
Using Navigate to Enroll

Step-by-Step Guide



Center for Student Success
and Retention

There are two ways to access the desktop version of Navigate:

Click on the Academic Planning link on the Student Academics page in your MyWashburn account.

Go to <https://Washburn.navigate.eab.com> and log in.

WASHBURN UNIVERSITY

Student Academics

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Registration/Student Information

Registration

****NEW****

Banner 9 Self-Service

Registration Dashboard
(Browse Classes, Register, etc)

Register for Courses Summary

Register for Courses video (5 minutes)

All registration information is now available using the Banner 9 Self-Service Registration Dashboard link above.

Student Dashboard

Student Dashboard

Navigate

NEW Academic Planning

Additional Registration Information

Last Day deadline for courses

Academic Advising

Academic Advising Office

Majors & Programs

Declare or Change Your Undergraduate Major

University and General Education Requirements

University Catalog

Instructions for Processing Degree Audits

NEW Process Degree Audits & SEP (2016-2017 catalog and beyond)

Process Degree Audits (Catalogs PRIOR to 2016-2017)

Washburn University Transfer Guide

GPA Calculator

Academic Opportunities

WTE Declaration and Activity Plan Submission. For more

Welcome to Washburn University

NAVIGATE

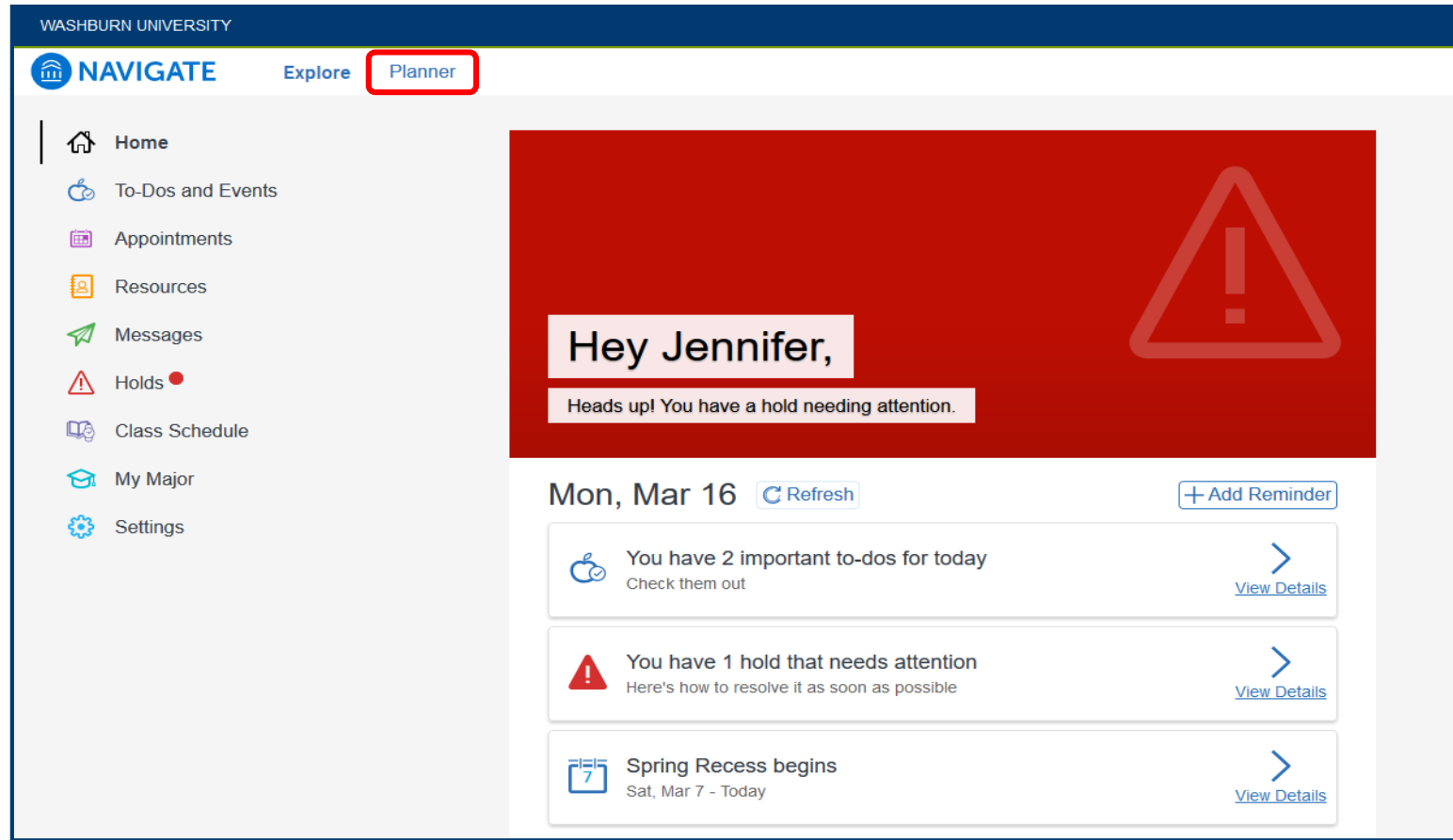
Login with your school account

Need help logging in?

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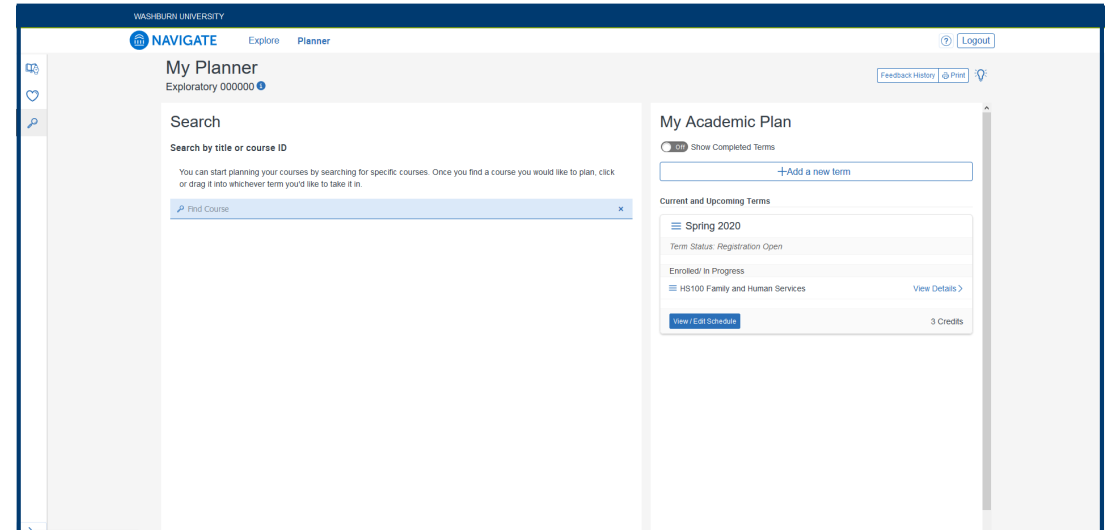
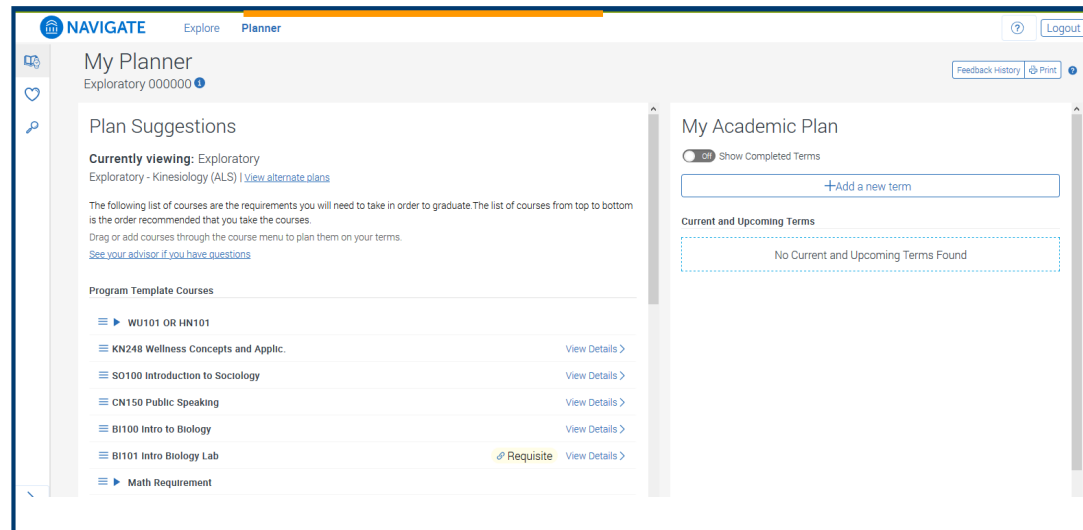
On the home screen, click on the planner link at the top.



Planner Page:

If you are declared in your major under the 2019-2020 academic catalog, you will see all of your course requirements listed on the left.

For students whose catalog term is prior to 2019 or are currently Exploratory, the left side will show a search bar (seen below).



Click on the “Add a new term.” From the drop down menu, choose the semester that you are enrolling in (be careful of the Law semesters). You will see a new box created below the most current term.

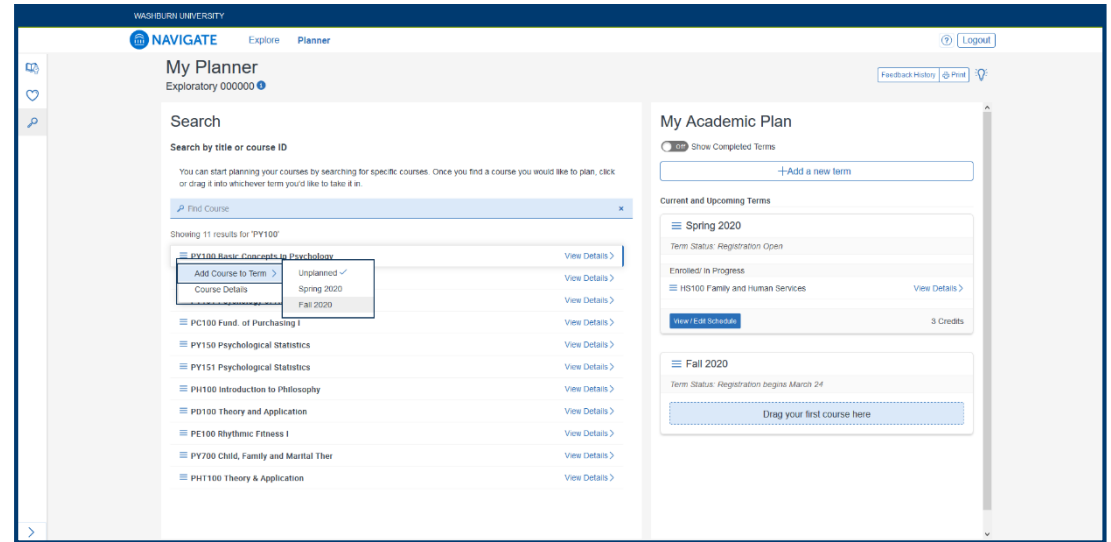
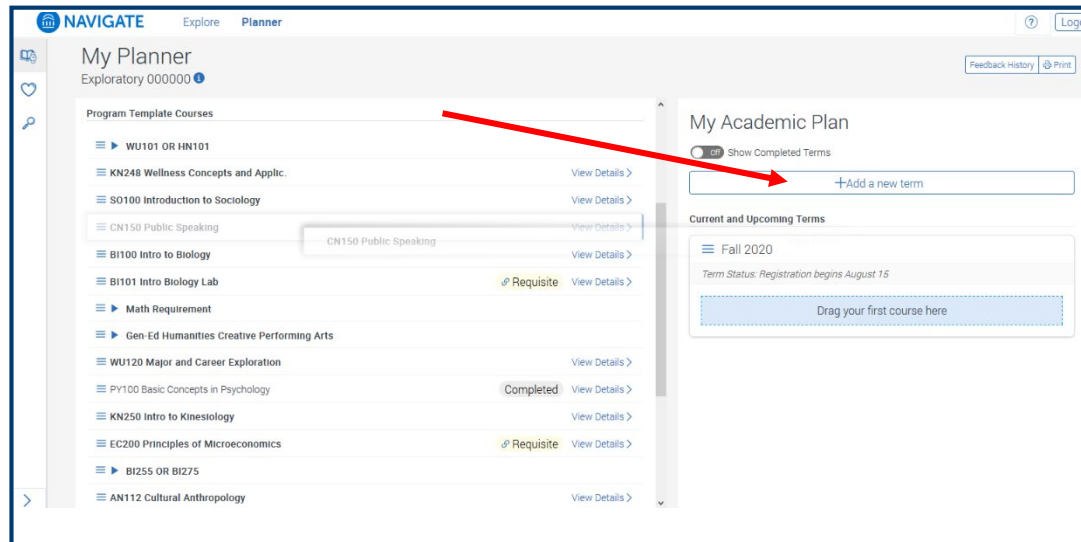
The screenshot displays the 'My Planner' interface on the Washburn University NAVIGATE system. The page title is 'My Planner' with a sub-header 'Exploratory 000000'. On the left, there is a 'Search' section with the instruction 'Search by title or course ID' and a text box containing 'Find Course'. On the right, a 'Plan' section is visible, featuring a dropdown menu for selecting a term. The dropdown menu is open, showing a list of semesters from 'Spring 2020 Law' to 'Spring 2024'. A red arrow points to the '+Add a new term' button, which is highlighted in blue. Below the dropdown menu, there is a section for 'Human Services' with a 'View Details >' link and '3 Credits' listed.

Declared students: Look through the course list and:

Exploratory students: Use the search bar to find the classes that you would like to enroll in. You can search by class number (ex: PY100) or course title (ex: Basic Concepts in Psychology). Once you find the class that you would like to enroll in, you can:

Click on the class and drag it to the new semester box and drop it.

Click on the 3 lines to the left of the course and choose the semester that you would like to add the class to.




Once your list of classes for the upcoming semester is complete, click on the “Pick Times” box at the bottom of the semester box.

The screenshot displays the 'My Planner' interface on the Washburn University website. The page is titled 'My Planner' with a sub-header 'Exploratory 000000'. A search bar is present with the text 'Search by title or course ID'. Below the search bar, a list of 11 search results for 'MM100' is shown, including courses like 'MM502 Kansas & the Media', 'MM222 Cinematic Storytelling', 'MM300 Mass Media Law', 'MM600 Mass Media Law', 'MM200 Media Literacy', 'MM400 Media Literacy', 'MU100 Enjoyment of Music', 'MM199 Mass Media Boot Camp', 'MS100 Intro to Military Studies', 'MT100 Safety', and 'MTT100 Safety'. Each result has a 'View Details' link. On the right side, there is a panel for 'Current and Upcoming Terms'. It shows 'Spring 2020' with a status of 'Registration Open' and 'Enrolled/ In Progress' for 'HS100 Family and Human Services'. Below this, it shows 'Fall 2020' with a status of 'Registration begins March 24' and a list of planned courses: 'PY100 Basic Concepts in Psychology', 'MA112 Contemp. College Mathematics', 'EN101 First Year Writing', 'MM100 Intro to Mass Media', and 'CM100 Basic Computer Concepts & Apps'. At the bottom of the 'Fall 2020' section, there is a 'Pick Times' button, which is highlighted by a red arrow. The page also includes a 'Logout' button in the top right corner and a 'Feedback History' button in the top right of the main content area.

☰ Fall 2020

Term Status: Registration begins March 24

Planned ⓘ

☰ PY100 Basic Concepts in Psychology	View Details >
☰ MA112 Contemp. College Mathematics	 View Details >
☰ EN101 First Year Writing	View Details >
☰ MM100 Intro to Mass Media	View Details >
☰ CM100 Basic Computer Concepts & Apps	View Details >

[Pick Times](#) 15 Credits

If you get the little red caution sign with any of your classes, be sure to click on the “View Details” link to double check prerequisites. As long as you have the prerequisites (currently or in the past), you will be able to enroll in these courses.

You will also get the pop up shown here after clicking “Pick Times.” If you should be able to enroll in the course, click “I’ll Fix It Later” and continue on. If not, click “Go Back to Plan” and fix any issues. (If you are not sure, contact your advisor)

Before You Continue...

Your plan for Fall 2020 needs adjusting:

- MA112 Contemp. College Mathematics has a prerequisite course that needs to be planned before this course.

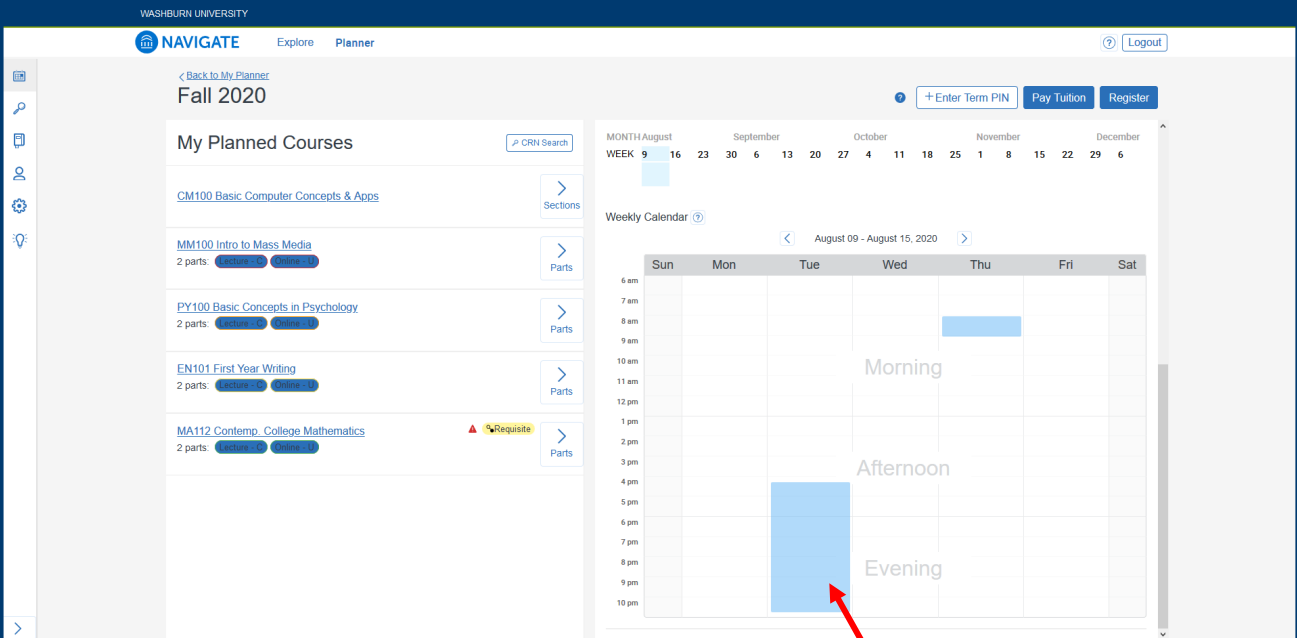
Go back to your plan and click on each course for details.

[Go Back to Plan](#) [I'll Fix It Later](#) [Cancel](#)

Building your schedule:

On the left you will see the courses that you chose on the previous screen.

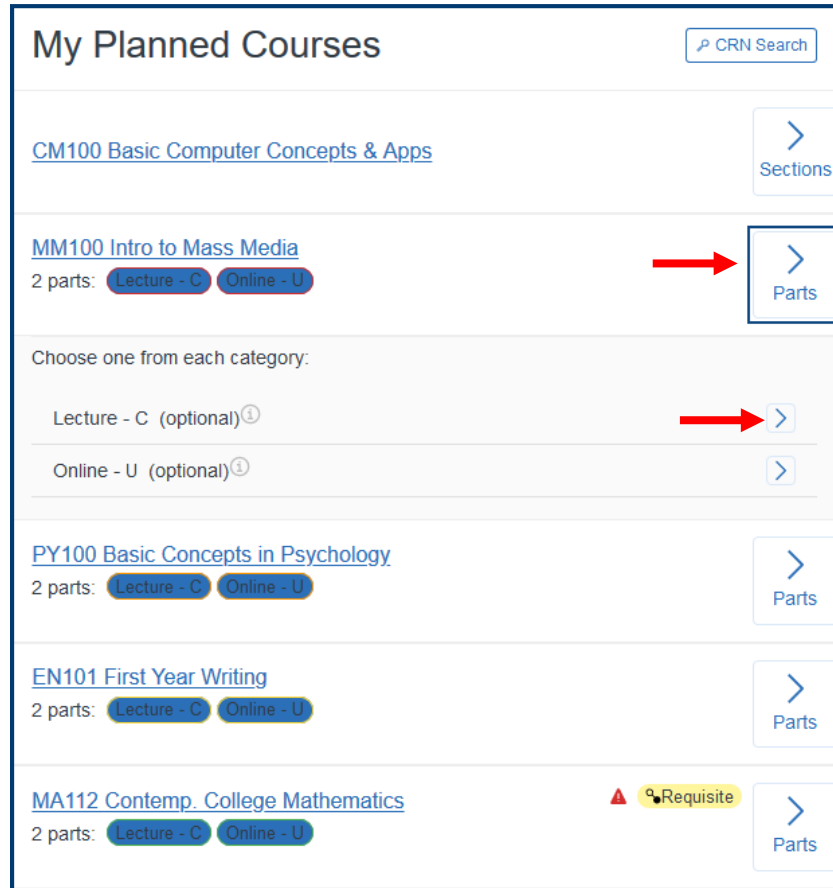
On the right will be a calendar (scroll down below the yellow text box). In the calendar, you will be able to block off times that you would like to avoid taking classes.



The screenshot displays the Washburn University NAVIGATE Planner interface. On the left, under 'My Planned Courses', a list of courses is shown with 'Sections' and 'Parts' buttons for each. The courses listed are CM100 Basic Computer Concepts & Apps, MM100 Intro to Mass Media, PY100 Basic Concepts in Psychology, EN101 First Year Writing, and MA112 Contemp. College Mathematics. A 'Requisite' warning is visible next to MA112. On the right, a 'Weekly Calendar' for August 09 - August 15, 2020, is displayed. The calendar grid shows time slots from 6 am to 10 pm. A blue block is highlighted on Tuesday from 4 pm to 6 pm, with a red arrow pointing to it. The calendar also shows a 'Morning' block on Thursday from 8 am to 10 am. Navigation buttons for months and weeks are at the top of the calendar section.

Drag and highlight the times that you want to block.

Choosing your course times



My Planned Courses CRN Search

[CM100 Basic Computer Concepts & Apps](#) > Sections

[MM100 Intro to Mass Media](#)
2 parts: Lecture - C Online - U > Parts

Choose one from each category:

Lecture - C (optional) ^① >

Online - U (optional) ^① >

[PY100 Basic Concepts in Psychology](#)
2 parts: Lecture - C Online - U > Parts

[EN101 First Year Writing](#)
2 parts: Lecture - C Online - U > Parts

[MA112 Contemp. College Mathematics](#) ⚠ Requisite > Parts

By clicking on “Parts” for a class, you will see that you might have more than one option.

Lecture = on campus course

Online = online course

Pick your preference to see the available times/options on the next screen.

All available classes will be listed. As you hover over each option, you will see the course show up on the calendar. Once you find the section that you would like to enroll in, drag and drop it in your calendar. You will see it listed above as well.

Section Times

Available (3) Conflicting (0) Full (0)

These times work with your preferences. Drag the desired time to the calendar.

Washburn University (3)

- MM100 - CRN 30096** 35 Seats
Intro to Mass Media
Aug 15th - Dec 11th 2020, 17 Weeks
Mon 5:30 pm - 8:15 pm
Eugene Williams
Washburn University | Henderson Learning Center 207
Lecture - C
- MM100 - CRN 31087** 35 Seats
Intro to Mass Media
Aug 15th - Dec 11th 2020, 17 Weeks
Mon Wed Fri 10:00 am - 10:50 am
Matthew Nyquist
Washburn University | Living Learning Center-Public 162
Lecture - C
- MM100 - CRN 31543** 35 Seats
Intro to Mass Media
Aug 15th - Dec 11th 2020, 17 Weeks
Mon Wed 1:00 pm - 2:15 pm
Andrew Anglin
Washburn University | Carnegie Hall 203
Lecture - C

MONTH August September October November December

WEEK 9 16 23 30 6 13 20 27 4 11 18 25 1 8 15 22 29 6

MM100 Lecture C - Aug 15 - Dec 11

Weekly Calendar ⓘ

August 09 - August 15, 2020

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
6 am							
7 am							
8 am							
9 am							
10 am		MM100		MM100		MM100	
11 am							
12 pm							
1 pm							
2 pm							
3 pm							
4 pm							
5 pm							
6 pm							
7 pm							
8 pm							
9 pm							
10 pm							

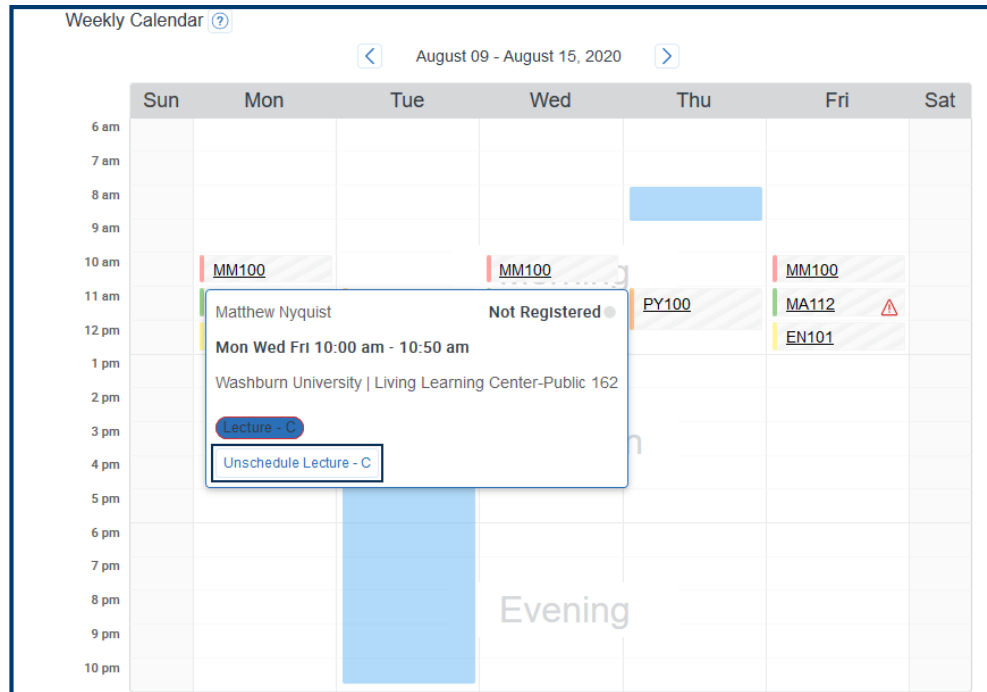
Afternoon

Evening

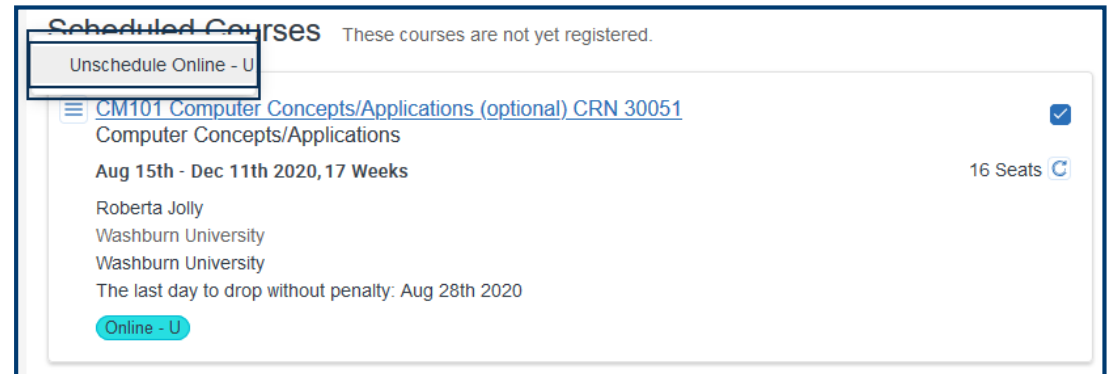
Once you find the section that you would like to enroll in, drag and drop it into the calendar.

If at any time you need to make a change, you can remove a class by:

Clicking on the class in the calendar and then click “Unschedule.”



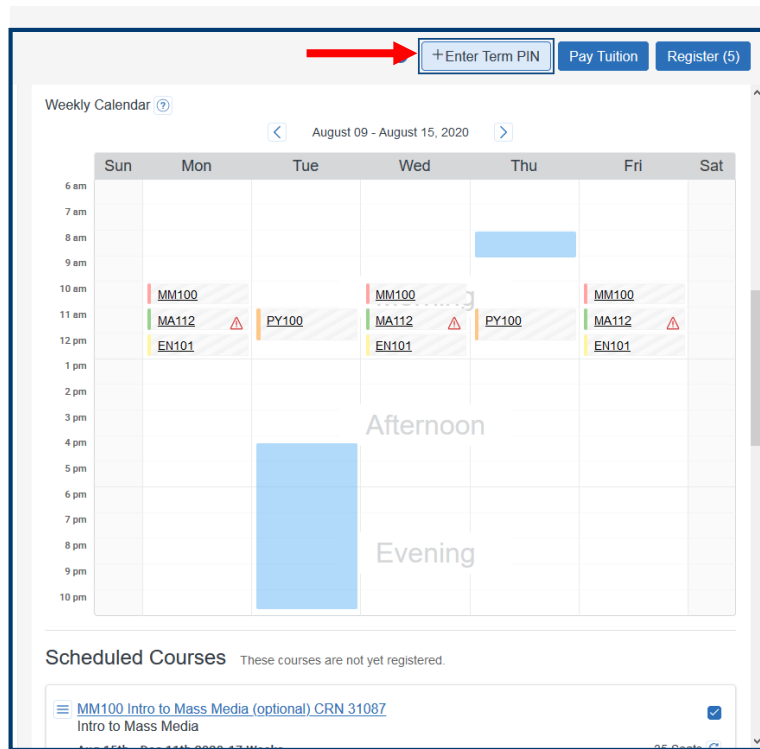
For online courses, look below the calendar. Click on the three lines next to the course title. Choose “Unschedule.”



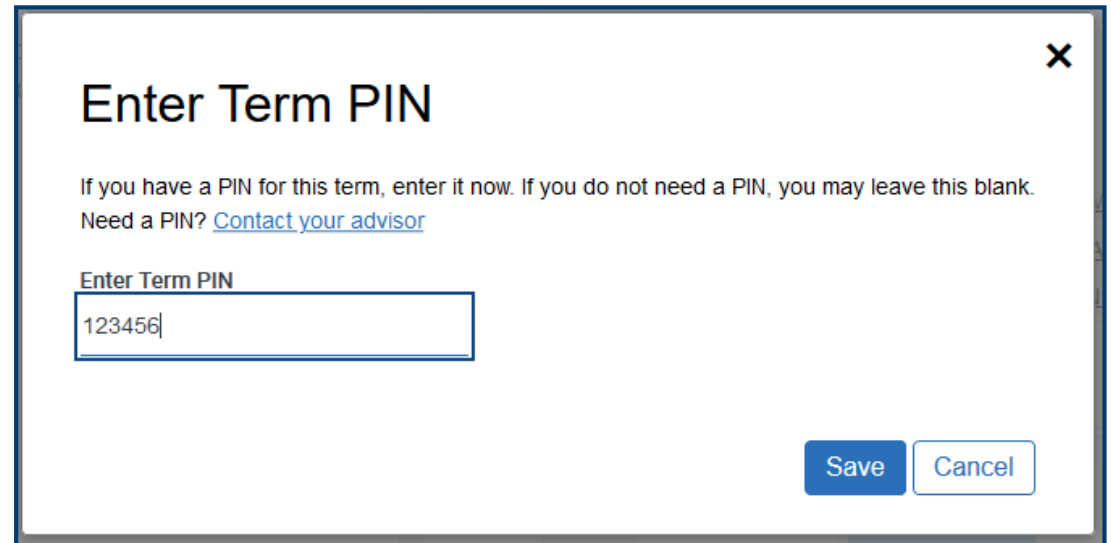
Once you have found times for all of your courses:

Click on “+ Enter Term PIN”

In the pop up box, enter your PIN. By clicking Save, your PIN will be saved for future use.

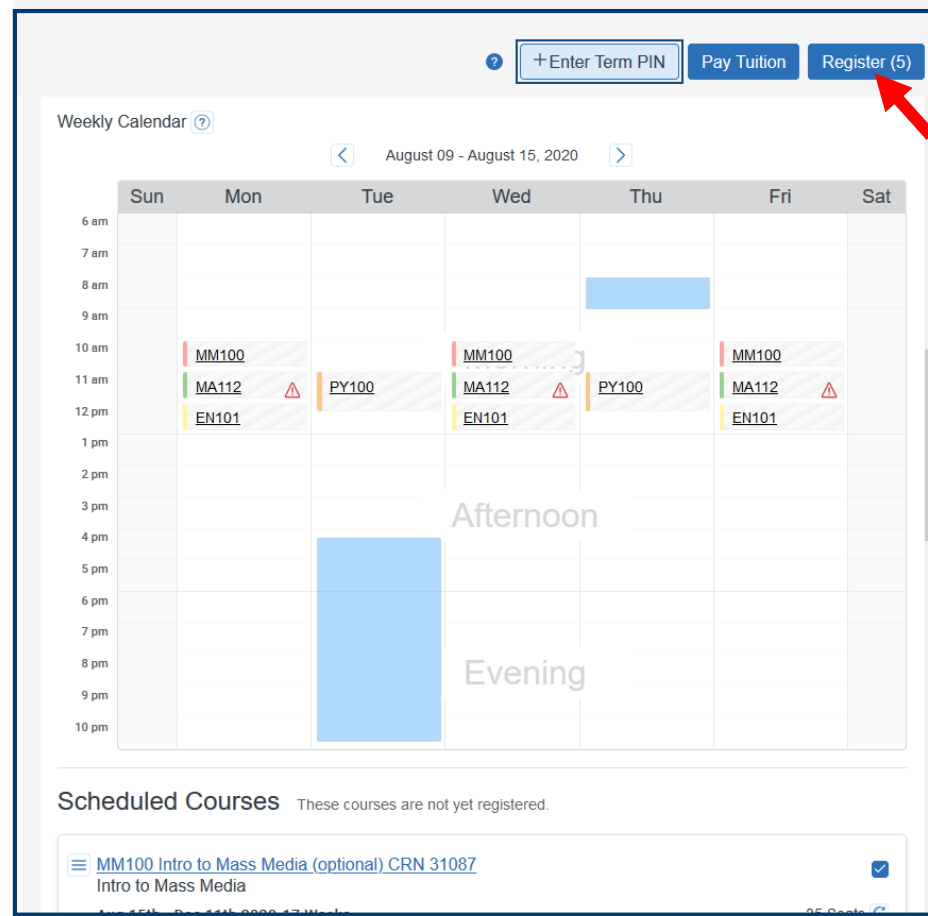


The screenshot shows a weekly calendar for the week of August 09 - August 15, 2020. The calendar grid displays various courses: MM100, MA112, PY100, and EN101. A red arrow points to the "+ Enter Term PIN" button located at the top right of the calendar interface, next to "Pay Tuition" and "Register (5)" buttons.



The pop-up box titled "Enter Term PIN" contains the following text: "If you have a PIN for this term, enter it now. If you do not need a PIN, you may leave this blank. Need a PIN? [Contact your advisor](#)". Below this is a text input field labeled "Enter Term PIN" containing the text "123456". At the bottom right are "Save" and "Cancel" buttons.

When you are ready to enroll, you will just click the “Register” button.



If you have any questions, please be sure to reach out to your academic advisor.

You can also contact the Academic Advising Office at
(785) 670-1942

advising@washburn.edu

Problems with Navigate?
Contact christina.foreman@washburn.edu