

## Adding/dropping/removing classes or terms

- How do I add a class?

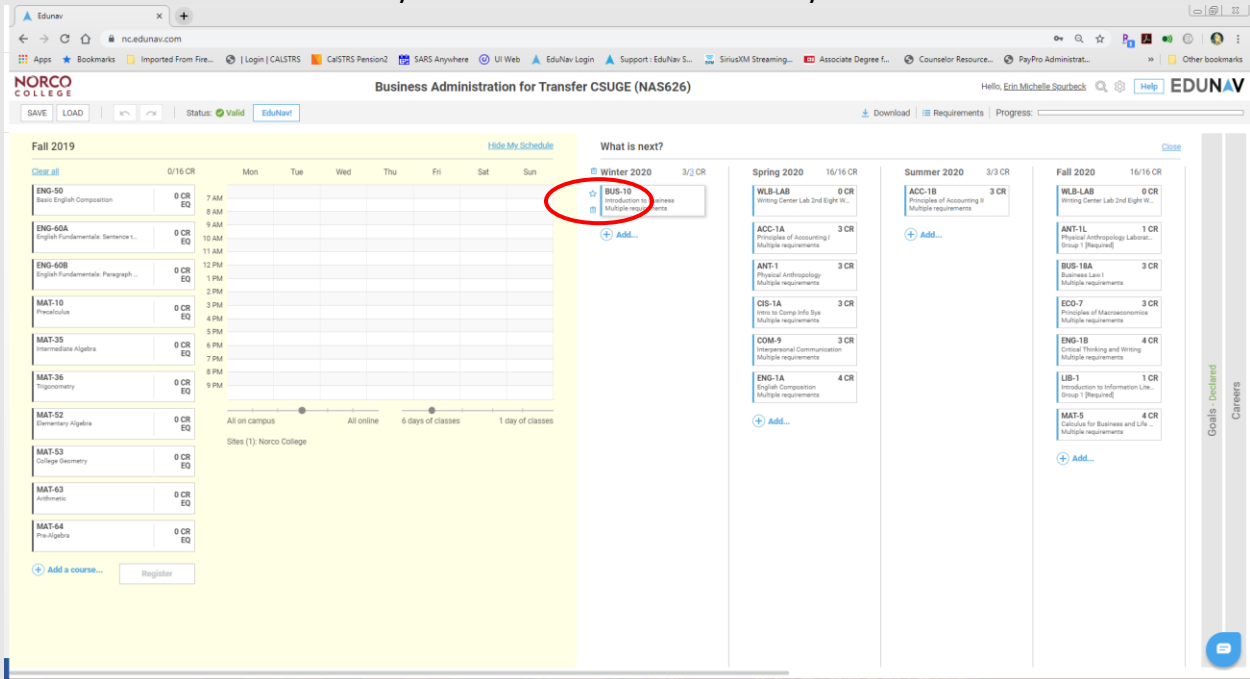
Click on the “⊕Add” link located in each term. You can then search for the class.

The screenshot shows the EDUNAV interface for Business Administration for Transfer CSUGE (NAS626). The main area displays a course schedule for Fall 2019, with columns for days of the week and times. A sidebar on the right lists available courses for Winter 2020, Spring 2020, Summer 2020, and Fall 2020. A red circle highlights the "Add..." link for the Winter 2020 term.

The screenshot shows the EDUNAV interface with a search modal open for adding a course to the Winter 2020 term. The search results show "BUS-24 Business Communication" selected. The course description is: "Prerequisite: ENG-1A or ENG-1AH Description: Applies the principles of ethical and effective communication to the...".


- How do I remove a class?

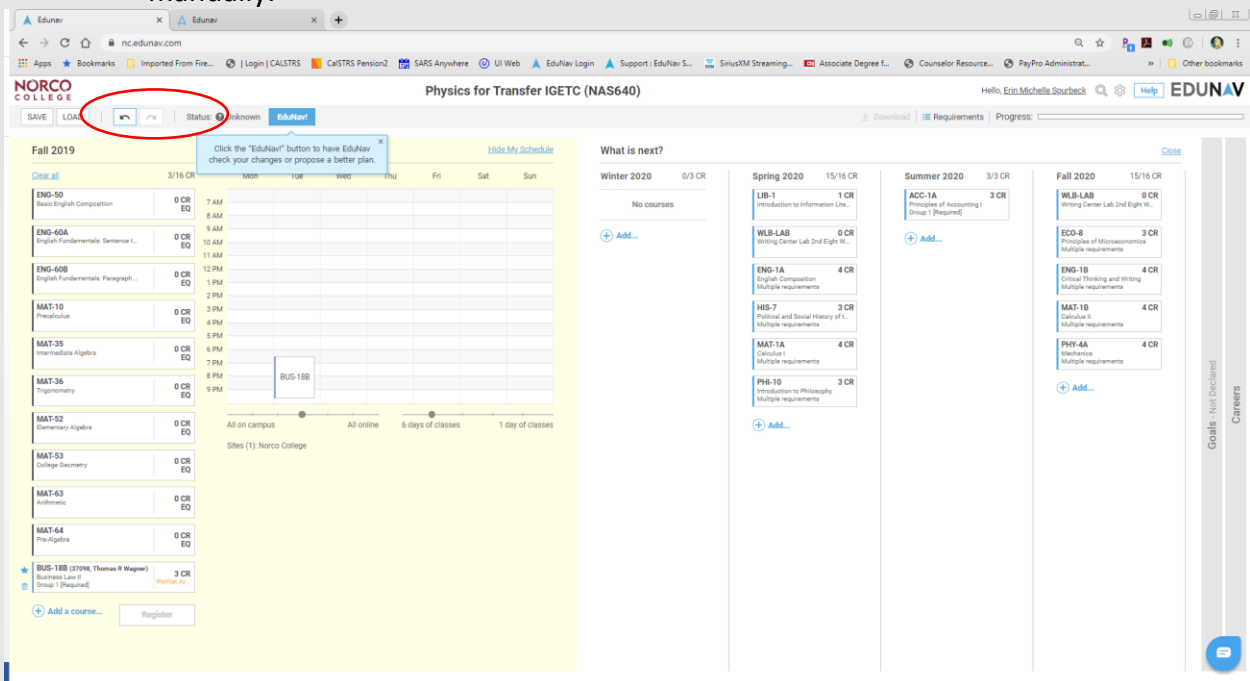
Click on the  symbol located next to the class you would like to remove.



The screenshot shows the EDUNAV interface for a user named Erin Michelle Spurbuck. The main area displays a class schedule for Fall 2019, with columns for days of the week and times. A 'What is next?' section on the right lists upcoming classes. A red circle highlights the trash icon next to the BUS-10 class in this section. The interface includes a top navigation bar with 'SAVE', 'LOAD', and 'Status: Valid' buttons, and a sidebar on the right with 'Goals - Declared' and 'Careers' links.


- How do I add classes I previously removed?


You can click on the  Undo button at the top of the screen or add the courses manually.

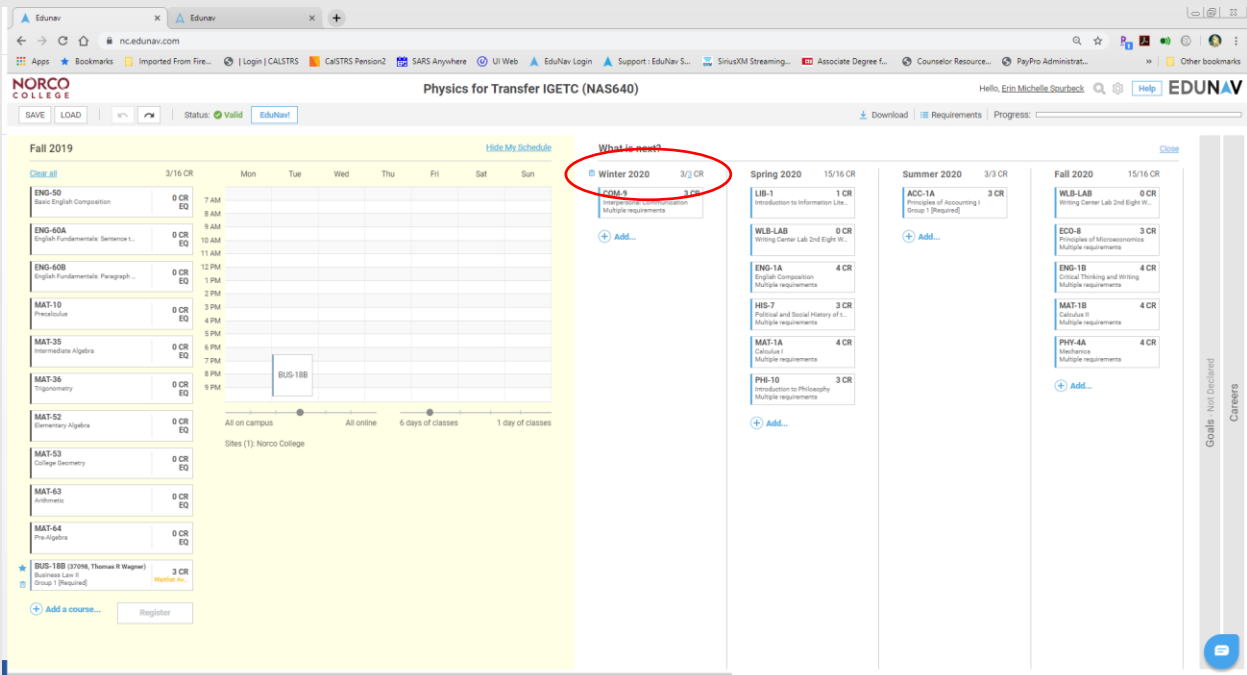


The screenshot shows the EDUNAV interface for a user named Erin Michelle Spurbuck. The main area displays a class schedule for Fall 2019, with columns for days of the week and times. A 'What is next?' section on the right lists upcoming classes. A red circle highlights the undo icon in the top navigation bar. The interface includes a top navigation bar with 'SAVE', 'LOAD', and 'Status: Unknown' buttons, and a sidebar on the right with 'Goals - Not Declared' and 'Careers' links.

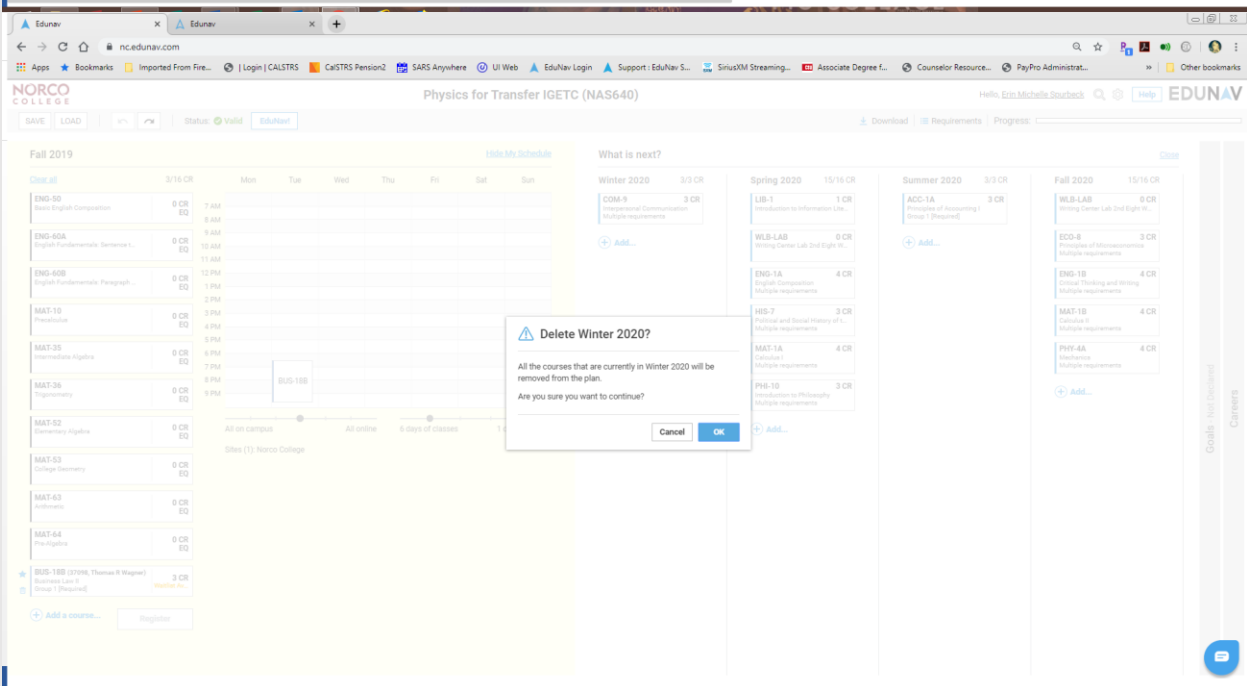
- How do I undo something?

You can click on the  Undo button at the top of the screen.

- How do I delete a term?  
Click on the  symbol located next to the term you would like to remove.



The screenshot shows the Edunav interface for a course plan titled "Physics for Transfer IGEC (NAS640)". The interface is divided into several sections: a calendar view for "Fall 2019", a "What is next?" section, and columns for "Spring 2020", "Summer 2020", and "Fall 2020". The "Winter 2020" term is highlighted with a red circle, and a trash icon is visible next to it. The course list includes various subjects such as English Composition, Mathematics, and Business Law. The interface also includes navigation buttons like "SAVE", "LOAD", and "Register".



The screenshot shows the Edunav interface for a course plan titled "Physics for Transfer IGEC (NAS640)". A dialog box titled "Delete Winter 2020?" is displayed, asking for confirmation to remove the term. The dialog box contains the text: "All the courses that are currently in Winter 2020 will be removed from the plan. Are you sure you want to continue?" and has "Cancel" and "OK" buttons. The background shows the same course plan interface as the previous screenshot, with the "Winter 2020" term highlighted.

- How do I add a term?

Click on the ⊕ symbol located in between the two terms where you would like to add a term.

## Questions about your Ed Plan

- Did my counselor create this plan?

EduNav has created the plan to have a student meet all of the requirements needed for the program of study in the fastest amount of time. If a counselor has created and approved a plan for you, it will be available on your “Timeline.”

The screenshot shows the EduNav interface with a timeline entry circled in red. The entry is titled "9/28/2019 at 9:58 AM" and "ERIN SPURBECK APPROVED COMP SEP". Below the title, it says "Official plan, approved by Erin Spurbeck". The entry details include: "Goals: Business Administration for Transfer CSUGE (NAS626)", "Requirements completed: 0.00% (0 of 26 completed)", "Time to completion: 2 Years", "Expected income in 5 years: \$0", and "Estimated cost remaining to completion: \$46,968".

- My current Ed Plan I am following doesn't match what is in EduNav.  
If you have met with a Counselor and previously created an Ed Plan, match the EduNav plan to your previous plan. You can move around, add and remove classes. Meet with a counselor to ensure your plan is accurate.
- Does priority registration let me register at all three colleges within RCCD?  
Priority registration only applies to your home school.
- How do I apply transfer credits to my plan?  
Submit official transcripts to Admissions & Records or bring them when you meet with a Counselor. You will want to meet with a counselor to go over how your transfer credits can apply to your plan.
- How do I change my major/goal?  
You can change your major (program of study) or educational goal by meeting with a Counselor, changing it in WebAdvisor or MyPortal under the link labeled "Update Program of Study," or by visiting Admissions & Records.
- How do I know if I am receiving credit for an AP test that I have passed?  
AP scores vary. Meet with a counselor to make sure you have the most accurate plan based on your educational goals.
- How do I see what other classes I need to take to complete?  
Meet with a counselor to make sure you have the most accurate plan based on your educational goals.



- I need to repeat a class and EduNav isn't letting me.  
Some courses cannot be repeated because of district policies. Meet with a counselor to make sure you have the most accurate plan based on your educational goals.
- What General Ed classes should I take?  
Meet with a counselor to make sure you have the most accurate plan based on your educational goals.
- What classes do I need to graduate?  
You need to meet with a Counselor to make sure you are taking all of the correct classes to meet your educational goal.
- Where are my transfer requirements?  
Meet with a counselor to make sure you have the most accurate plan based on your educational goals. EduNav does not take into account transfer agreements with other colleges.
- Why does it say I've exceeded my units?  
The maximum number of units you can take in the Fall and Spring terms is 18 and the maximum number of units you can take in Winter and Summer terms is 9. If you are on academic/progress probation or on a readmit contract please meet with a counselor to discuss unit limitations.

### Searching for classes/instructors

- How do I set my location?  
Your location will default to your home college. If you would like to take classes at RCC or MVC you can select those colleges as well and then those available classes will appear in your search. You will need to have your schedule viewable and click on "Sites" listed under the schedule.

The screenshot shows the EDUNAV interface for Business Administration for Transfer CSUGE (NAS626). The main area displays a course schedule for Fall 2019. On the left, a list of courses is shown with their CR values and times. Below this, there are options for 'All online', '6 days of classes', and '1 day of classes'. A red circle highlights the 'Sites (1): Norco College' option under the 'All online' section. On the right, there are sections for 'What is next?' and 'Add...' links for various semesters (Winter 2020, Spring 2020, Summer 2020, Fall 2020).

This screenshot shows the same EDUNAV interface, but with a search window open. The search window is titled 'Edit sites' and has a 'Cancel' button. Below the search window, there is a 'Select sites:' section with three options: 'Norco College' (checked), 'Riverside City College', and 'Moreno Valley College'. The search window is open, and the 'Online' option is selected. The background shows the same course schedule and 'Add...' links as the previous screenshot.

- How do I find online classes?
  - When adding a class you can search for online classes. Click on the “⊕ Add” link and the search window will open. Click on Type and select Online.

Business Administration for Transfer CSUGE (NAS626)

What is next?

Winter 2020 0/3 CR

Spring 2020 16/16 CR

Summer 2020 3/3 CR

Fall 2020 16/16 CR

Search for courses to add to Fall 2019

Search for courses

Type: All types

Days: Mon, Sun, Anytime

Sites: Norco College, Riverside City Col...

ACC-1A	Principles of Accounting I	3 CR	>
ACC-1B	Principles of Accounting II	3 CR	>
ACC-55	Applied Accounting/Bookkeeping (same As Ca...	3 CR	>
ACC-62	Payroll Accounting	3 CR	>
ACC-65	Computerized Accounting	3 CR	>
ACC-67	U.S. and California Income Tax Preparation	4 CR	>
ADJ-1	Introduction to the Administration of Justice (s...	3 CR	>
ADJ-12	Introduction to Criminalistics	3 CR	>

Business Administration for Transfer CSUGE (NAS626)

What is next?

Winter 2020 0/3 CR

Spring 2020 16/16 CR

Summer 2020 3/3 CR

Fall 2020 16/16 CR

Search for courses to add to Fall 2019

Search for courses

Type: Online

Days: Mon, Sun, Anytime

Sites: Norco College, Riverside City Col...

ACC-1	Accounting I	3 CR	>
ACC-2	Accounting II	3 CR	>
ACC-4	Printing	3 CR	>
ACC-5	Printing	3 CR	>
ADJ-1	Introduction to the Administration of Justice (s...	3 CR	>
ANT-1	Physical Anthropology	3 CR	>
ANT-2	History of Western Art: Renaissance Thro...	3 CR	>
ART-6	Art Appreciation	3 CR	>
ASL-22	American Deaf Culture	3 CR	>

- What does NOR, MOV or RIV mean?  
Each is a designation of the campus where course is being offered. NOR = Norco College, MOV = Moreno Valley College, RIV = Riverside City College



nc.edunav.com

Business Administration for Transfer CSUGE (NAS626)

Goals: Business Administration for Transfer CSUGE (NAS626) Declared

Career: Chief Executives (\$176,400), Sales Managers (\$123,150), Industrial Production Managers (\$96,270), Transportation Managers (\$91,200), Storage and Distribution Managers (\$91,220), Construction Managers (\$92,700), Social and Community Service Managers (\$65,750), Regulatory Affairs Managers (\$108,360), Compliance Managers (\$108,360), Investment Fund Managers (\$108,360), Supply Chain Managers (\$108,360), Security Managers (\$108,360), Loss Prevention Managers (\$108,360), Wind Energy Operations Managers (\$108,360), Wind Energy Project Managers (\$108,360)

Estimated \$82,194.00 and 13 terms remaining

Waitlist available: Seats: Full (40 / 40) Waitlist: (19 / 40)

MO	TU	WE	TH	FR	SA	SU
7AM						
8AM						
11AM						
1PM						
3PM						
7PM						
9PM						

Course description: Introduction to Business

37098 NOR Gail A Zwart Waitlist available

47571 RIV Che Ishihara Add code needed M T W T F S Su Online

47575 RIV Kristine EdMemmo Waitlist available M T W T F S Su Online

47577 RIV Loren Ryan McGinn Overbo M T W T F S Su Online

28092 MOV Laura Michelle Dunphy M T W T F S Su Online

How do I check times/instructors for a class?

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Physics for Transfer IGTC (NAS640)

What is next?

Available in Fall 2019: Seats: 9 available (33 / 42) Waitlist: (0 / 42)

MO	TU	WE	TH	FR	SA	SU
7AM						
11AM	ACC-1B	ACC-1B				
3PM						
7PM						
9PM						

Course description: Principles of Accounting I

37099 NOR Patricia Anne Worsham Waitlist available

37839 NOR Patricia Anne Worsham M T W T F S Su Online

37007 NOR Dana Shemie White Waitlist available M T W T F S Su Online

37008 NOR Patricia Anne Worsham M T W T F S Su Online

47306 RIV Frank W Stearns M T W T F S Su Online

47308 RIV Frank W Stearns M T W T F S Su Online

49331 RIV Wanda M T W T F S Su Online

47309 RIV Napoleon Medina Raym... M T W T F S Su Online

- How do I find open classes?  
Open classes or classes with Waitlists will appear when you search for classes.

The screenshot shows the EDUNAV website interface for course selection. A search results pop-up is displayed, listing various courses. The course ACC-18, 'Principles of Accounting II', is circled in red. The course details for ACC-18 are as follows:

Course ID	Course Name	Credits	Instructor	Availability
ACC-18	Principles of Accounting II	3 CR	Patricia Anne Worsham	Waitlist available
ACC-55	Applied Accounting/Bookkeeping (same As Ca...)	4 CR	Patricia Anne Worsham	Waitlist available
ACC-62	Payroll Accounting	3 CR	Dana Shemie White	Waitlist available
ACC-65	Computerized Accounting	4 CR	Patricia Anne Worsham	Waitlist available
ACC-67	U.S. and California Income Tax Preparation	4 CR	Patricia Anne Worsham	Waitlist available
ADJ-11	Introduction to the Administration of Justice (I...)	3 CR	Frank W Stearns	Waitlist available
ADJ-12	Introduction to Criminalistics	3 CR	Frank W Stearns	Waitlist available
49323			Frank W Stearns	Waitlist available
47309			Napoleon Medina Raymu...	Waitlist available

## Waitlisting a class

- How do I check where I am on the waitlist?  
Log into your WebAdvisor or MyPortal and click on the Register and Drop Classes link and then you will find a link labeled Manage My Waitlist.

## What does this message mean in EduNav?

- What does Not Recommended mean?  
A "Not Recommended" plan means that all of the requirements for the Program of Study you have selected are not being met or your chosen plan may not be the most efficient plan and you should meet with a Counselor for further information.
- Do I need to take what EduNav recommends?  
EduNav plans courses based on your program of study and meets all of those requirements. It is a good idea to follow the plan that EduNav creates, but meet with a Counselor to be sure it is accurate for your educational goals.
- What does "not eligible" mean?  
Either the course is conflicting with another course in your schedule, you have not met the pre-requisite for the course or you are not part of the specific population that the course was created for.

## Miscellaneous questions

- Can I take two major classes in the same term?  
Yes, as long as the prerequisites have been met. It may not be recommended by EduNav, but you are free to do so.



- How do I change to full-time?  
If you are currently set as part-time and would like to be full-time, you can add classes to each term to meet full-time requirements.
- How do I delete a plan?  
Once a plan is saved to your Timeline you can never delete it.
- I am seeing the wrong term listed as my first term.  
You may have applied for the wrong term in your application. Please go to Admissions & Records for questions.
- When will more programs be available in EduNav?  
Most programs are available in EduNav and we are always adding programs. There is not a specific timeline.