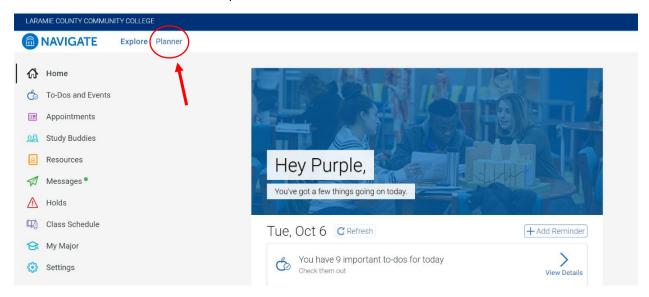
Quick Planner Using Your Laptop or Desktop Device

Google Chrome is the preferred browser

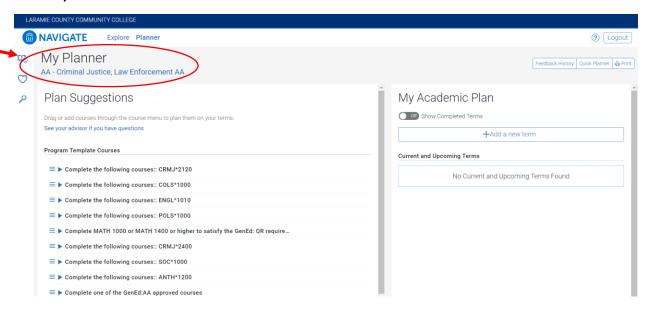
1. Login to your Navigate application located in your MyLCCC portal.

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.

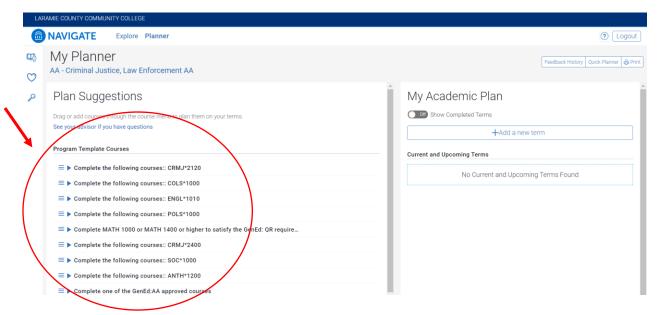
2. Press on the "Planner" menu option circled below.



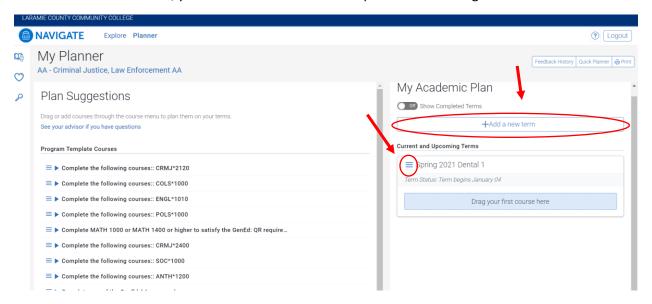
3. After you have selected the planner option, you should see the screen below. Once on this screen you will notice in the top left-hand corner the program of study you are currently pursuing. If you do not see a program of study here, it could be because you're undecided, non-degree seeking, or your 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.



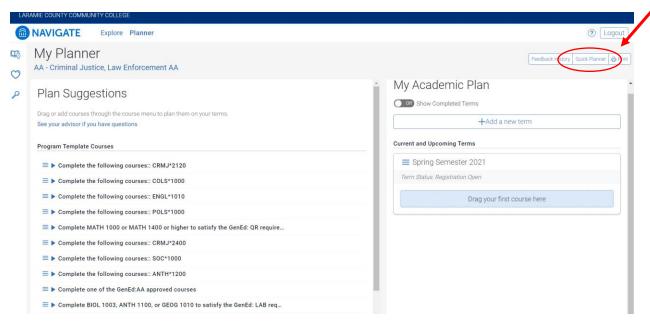
4. Under your listed degree, there should be the classes listed that you need to take to complete your program of study. Important to note is that the courses you see listed are in order of how they should be taken from top to bottom.



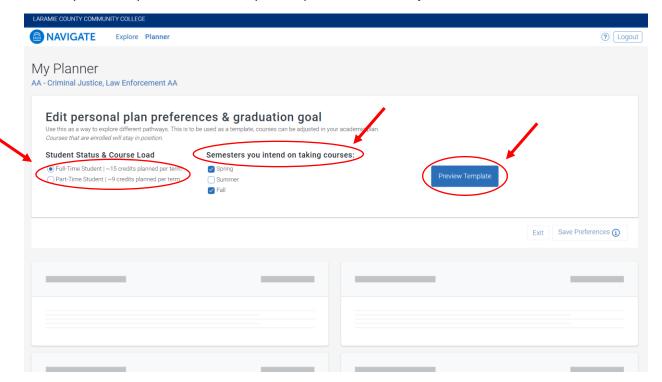
5. The first step in planning your courses is to make sure you have the right semester listed, or your terms. If you see a term that doesn't apply to you, like Spring 2021 Dental 1. You can simply press the three-bar menu next to the term title and press remove term. Once you have removed the incorrect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



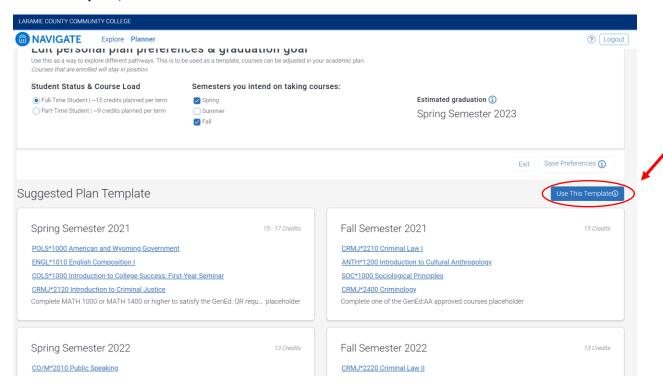
6. Once you have the right term added, you can begin planning your courses. You can do this by dragging and dropping each course on the left that you would like to plan for the upcoming semester. An easier and quicker way to do this is to use the **Quick Planner** option listed at the top right-hand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



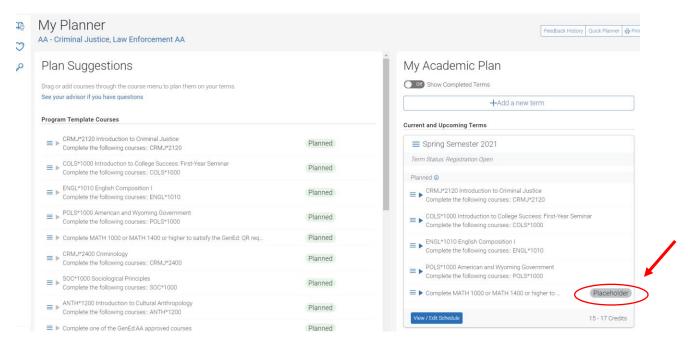
7. Quick Planner allows you to select the course load you would like to take at LCCC; full-time or part-time. It also allows you to select what semesters you would like to take courses. This is a tool to get you started and you are still able to customize the quick plan once it's created. After you select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



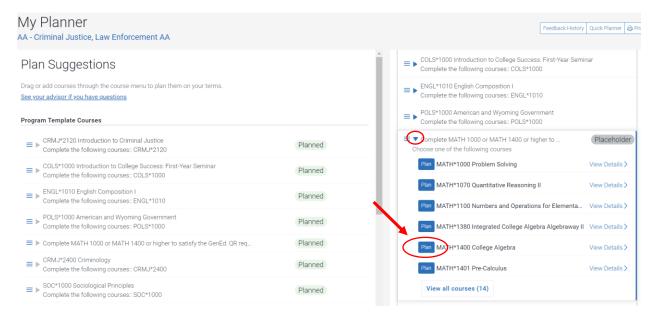
8. After you press Preview Template, Navigate with generate your class schedule for each semester until you graduate. If you are satisfied with the template, you can press **Use This Template**, circled below.



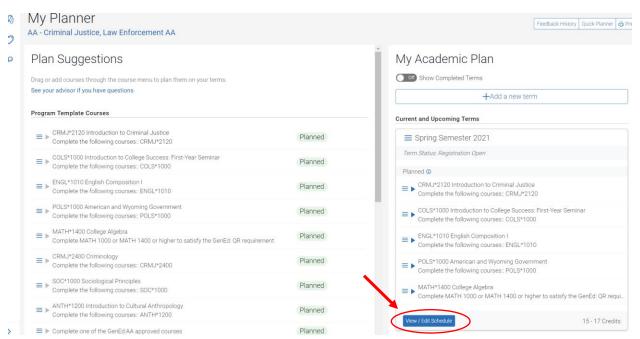
9. You'll notice that all of your courses have now been planned for each semester. This completes your Academic Plan. Before proceeding to registration, you'll want to check on any courses that have the word **Placeholder** next to them on your plan.



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.



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.



For more information regarding registration,

please view the Registration Tutorial Video and related PDF!