

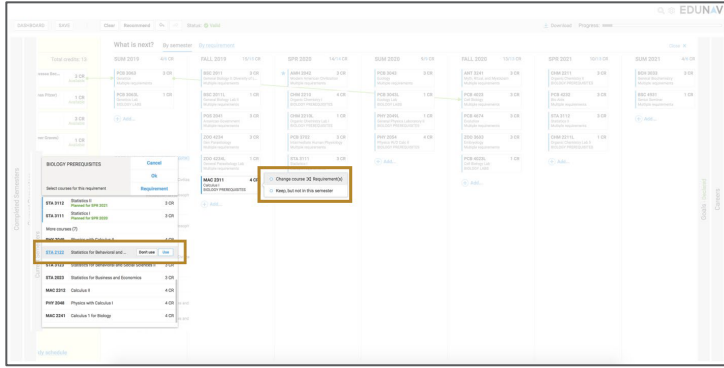


**Sam Houston
State University**

™

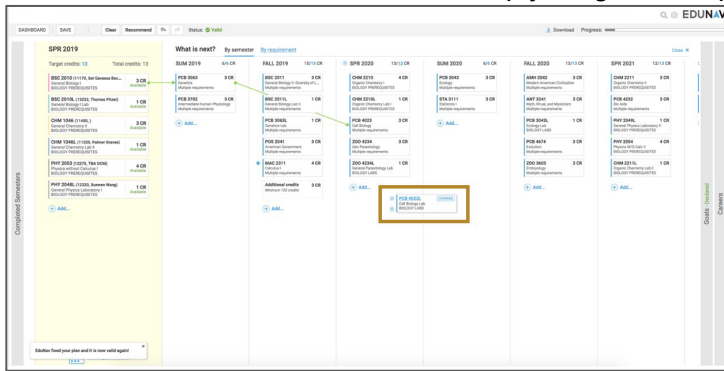
Bearkat EduNav Student Manual

Academic Advising Technology



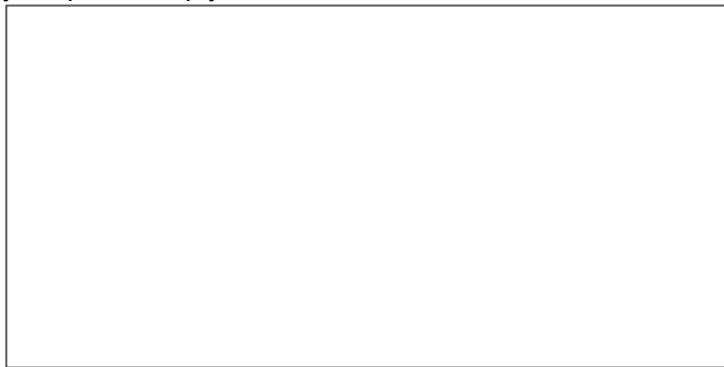
Move course to another term

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



Undo last action

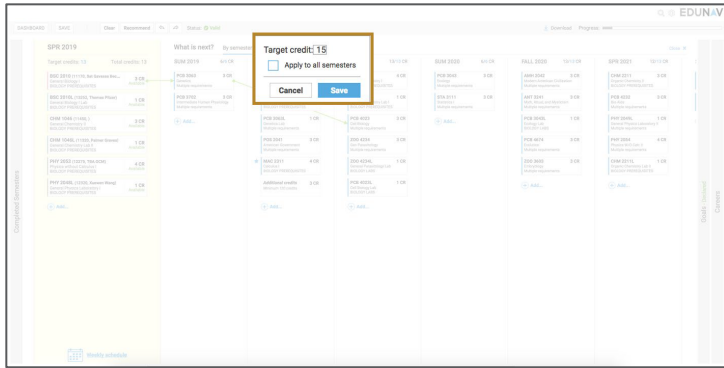
If your plan becomes invalid or would simply like to undo the last action you took in customizing your plan, simply click the undo button in the toolbar.



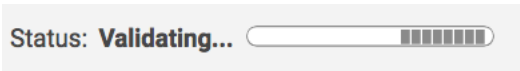
Edit target credits

The number of credits scheduled and target credits 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.

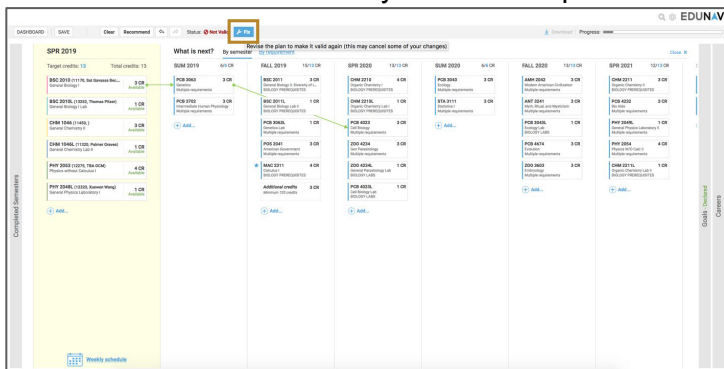
To change the target credits, click the blue hyperlink number and type the number of credits you'd prefer to take.



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.

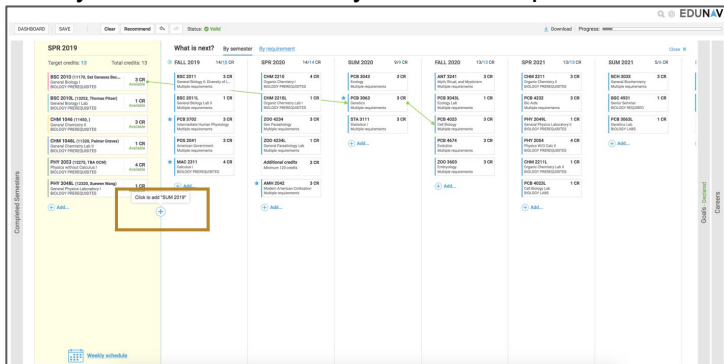


If it indicates that your plan is now not valid, simply click the blue fix button on the toolbar when you return to a valid plan.



Add a term

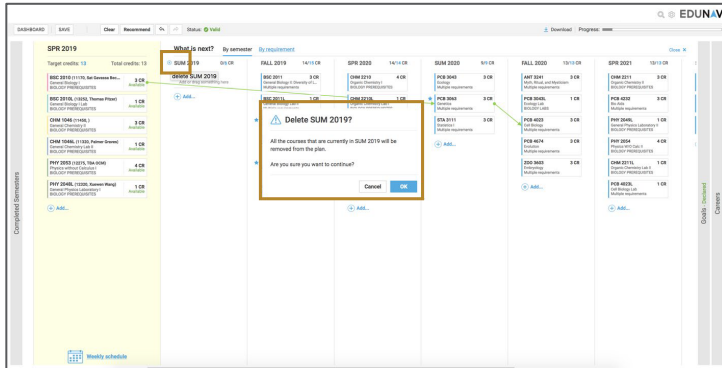
Additional terms that can be added to the plan will be denoted as a + sign between the semesters where the term is available. To add a term to your plan, simply click on the + sign. The system will immediately build a new plan with that term added.



Remove a term

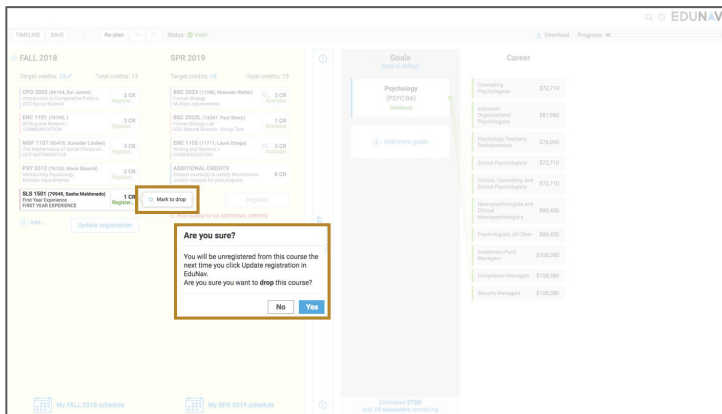
To remove a term, simply drag and drop each of the courses in that term to other terms. Once the term has no courses remaining, click the x to the left of the term name (e.g. SUM 2019) to delete from the plan.

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.

