
Add a term

Additional terms that can be added to the plan will be denoted as a + sign between the semesters where the term is available. To add a term to your plan, simply click on the + sign. The system will immediately build a new plan with that term added.



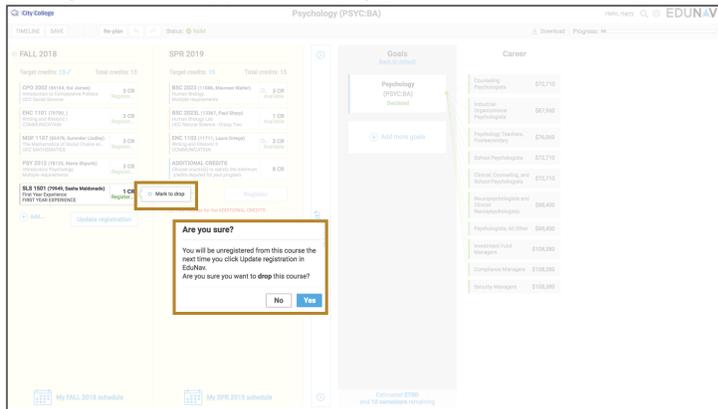
Remove a term

To remove a term, simply drag and drop each of the courses in that term to other terms. Once the term has no courses remaining, click the x to the left of the term name (e.g. SUM 2019) to delete from the plan. You will be asked to confirm you want to continue with deleting the term. Click OK.

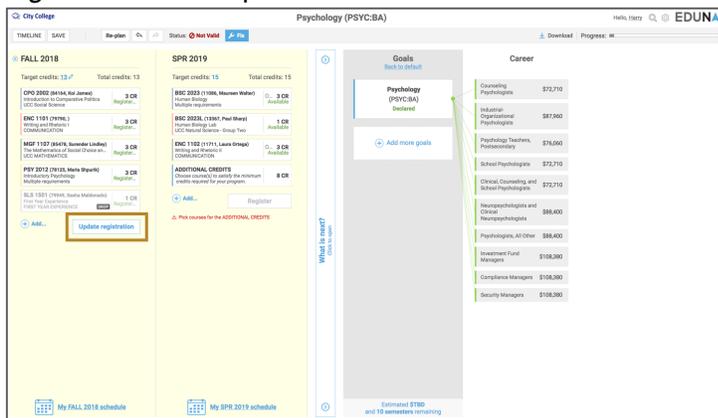


Drop a registered course

Hover over the course you would like to drop. Click *Change*, and then select *Mark to drop*. A dialog box will appear asking you to confirm that you wish to drop the course. Click Yes.



The course will now appear faded and a text box with the word DROP will appear. Click *Update registration* to complete the action.



Getting Help with EduNav

EduNav is a degree-planning tool to help students—and their advisors—navigate the path all the way to graduation. With EduNav, you plan and register for all your courses in a guided, intuitive system, personalized to your needs and preferences.

MVC is rolling out EduNav across the institution over the next few terms, and eventually everyone will know what it is and how it works. In the meantime, however, if you have questions or problems with EduNav, this document tells you who to go to for help.

If you are a student:

And have questions about...	Please contact:
Getting into EduNav	Help Desk: helpdesk@rccd.edu or (951) 222-8388
Using EduNav	Silvia Trejo: silvia.trejo@mvc.edu or (951) 571-6258 Terrie Hawthorne: terrie.hawthorne@mvc.edu or (951) 571-6154
Courses being planned	Counseling Services http://www.mvc.edu/services/counseling/ (951) 571-6104
Registration	Jamie Clifton: jamie.clifton@mvc.edu or (951) 571-6293 Michael Fiedler: michael.fiedler@mvc.edu or (951) 571-6265

If you are an advisor or staff member:

And have questions about...	Please contact:
Getting into EduNav	Help Desk: helpdesk@rccd.edu or ext. 8388
Using EduNav	Michael Paul Wong: michaelpaul.wong@mvc.edu or ext. 6251 Silvia Trejo: silvia.trejo@mvc.edu or ext. 6258
Courses being planned	Michael Paul Wong: michaelpaul.wong@mvc.edu or ext. 6251 Silvia Trejo: silvia.trejo@mvc.edu or ext. 6258 Terrie Hawthorne: terrie.hawthorne@mvc.edu or ext. 6154
Registration	Michael Paul Wong: michaelpaul.wong@mvc.edu or ext. 6251 Jamie Clifton: jamie.clifton@mvc.edu or ext. 6293

Students, advisors and staff can also find resources at MVC's EduNav support page at www.mvc.edu/edunav.