

Louie Jacks Planner Transcript

Let's take a look at how to find and use your Jacks Planner.

Navigate to nau.edu/louie. Click Log into Louie and log in with your NAU Credentials. Here you will see your student homepage. Click the "Manage Classes" tile. On the left-hand side, click "Jacks Planner".

Some plans require an Emphasis, Concentration or Track. If you haven't chosen one yet, you might see a page like this. If you know what you want, click the specific Emphasis, Track or Concentration. If not, select "I am not ready to choose yet". Then click, "OK".

Let's go over the different sections within this tool. Please note that for some degree plans or programs, you will also want to verify the appropriate sequence of classes or degree requirements by using your major's Progression Plan or the Academic Catalog. Please see our other videos on both tools for help!

"Check For Messages" will update your main page to see important messages for you to read.

Under "Preferences" you will see your "Term Preferences" along with the "Location Preferences" which is where you can add or subtract terms (including winter and summer) and adjust the number of units you'd like to plan for each term. If you would like to add or subtract terms or adjust units, you can change them by clicking on "Edit Term Preferences" below.

The main part of the page is called the planner and is the suggested coursework you have remaining in your major, minor and/or certificate. Courses flagged with a clock are critical to timely completion of your degree. The blue "I" button allows you to see the catalog details. If you have a choice to select a course, for example a General Elective or Liberal Study, you can click the "Select" button and pick a specific course that will drop into your planner. Please note, this list of classes is exhaustive and does not mean the course is being offered or is open that term. Please verify using the Louie Class Search to see if that course is available and open. For help searching for classes, please see our "Searching for Classes" video.

From the main page there are other features available to assist you.

If you want to change the sequencing, "Arrange My Plan" will allow you to adjust it. Keep in mind that the page will look at pre- or co-requisites and when courses are typically offered as you move courses around. If you hover over "PREREQ" it will show you when you need to take this class, before or after the other course. If you hover over "Selected: Class XXX" it will show you the terms the class is typically offered. If you move a course incorrectly, an alert will appear on your screen when you go to save. You will need to adjust the class or cancel your changes before moving forward.

“Jacks Planner Report” will allow you to see your overall plan and ideal recommended sequence for your specific degree progression plan. It will also show you the status of each specific course. For example, a yellow diamond indicates that a course is “In Progress”.

“What-If Report” shows you what would happen if you are considering changing or adding a major, minor or certificate and how the courses you have already taken satisfy the requirements and what you have remaining.

“Overview” will provide you with a visual display of your progress towards completing your degree.

“Refresh Suggestions” will reset your plan based on your current academic situation.

“Clear Locks” will unlock all requirements. This may re-assign a course to a different term. You can find a “Lock” checkbox next to each class on Jacks Planner. When the lock checkbox is selected for a class, the class will be locked in that semester and will not be automatically moved to other semesters by Jacks Planner. This function is utilized when students want to have a class in a specific semester.