

## Quick Planner Using Your Laptop or Desktop Device

Google Chrome is the preferred browser

1. Login to your Navigate application located in your MyLCCC portal.

Once there, you should see your home screen that has important reminders and messages that will help you stay on track toward your academic goals. Pay special attention to the “Planner” menu options (circled) at the top of the screen. This is where your Academic Plan is housed and can be maintained throughout your time at LCCC.

2. Press on the “Planner” menu option *circled below*.

LARAMIE COUNTY COMMUNITY COLLEGE

NAVIGATE Explore **Planner**

Home  
To-Dos and Events  
Appointments  
Study Buddies  
Resources  
Messages  
Holds  
Class Schedule  
My Major  
Settings

Hey Purple,  
You've got a few things going on today.

Tue, Oct 6 Refresh Add Reminder

You have 9 important to-dos for today  
Check them out View Details

3. After you have selected the planner option, you should see the screen below. Once on this screen you will notice in the top left-hand corner the program of study you are currently pursuing. If you do not see a program of study here, it could be because you're undecided, non-degree seeking, or your program uses curriculum before 2018. **If you aren't in any of those categories and don't see a degree listed, please let your advisor know.**

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NAVIGATE Explore **Planner** Logout

**My Planner**  
AA - Criminal Justice, Law Enforcement AA

Feedback History Quick Planner Print

Plan Suggestions

Drag or add courses through the course menu to plan them on your terms.  
See your advisor if you have questions

Program Template Courses

- Complete the following courses:: CRMJ\*2120
- Complete the following courses:: COLS\*1000
- Complete the following courses:: ENGL\*1010
- Complete the following courses:: POLS\*1000
- Complete MATH 1000 or MATH 1400 or higher to satisfy the GenEd: QR require...
- Complete the following courses:: CRMJ\*2400
- Complete the following courses:: SOC\*1000
- Complete the following courses:: ANTH\*1200
- Complete one of the GenEd:AA approved courses

My Academic Plan

Show Completed Terms

+Add a new term

Current and Upcoming Terms

No Current and Upcoming Terms Found

4. Under your listed degree, there should be the classes listed that you need to take to complete your program of study. Important to note is that the courses you see listed are in order of how they should be taken from top to bottom.

The screenshot shows the 'My Planner' interface for the 'AA - Criminal Justice, Law Enforcement AA' degree. On the left, under 'Plan Suggestions', there is a section for 'Program Template Courses' which is circled in red. A red arrow points to this section. The courses listed are: CRMJ\*2120, COLS\*1000, ENGL\*1010, POLS\*1000, MATH 1000 or MATH 1400 or higher to satisfy the GenEd: QR require..., CRMJ\*2400, SOC\*1000, ANTH\*1200, and one of the GenEd:AA approved courses. On the right, the 'My Academic Plan' section shows a toggle for 'Show Completed Terms' (off), an '+Add a new term' button, and a section for 'Current and Upcoming Terms' which currently displays 'No Current and Upcoming Terms Found'.

5. The first step in planning your courses is to make sure you have the right semester listed, or your terms. If you see a term that doesn't apply to you, like Spring 2021 Dental 1. You can simply press the three-bar menu next to the term title and press remove term. Once you have removed the incorrect term, you can see the **circled** menu option to add the right semester.

This screenshot shows the 'My Academic Plan' section of the 'My Planner' interface. A red arrow points to the '+Add a new term' button, which is circled in red. Below it, under 'Current and Upcoming Terms', the term 'Spring 2021 Dental 1' is listed with a status of 'Term Status: Term begins January 04'. A red arrow points to the three-bar menu icon next to this term. Below the term list is a 'Drag your first course here' button.

6. Once you have the right term added, you can begin planning your courses. You can do this by dragging and dropping each course on the left that you would like to plan for the upcoming semester. An easier and quicker way to do this is to use the **Quick Planner** option listed at the top right-hand of the screen.

The screenshot shows the 'My Planner' interface for the 'AA - Criminal Justice, Law Enforcement AA' program. On the left, under 'Plan Suggestions', there is a list of 'Program Template Courses' including 'Complete the following courses:: CRMJ\*2120', 'COLS\*1000', 'ENGL\*1010', 'POLS\*1000', 'MATH 1000 or MATH 1400 or higher to satisfy the GenEd: QR require...', 'CRMJ\*2400', 'SOC\*1000', 'ANTH\*1200', 'GenEd:AA approved courses', and 'BIOL 1003, ANTH 1100, or GEOG 1010 to satisfy the GenEd: LAB req...'. On the right, the 'My Academic Plan' section shows 'Spring Semester 2021' with a 'Term Status: Registration Open' and a 'Drag your first course here' button. At the top right, the 'Quick Planner' button is circled in red, with a red arrow pointing to it from the right edge of the image.

7. Quick Planner allows you to select the course load you would like to take at LCCC; full-time or part-time. It also allows you to select what semesters you would like to take courses. This is a tool to get you started and you are still able to customize the quick plan once it's created. After you select your initial choices, you can press **Preview Template**.

The screenshot shows the 'Edit personal plan preferences & graduation goal' section. It includes a description: 'Use this as a way to explore different pathways. This is to be used as a template, courses can be adjusted in your academic plan. Courses that are enrolled will stay in position.' Below this, there are two main sections: 'Student Status & Course Load' with radio buttons for 'Full-Time Student | ~15 credits planned per term' (selected) and 'Part-Time Student | ~9 credits planned per term'; and 'Semesters you intend on taking courses:' with checkboxes for 'Spring' (checked), 'Summer', and 'Fall' (checked). A blue 'Preview Template' button is circled in red, with a red arrow pointing to it from the right. Another red arrow points to the 'Full-Time Student' radio button from the left. A third red arrow points to the 'Semesters you intend on taking courses:' text from the top. At the bottom right, there are 'Exit' and 'Save Preferences' buttons.

- After you press Preview Template, Navigate with generate your class schedule for each semester until you graduate. If you are satisfied with the template, you can press **Use This Template**, circled below.

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**NAVIGATE** Explore Planner ? Logout

**Link personal plan preferences & graduation goal**  
Use this as a way to explore different pathways. This is to be used as a template, courses can be adjusted in your academic plan.  
*Courses that are enrolled will stay in position.*

**Student Status & Course Load**  
 Full-Time Student | ~15 credits planned per term  
 Part-Time Student | ~9 credits planned per term

**Semesters you intend on taking courses:**  
 Spring  
 Summer  
 Fall

**Estimated graduation**  
Spring Semester 2023

[Exit](#) [Save Preferences](#)

**Suggested Plan Template** [Use This Template](#)

Spring Semester 2021 15 - 17 Credits

[POLS\\*1000 American and Wyoming Government](#)  
[ENGL\\*1010 English Composition I](#)  
[COLS\\*1000 Introduction to College Success: First-Year Seminar](#)  
[CRMJ\\*2120 Introduction to Criminal Justice](#)

Complete MATH 1000 or MATH 1400 or higher to satisfy the GenEd: QR requ... placeholder

Fall Semester 2021 15 Credits

[CRMJ\\*2210 Criminal Law I](#)  
[ANTH\\*1200 Introduction to Cultural Anthropology](#)  
[SOC\\*1000 Sociological Principles](#)  
[CRMJ\\*2400 Criminology](#)

Complete one of the GenEd:AA approved courses placeholder

Spring Semester 2022 13 Credits

[CO/M\\*2010 Public Speaking](#)

Fall Semester 2022 13 Credits

[CRMJ\\*2220 Criminal Law II](#)

- You'll notice that all of your courses have now been planned for each semester. This completes your Academic Plan. Before proceeding to registration, you'll want to check on any courses that have the word **Placeholder** next to them on your plan.

**My Planner** AA - Criminal Justice, Law Enforcement AA Feedback History Quick Planner Print

**Plan Suggestions**

Drag or add courses through the course menu to plan them on your terms.  
[See your advisor if you have questions](#)

**Program Template Courses**

- CRMJ\*2120 Introduction to Criminal Justice  
Complete the following courses: CRMJ\*2120 Planned
- COLS\*1000 Introduction to College Success: First-Year Seminar  
Complete the following courses: COLS\*1000 Planned
- ENGL\*1010 English Composition I  
Complete the following courses: ENGL\*1010 Planned
- POLS\*1000 American and Wyoming Government  
Complete the following courses: POLS\*1000 Planned
- Complete MATH 1000 or MATH 1400 or higher to satisfy the GenEd: QR req... Planned
- CRMJ\*2400 Criminology  
Complete the following courses: CRMJ\*2400 Planned
- SOC\*1000 Sociological Principles  
Complete the following courses: SOC\*1000 Planned
- ANTH\*1200 Introduction to Cultural Anthropology  
Complete the following courses: ANTH\*1200 Planned
- Complete one of the GenEd:AA approved courses Planned

**My Academic Plan**

Show Completed Terms

+Add a new term

**Current and Upcoming Terms**

Spring Semester 2021

*Term Status: Registration Open*

Planned

- CRMJ\*2120 Introduction to Criminal Justice  
Complete the following courses: CRMJ\*2120
- COLS\*1000 Introduction to College Success: First-Year Seminar  
Complete the following courses: COLS\*1000
- ENGL\*1010 English Composition I  
Complete the following courses: ENGL\*1010
- POLS\*1000 American and Wyoming Government  
Complete the following courses: POLS\*1000
- Complete MATH 1000 or MATH 1400 or higher to ... Placeholder

View / Edit Schedule 15 - 17 Credits

10. If a course says **Placeholder**, click on the arrow key next to the three-bar menu next to the course. This will show you course options that will fulfill the requirement. Once you select the course you'd like to take, it will remove the placeholder label.

The screenshot shows the 'My Planner' interface for the 'AA - Criminal Justice, Law Enforcement AA' program. On the left, under 'Plan Suggestions', a list of 'Program Template Courses' is shown, each with a 'Planned' status. The fifth course, 'Complete MATH 1000 or MATH 1400 or higher to satisfy the GenEd: QR req...', is highlighted with a red arrow. On the right, a dropdown menu is open for this placeholder course, listing several math courses with 'Plan' buttons and 'View Details' links. The 'Plan' button for 'MATH\*1400 College Algebra' is circled in red.

11. After you have selected the course you would like to take, you can then proceed to **View/Edit Schedule** circled below to register for your planned courses.

This screenshot shows the 'My Academic Plan' section of the 'My Planner' interface. The 'Plan Suggestions' list on the left is partially visible. The main area shows 'My Academic Plan' with a toggle for 'Show Completed Terms' and a '+Add a new term' button. Under 'Current and Upcoming Terms', the 'Spring Semester 2021' is listed with a 'Term Status: Registration Open'. A list of planned courses is shown, including 'MATH\*1400 College Algebra'. At the bottom of this list, the 'View / Edit Schedule' button is circled in red with a red arrow pointing to it.

**For more information regarding registration,  
please view the Registration Tutorial Video and related PDF!**