NAVIGATE360

Journeys Starter Pack

Toolkit and Templates
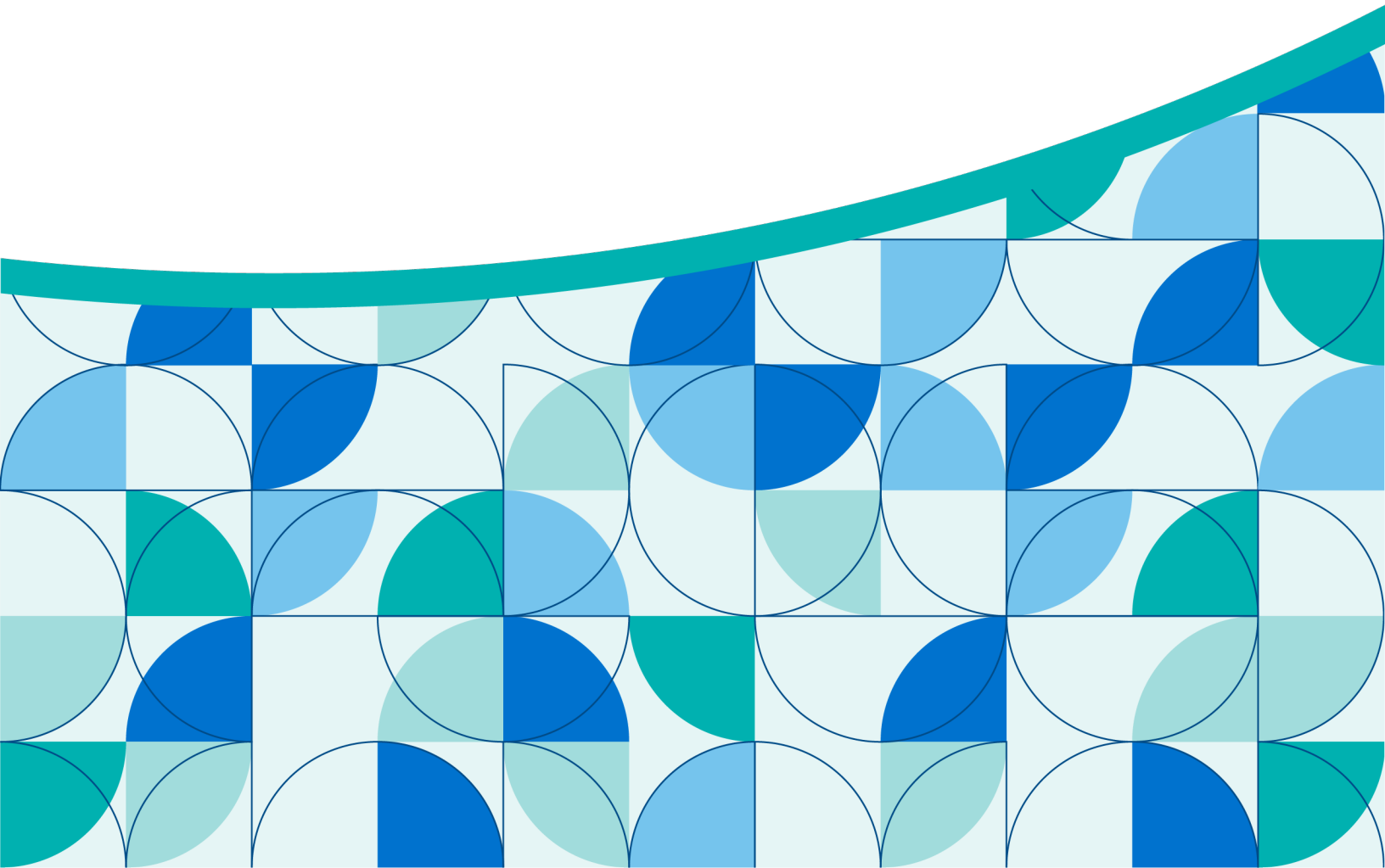
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EAB

Introduction

SECTION

1

This section introduces the concept of Journeys, a feature in the Navigate360 Student App designed to provide students with step-by-step guidance to meet their goals.
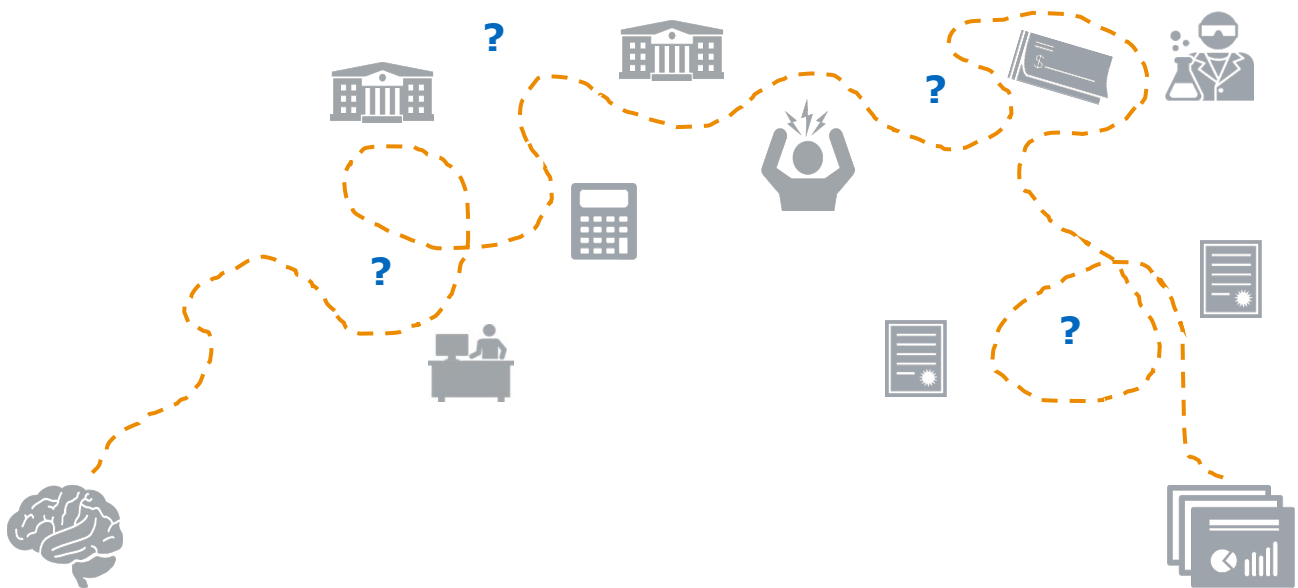
What are Journeys?

College doesn't come with an instruction manual for students.

For the major decisions students face while enrolled, we've created Journeys to provide students with step-by-step guidance to meet their goals.

The Journeys feature in Navigate360 helps students understand and complete essential steps towards their goals. Designed to extend beyond mere course planning, these Journeys empower students to focus on proactive, forward-thinking milestones crucial to their college experience. Sample Journeys we'll provide in this Starter Pack include New Student Onboarding, First-Year Student Orientation, Affording College, Getting a Job, Graduate School Planning, Preparing for Graduation, and Mental Health & Wellness.

Journeys are configured by each institution and are comprised of steps. Steps are fully customizable to match the processes at your institution, and can contain details like text descriptions, links, images, videos, and resources. As students navigate Journeys, they can mark these steps as completed. **Each Journey must be associated with a Topic. If you don't see a recommended Topic available, Content Administrators can create new Topics from the Content Administration Tool > Topics.**

Students can add Journeys to their profiles or can be assigned Journeys from staff in Navigate360. **Once a Journey is assigned or added, students can access the steps in the Navigate360 Student app or desktop site.**

How to Use This Toolkit

Templates to Power Your Student Success Journeys

This resource offers exemplar Journeys that partners can adopt as **EAB-recommended Journeys**, grounded in student success best practices. Designed to extend beyond mere course planning, these Journeys empower students to focus on proactive, forward-thinking milestones crucial to their college experience. Each Journey is comprised of steps, which institutions have the flexibility to enrich with school-specific content such as embedded videos, links, and additional resources. Start with these templates and add your institution's resources to ensure a personalized and impactful student journey.

What Content Will You Find in This Toolkit?

This toolkit provides templates language you can copy and paste into your Journeys in the Content Administration Tool within Navigate360. Use this language as a starting point to craft your own steps specific to your institution's student success resources.

How Is The Toolkit Organized?

The toolkit is organized into 7 EAB-recommended Journeys:

New Student Onboarding

First-Year Student Orientation

Affording College

Mental Health and Wellness

Getting a Job

Graduate School Planning

Preparing for Graduation

Who Is the Intended Audience?

This toolkit is designed to be used by Navigate360 Content Administrators. Once implemented, Journeys will be available to students within the Navigate360 student app.

Who Should Use this Toolkit?

Content Administrators can copy and paste content in this Journeys Starter Pack into the content blocks, then customize or edit as needed. Where you see the ⭐ symbol, add your institution's information.

Best Practices for Implementing Journeys Content

Here are some tips to ensure your Journeys help students achieve their larger student success goals.

1

Use concise language.

Steps should be brief, approachable actions for students. Completing these smaller steps helps them accomplish a greater goal.

2

Customize content with multimedia.

Add videos, links, and contact information to the steps of your Journeys. This is a great opportunity to enrich your content with valuable resources for students.

3

Keep sustainability and maintenance in mind when creating content.

Only include specific dates if necessary to reduce the number of updates you'll need to make year over year.

4

Get help!

Any content administrator with permissions to edit and publish Journeys can assist in creating Journeys and steps. Consider assembling a Journey Content Team to support initial Journey configuration.

Important

Where you see the star symbol throughout the steps of this guide, add your institution's unique information.

Questions about Journeys configuration or permissions?

Contact us at:
Navigate360TechSupport@eab.com

Source: EAB interviews and analysis.

New Student Onboarding

2

This Journey provides key steps for students to complete before classes begin, including setting up technology, submitting important forms, and paying tuition.

Journey: New Student Onboarding

Topic: Orientation

Description: We can't wait to welcome you to campus! Before you arrive, there are some important action items for you to complete. We'll walk through this journey with you and help make sure you check all the boxes.

Order	Step Title	Due Date	Content
1	Create your network username and password		**Field Type: Free Text** Follow the link below to create your network username and password. This will grant you access to all campus systems. **Field Type: Link Button** ★ Create Your Username and Password [Insert your institution's link to create and/or access network username and password]
2	Access your student email		**Field Type: Free Text** Access your student email at the link below and bookmark it in your web browser. This is how we'll reach you with important updates and communications, so check it often! **Field Type: Link Button** ★ Access Student Email [Insert your institution's link to create and/or access network username and password] **Field Type: Link Button** ★ Download the Mail App [Insert your link to download mobile mail app]
3	Submit FAFSA	June 30	**Field Type: Free Text** Submit your Free Application for Federal Student Aid (FAFSA) by June 30. IMPORTANT: Without submitting FAFSA, you will not be eligible to receive Federal Student Aid. **Field Type: Link Button** Access Your FAFSA Here [https://studentaid.gov/h/apply-for-aid/fafsa]

Important

Add your institution's information where you see the star symbol.

Journey: New Student Onboarding

Topic: Orientation

Description: We can't wait to welcome you to campus! Before you arrive, there are some important action items for you to complete. We'll walk through this journey with you and help make sure you check all the boxes.

Order	Step Title	Due Date	Content
4	Pay tuition	★	**Field Type: Free Text** Pay your tuition on our online payment portal by [date ★] to avoid late fees, financial holds, or registration holds on your account. If you have questions about paying tuition, we're here to help! Reach out below. **Field Type: Link** Contact the Bursar's Office for questions about your payment [Insert Bursar's Office webpage link or Resource if you have already created the Bursar's Office as a Resource in Navigate360 Student] ★ **Field Type: Link** Contact the Financial Aid Office for questions about scholarships and financial aid [Insert Financial Aid Office webpage link or Resource if you have already created the Financial Aid Office as a Resource in Navigate360 Student] ★
5	Submit health and insurance documentation		**Field Type: Free Text** To keep campus healthy and ensure you receive the best care here, we need some documentation from you. **Field Type: Link Button** Submit Your Health Form and Insurance Documentation [Insert health form link] ★

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First-Year Student Orientation

This Journey guides students through registering for orientation, registering for courses and getting the most out of their orientation experience.

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Journey: First-Year Student Orientation

Topic: Orientation

Description: Your [institution name ★] journey begins here! At orientation, you'll explore campus resources, meet other incoming students, and meet with your advisor. Follow the steps in this journey to make the most of your time at orientation.

Order	Step Title	Due Date	Content
1	Register for your orientation session	★	**Field Type: Link Button** ★ Register for Orientation [insert registration link] **Field Type: Free Text** Kickstart your college journey with a smooth transition at orientation! Discover your campus, understand academic expectations, and meet new friends. Orientation helps you navigate college life, find essential resources, and get involved in exciting activities. Join us to ensure you're well-prepared, connected, and ready to thrive in your new community. Don't miss out—make the most of your college experience from day one!
2	Get your student ID		**Field Type: Free Text** Your student ID is your key to campus buildings and resources. Be sure to pick it up while you're here at orientation! **Field Type: Link** ★ [Link: Information for taking ID pictures and printing ID]
3	Meet your academic advisor		**Field Type: Free Text** Your academic advisor is here to help you understand your degree program, identify program requirements and plan your course schedule, and connect you with campus resources. You'll have dedicated time to meet with your academic advisor at orientation. Find your advisor on the Navigate360 Student App using the instructions below: 1. Open the Navigate360 Student App 2. Select Resources, then People. 3. This is your Success Team! You'll find your academic advisor and any other staff ready to help you be successful. You might even opt to schedule an appointment with your advisor directly in the app. **Field Type: Enable Appointment Scheduling Button**

Important

Add your institution's information where you see the star symbol.

Journey: First-Year Student Orientation

Topic: Orientation

Description: Your [institution name ★] journey begins here! At orientation, you'll explore campus resources, meet other incoming students, and meet with your advisor. Follow the steps in this journey to make the most of your time at orientation.

Order	Step Title	Due Date	Content
4	Register for courses		**Field Type: Free Text** After you meet with your advisor and discuss your degree plan, you'll register for the semester's courses. The last day to drop or add a course to your schedule is [drop/add deadline ★]. Click the resources below to learn more about registering for courses and planning for the semester ahead. **Field Type: Free Text** You can plan and schedule courses directly in Navigate360! Click the Academic Planner icon in the Apps menu to create your multi-term academic plan. **Field Type: Link(s) ★** Include resources (such as links to major/curriculum maps or other advising resources) to help students plan ahead with a multi-term course plan.
5	Engage with the campus community		**Field Type: Free Text** Take advantage of orientation events to engage with campus early. Take advantage of campus tours, information sessions, social mixers, and academic workshops offered. By attending these events, you'll meet other new students, peer advisors, orientation leaders, success coaches (and more!) and learn about campus resources. **Field Type: Link Button ★** Explore the Orientation Schedule [Link: Orientation schedule or orientation information webpage]

Important

Add your institution's information where you see the star symbol.

Affording College

SECTION **4**

This Journey provides students with strategies and resources to help them financially plan for college attendance and loan repayment.

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Journey: Affording College

Topic: Paying for College

Description: Investing in your education can often feel overwhelming. This Journey provides easy-to-understand resources to help you financially plan for college.

Order	Step Title	Due Date	Content
1	Apply for Financial Aid and Scholarships	June 30	**Field Type: Free Text** Submit your Free Application for Federal Student Aid (FAFSA) by June 30. IMPORTANT: Without submitting FAFSA, you will not be eligible to receive Federal Student Aid. **Field Type: Link Button** Access Your FAFSA Here [https://studentaid.gov/h/apply-for-aid/fafsa] **Field Type: Free Text** You may be eligible for more scholarships and financial aid than you think. See if you meet the criteria for our departmental and institution-wide scholarships and grants at the link below. **Field Type: Link** ⭐ Check Departmental and Institution-Wide Scholarships Here [add a link to your institution's scholarships page]
2	Create a budget		**Field Type: Free Text** A well-set budget can assist you in distinguishing between wants and needs, prevent overspending, and foster the discipline to save while in school. Use the resources below to hone your budgeting skills. **Field Type: Free Text** Use the Navigate360 Financial Planner to create your budget. Select the Financial Planner icon from the Apps menu. **Field Type: Link** ⭐ [Link: Insert any financial planning resources your institution offers]
3	Explore work-study programs and part-time work		**Field Type: Free Text** There are opportunities to earn money that work well alongside your commitment as a full-time student. **Field Type: Link Button** ⭐ **Explore Student Job Opportunities** [Insert link to open on-campus jobs for students, if available]

Important

Add your institution's information where you see the star symbol.

Journey: Affording College

Topic: Paying for College

Description: Investing in your education can often feel overwhelming. This journey provides easy-to-understand resources to help you financially plan for college.

Order	Step Title	Due Date	Content
4	Utilize campus resources		**Field Type: Free Text** Many services and resources on our campus are already included in the cost of your tuition and fees. Taking advantage of our health services, tutoring, and activities can save you money. **Field Type: Link(s)** ⭐ Provide links to campus services and resources available to students at low or no cost. **Field Type: Resources** Associate any related Resources already configured in your Navigate360 Student site.
5	Plan for loan repayment		**Field Type: Free Text** Understand your loan terms and explore repayment options, including income-driven repayment plans and loan forgiveness programs, to manage debt after graduation. **Field Type: Link** ⭐ [Link: Insert links to resources your institution offers to help students understand their loan repayment] **Field Type: Link Button** **A Tutorial on Repaying Your Student Loans** https://www.appily.com/guidance/articles/paying-for-college/tutorial-on-repaying-student-loans

Important

Add your institution's information where you see the star symbol.

Mental Health and Wellness

5

This Journey encourages students to take proactive steps to care for their mental health. In addition to national resources, the Journey template provides space for Content Administrators to add institution-specific mental health and wellness resources.

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Journey: Mental Health and Wellness

Topic: Mental Health and Wellness

Description: Taking proactive steps to manage your mental health and wellness is vital during your college years. By recognizing the signs, utilizing available resources, and practicing self-care, you can maintain a balanced and healthy college experience.

Order	Step Title	Due Date	Content
1	Recognize the signs of mental health issues		**Field Type: Free Text** Understanding the symptoms of mental health issues is the first step towards addressing them. Common signs include: • Persistent sadness or anxiety • Withdrawal from social activities • Changes in eating or sleeping habits • Difficulty concentrating • Feelings of hopelessness or worthlessness • Irritability or mood swings It's important to validate your own feelings and experiences. If you're struggling, acknowledge it without judgment. It's okay not to be okay. **Field Type: Link** ★ [Provide a link to general mental health and wellness resources and programming your institution offers.]
2	Reach out to friends and family		**Field Type: Free Text** Talking about your feelings with trusted friends or family members can provide emotional support. They can offer a different perspective and may help you feel less isolated.
3	Utilize counseling resources		**Field Type: Free Text** ★ We offer mental health services designed specifically for students to meet you right where you are. Schedule an appointment with a campus counselor who can provide professional support and guidance. These services include: • Individual counseling • Group therapy • Workshops on mental health and wellness **Field Type: Resource** ★ Attach the Counseling Center Resource if already configured in in your Navigate360 Student site. **Field Type: Link** ★ [Insert a link to wellness workshops offered at your institution] **Field Type: Link** ★ [Insert a link to group therapy, student support groups or similar offerings at your institution]

Important

Add your institution's information where you see the star symbol.

Journey: Mental Health and Wellness

Topic: Mental Health and Wellness

Description: Taking proactive steps to manage your mental health and wellness is vital during your college years. By recognizing the signs, utilizing available resources, and practicing self-care, you can maintain a balanced and healthy college experience.

Order	Step Title	Due Date	Content
4	Access Mantra Health		[*OPTIONAL: You can include this step if your institution partners with Mantra Health*] **Field Type: Free Text** Mantra Health provides virtual therapy, psychiatry, 24/7 crisis care, on-demand emotional support, peer-to-peer support, emotional wellness coaching, and self-care content modules--at no cost to you. **Field Type: Resource** ★ Add the Mantra Health Resource if already configured in your Navigate360 Student site.
5	Practice self-care and mindfulness		**Field Type: Free Text** Incorporate self-care practices into your daily routine to maintain mental well-being. Techniques include: • Regular exercise • Healthy eating • Adequate sleep • Mindfulness meditation • Yoga • Journaling **Field Type: Link** ★ [Insert self-care and mindfulness-related resources or programming offered at your institution.]
6	Manage your academic stress		**Field Type: Free Text** You have a lot on your plate as a student. Here are some tips to organize your academic responsibilities and reduce your stress: • Create a study schedule • Break tasks into manageable chunks • Seek help from instructors or tutors when needed • Utilize campus resources like academic success or writing centers **Field Type: Link Button** ★ **Make an Appointment with the Academic Success Center** [Insert a link to schedule an appointment with your institution's academic success or tutoring center] **Field Type: Enable Appointment Scheduling Button** **Field Type: Link** ★ [Insert a link to other academic success resources your institution supports]

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Add your institution's information where you see the star symbol.

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Journey: Mental Health and Wellness

Topic: Mental Health and Wellness

Description: Taking proactive steps to manage your mental health and wellness is vital during your college years. By recognizing the signs, utilizing available resources, and practicing self-care, you can maintain a balanced and healthy college experience.

Order	Step Title	Due Date	Content
7	Limit alcohol and substance use		**Field Type: Free Text** Some turn to alcohol or drugs to cope, but these can exacerbate mental health issues. Seeking healthier coping mechanisms is beneficial. **Field Type: Link** ★ [Insert a link to substance use help offered at your institution]
8	Explore online resources		**Field Type: Free Text** There are many online tools and apps designed to support mental health. Explore the resources linked below. **Field Type: Link** ★ Mental Health Apps https://headspace.com https://calm.com [Insert other mental health apps your institution recommends] **Field Type: Resource** ★ Add the Mantra Health Resource if already configured in your Navigate360 Student site.
9	Know when to seek professional help		**Field Type: Free Text** If your mental health issues are persistent and severely impacting your daily life, it's crucial to seek professional help. This may involve: • Consulting with a psychiatrist for medication management • Seeing a licensed therapist or counselor regularly • Considering off-campus mental health resources if necessary If you are experiencing a life-threatening emergency or are in immediate danger of harming yourself or someone else, **call 911 or the Suicide and Crisis Lifeline at 988.** **Field Type: Phone Number** ★ **Crisis Support Line** [Include your institution's crisis support line number] **Field Type: Resource** ★ Attach the Counseling Center Resource if already configured in in your Navigate360 Student site. **Field Type: Link** Article: What Is a Mental Health Crisis? [Link: Mantra Health Article]

Important

Add your institution's information where you see the star symbol.

EAB

Getting a Job

SECTION

6

This Journey provides guidance to increase students' employability through experience, on-campus resources, and Forage—a platform designed to help students build key workplace skills and experience through job simulations.

Journey: Getting a Job

Topic: Career Planning

Description: Whether you're nearing graduation or planning ahead, these tools and resources can help you prepare for your future career. Follow this journey as you get ready for your next big step.

Order	Step Title	Due Date	Content
1	Take an online career assessment through Forage		**Field Type: Free Text** The link below includes free career assessments to help with the first step of your job search — no prior knowledge of any roles or industries required! **Field Type: Link Button** **Take a Career Assessment** https://www.theforage.com/blog/quizzes?utm_source_platform=eab&utm_medium=navigate360&utm_content=journeys&utm_campaign=journeystoolkit
2	Research career pathways		**Field Type: Free Text** Once you know what you want to do, research the career possibilities for your target profession. Start by searching for a job title that sounds like a good fit for you and read through open positions. Do the postings and job descriptions sound like something you want to do? Then research companies in the field to learn more about them. Do their missions and values line up with yours? Seek out reviews or social media posts to get a behind-the-scenes look at the job and the company.
3	Create a LinkedIn profile		**Field Type: Free Text** LinkedIn can help you reach your career goals and connect with professionals in your field all over the world. Getting started on LinkedIn can be overwhelming. Use this guide to get started. **Field Type: Link Button** **A Beginner's Guide to LinkedIn** https://www.theforage.com/blog/basics/how-use-linkedin?utm_source_platform=eab&utm_medium=navigate360&utm_content=journeys&utm_campaign=journeystoolkit **Field Type: Link** https://www.linkedin.com/home

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Add your institution's information where you see the star symbol.

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Journey: Getting a Job

Topic: Career Planning

Description: Whether you're nearing graduation or planning ahead, these tools and resources can help you prepare for your future career. Follow this journey as you get ready for your next big step.

Order	Step Title	Due Date	Content
4	Start building your network		**Field Type: Free Text** Start building a network of professional connections while you're still a student. Here are some steps you can take now: **Field Type: Link Button** **Networking 101** https://www.theforage.com/blog/basics/networking?utm_source_platform=eab&utm_medium=navigate360&utm_content=journeys&utm_campaign=journeystoolkit **Field Type: Link** ⭐ Attend a Career Fair [Insert a link to info about your institution's career/professional fair] **Field Type: Link** ⭐ Connect with Alumni [If your institution supports a platform to connect students with alumni, insert the link here.] **Field Type: Resource** Add the Career Services Office Resource if already configured in your site. **Field Type: Link** Conduct an informational interview https://www.theforage.com/blog/interview-questions/informational-interview?utm_source_platform=eab&utm_medium=navigate360&utm_content=journeys&utm_campaign=journeystoolkit
5	Complete a job simulation		**Field Type: Free Text** Experience a day in the life working at top companies with Forage job simulations! These virtual simulations are FREE, self-paced opportunities that replicate the work you'd do as an intern or entry-level professional. You'll build key workplace skills and experience you can add to your resume and LinkedIn. Plus, you'll increase your chance of getting hired by 3x! **Field Type: Resource** Add the Forage Resource already configured in your site. **Field Type: Link** https://www.theforage.com/simulations/?utm_source_platform=eab&utm_medium=navigate360&utm_content=journeys&utm_campaign=journeystoolkit

Important

Add your institution's information where you see the star symbol.

Journey: Getting a Job

Topic: Career Planning

Description: Whether you're nearing graduation or planning ahead, these tools and resources can help you prepare for your future career. Follow this journey as you get ready for your next big step.

Order	Step Title	Due Date	Content
6	Get experience		**Field Type: Free Text** Getting hands-on experience is important to prepare you for your future career—but experience looks different for everyone. **Field Type: Link Button** ⭐ **View our internships and jobs board** [Insert link to your institution's jobs board, if you support one] **Field Type: Free Text** Outside of traditional paid positions, student organizations offer opportunities to develop skills, build a network, and serve your passions. See what organizations we support on campus. **Field Type: Link** ⭐ [Insert link to Student Organizations website] **Field Type: Free Text** Volunteering is another great way to build experience and connect with others in the community. See student volunteer opportunities below. **Field Type: Link** ⭐ [Insert link to student volunteer opportunities] **Field Type: Free Text** Your coursework is one of the most useful tools for discovering your interests and building knowledge that will help you in your future career. Plan for future semesters with our course catalog. **Field Type: Link** ⭐ [Insert link to course catalog] **Field Type: Free Text** Forage job simulations give you the opportunity to try out careers at top companies. Each simulation is FREE, self-paced, and helps you build the skills you need to succeed in the workforce. **Field Type: Resource** Add the Forage Resource already configured in your site **Field Type: Link** https://www.theforage.com/simulations/?utm_source_platform=eab&utm_medium=navigate360&utm_content=journeys&utm_campaign=journeystoolkit

Important

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Journey: Getting a Job

Topic: Career Planning

Description: Whether you're nearing graduation or planning ahead, these tools and resources can help you prepare for your future career. Follow this journey as you get ready for your next big step.

Order	Step Title	Due Date	Content
7	Make an appointment with Career Services		**Field Type: Free Text** Career Services supports your needs at all stages of the process, whether you are still making decisions about your future direction, looking for hands-on experiences, or are ready for the next steps that will prepare you to live out your career goals. Make an appointment today and let us help you begin your career journey! **Field Type: Enable Appointment Scheduling Button** **Field Type: Resource** Add your institution's Career Center/ Career Services Resource if already configured in your site
8	Build your resume		**Field Type: Free Text** Getting started on your resume? We've got tools to help you put your best foot forward. **Field Type: Link** ⭐ Our Career Center offers workshops and one-on-one appointments to help you write and refine your resume. [Link to on-campus resume resources] **Field Type: Link Button** **Build a Great Resume with Forage** https://www.theforage.com/short-courses/forage/applications-building-resume/01HDY90W55TAPN7SDJ021H6B0N/?utm_source_platform=eab&utm_medium=navigate360&utm_content=journeys&utm_campaign=journeystoolkit
9	Apply for interesting jobs and internships		**Field Type: Free Text** You've built your network and gained experience—now it's time to find jobs and internships that interest you! **Field Type: Link Button** ⭐ **Explore our Jobs Board** [Insert link to your institution's jobs board, if you support one] **Field Type: Link** https://www.theforage.com/blog/basics/best-job-search-sites?utm_source_platform=eab&utm_medium=navigate360&utm_content=journeys&utm_campaign=journeystoolkit

Important

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Journey: Getting a Job

Topic: Career Planning

Description: Whether you're nearing graduation or planning ahead, these tools and resources can help you prepare for your future career. Follow this journey as you get ready for your next big step.

Order	Step Title	Due Date	Content
10	Land an interview		**Field Type: Free Text** Getting an interview is the hardest part of the job application process. Follow the link below for a 5-minute course to learn how to increase your chances of landing an interview. **Field Type: Link Button** **Learn How to Land an Interview** https://www.theforage.com/short-courses/forage/applications-landing-interviews/01HDY91A88QCF7WKP80NGT5MKE/?utm_source_platform=eab&utm_medium=navigate360&utm_content=journeys&utm_campaign=journeystoolkit
11	Prepare for your interview		**Field Type: Free Text** Interviews can be nerve-wracking, but we have resources to help you prepare. **Field Type: Link** ⭐ [Link: Insert your institution's Career Services webpage. Include instructions to make an appointment for interview practices if this is a service your campus offers!] **Field Type: Link Button** **Prepare in 10 Minutes with Forage** https://www.theforage.com/short-courses/forage/applications-landing-interviews/01HDY91A88QCF7WKP80NGT5MKE/?utm_source_platform=eab&utm_medium=navigate360&utm_content=journeys&utm_campaign=journeystoolkit

Important

Add your institution's information where you see the star symbol.

Graduate School Planning

This Journey provides guidance for students considering continuing their education through graduate school, medical school, or other advanced degrees.

Journey: Graduate School Planning

Topic: Graduate School Planning

Description: If you are considering continuing your education through graduate school, medical school, or other advanced degrees, these steps will help you navigate the graduate school application process.

Order	Step Title	Due Date	Content
1	Take an assessment to clarify your goals		**Field Type: Free Text** Before you consider graduate programs, use the resources below to determine the type of graduate program that aligns with your interests and aspirations. **Field Type: Link** ⭐ Our Office of Pre-Professional Advising offers workshops, resources, and appointments to help you decide which graduate path is right for you. [Link your institution's office of pre-professional advising] **Field Type: Link Button** **Take a Health Care Careers Assessment** https://www.advance.appily.com/careers/healthcare/quiz **Field Type: Link Button** **Take a Business Careers Assessment** https://www.advance.appily.com/careers/business **Field Type: Link Button** **Take an Education Careers Assessment** https://www.advance.appily.com/careers/education/quiz
2	Research programs and schools		**Field Type: Free Text** Identify potential programs and schools that offer the specialization or professional training you seek. Consider factors such as location, faculty expertise, program reputation, and financial aid opportunities. **Field Type: Resource** ⭐ Add any resources your institution offers to help students research graduate programs.
3	Meet prerequisites and maintain academic excellence		**Field Type: Free Text** Your academic performance is a key factor in your admission to advanced degree programs. Some programs require you complete certain undergraduate coursework or meet a GPA requirement as prerequisites for admission. Ensure you meet all academic prerequisites for your desired programs at the link below: Need to talk to your advisor about program requirements? Consider setting up an appointment! **Field Type: Enable Appointment Scheduling Button**

Important

Add your institution's information where you see the star symbol.

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Journey: Graduate School Planning

Topic: Graduate School Planning

Description: If you are considering continuing your education through graduate school, medical school, or other advanced degrees, these steps will help you navigate the graduate school application process.

Order	Step Title	Due Date	Content
4	Gain relevant experience		**Field Type: Free Text** Engage in internships, research projects, volunteer work, or relevant employment to build your resume and gain practical experience. For professional programs, seek opportunities that demonstrate your commitment to the field (e.g., clinical experience for medical school, internships for law school). Explore opportunities below to gain experience through internships, student organizations, volunteering, and research. **Field Type: Link** ★ [Insert link to your institution's jobs board, if you support one] **Field Type: Link** ★ [Insert link to Student Organizations website] **Field Type: Link** ★ [Insert link to student volunteer opportunities] **Field Type: Link** ★ [Insert link to your institution's undergraduate research opportunities]
5	Talk to current graduate students		**Field Type: Free Text** Connect with real graduate students to network and learn more about their experiences. **[Insert opportunities your institution offers to connect undergraduate students with current graduate students]** ★
6	Prepare for standardized tests		**Field Type: Free Text** Determine which standardized tests are required for your programs (GRE, GMAT, LSAT, MCAT, etc.) and register to take the test. **[Insert resources your institution offers to help students prepare for graduate program testing, such as an Office of Pre-Professional Advising]** ★

Important

Add your institution's information where you see the star symbol.

Journey: Graduate School Planning

Topic: Graduate School Planning

Description: If you are considering continuing your education through graduate school, medical school, or other advanced degrees, these steps will help you navigate the graduate school application process.

Order	Step Title	Due Date	Content
7	Build relationships with mentors and advisors		**Field Type: Free Text** Develop strong relationships with professors, supervisors, and professionals in your field who can provide guidance and write letters of recommendation. These mentors can provide feedback on your personal statement and other application materials.
8	Review application requirements		**Field Type: Free Text** The basic application required for admission to institutions typically is submitted online. It includes your demographic information, program of interest and academic information. Each program has unique requirements, so be sure to review them carefully.
9	Write your personal statement		**Field Type: Free Text** You will write a Personal Statement or Essay in which you share your background and goals. Some programs will give you a series of specific questions to answer, while others will allow you to write a more general statement. The essay/statement is your chance to brag to the review committee about your accomplishments, defining experiences, goals and so on. Visit the Writing Center for assistance in writing your personal statement. **Field Type: Enable Appointment Scheduling Button**

Important

Add your institution's information where you see the star symbol.

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Journey: Graduate School Planning

Topic: Graduate School Planning

Description: If you are considering continuing your education through graduate school, medical school, or other advanced degrees, these steps will help you navigate the graduate school application process.

Order	Step Title	Due Date	Content
10	Build your résumé or curriculum vitae (CV)		**Field Type: Free Text** Getting started on your résumé? We've got tools to help you put your best foot forward. Our Career Center offers one-on-one appointments to help you write and refine your resume. **Field Type: Resource** Attach the Forage Resource configured in in your Navigate360 Student site. **Field Type: Link Button** **Build a Great Resume with Forage** https://www.theforage.com/short-courses/forage/applications-building-resume/01HDY90W55TAPN7SDJ021H6B0N/?utm_source_platform=eab&utm_medium=navigate360&utm_content=journeys&utm_campaign=journeystoolkit
11	Request your transcript		**Field Type: Free Text** You also will need to send your transcripts. Follow the link below to request official transcripts. **Field Type: Link Button** **Request Your Transcript** ⭐ [Insert link with instructions for students to request transcripts]
12	Request letters of recommendation		**Field Type: Free Text** Most programs require letters of recommendation with your application. Contact each person you are asking to serve as your reference as far in advance as possible. Once you have permission, verify all details of your references' contact information. Give each person a copy of your résumé or CV.

Important

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Journey: Graduate School Planning

Topic: Graduate School Planning

Description: If you are considering continuing your education through graduate school, medical school, or other advanced degrees, these steps will help you navigate the graduate school application process.

Order	Step Title	Due Date	Content
13	Submit your application!		**Field Type: Free Text** You did it! Once you've gathered all the required materials, submit your application. While you wait to hear news about your admission status, finish your final semester out strong.
14	Plan for the transition		**Field Type: Free Text** Once accepted, prepare for the transition by arranging housing, understanding program requirements, and attending orientation sessions. Plan your finances, including budgeting for moving expenses, tuition, and living costs. **Field Type: Link** ⭐ How to Bridge the Gap Between Costs and Financial Aid [https://www.appily.com/guidance/articles/paying-for-college/bridge-gap-between-college-costs-and-financial-aid]

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EAB

Preparing for Graduation

8

This Journey presents key steps for all students to prepare for graduation, including meeting with an advisor, applying for graduation, and considering their plans post-graduation.

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Journey: Preparing for Graduation

Topic: Preparing for Graduation

Description: Your graduation is almost here! Graduation is not as easy as showing up on graduation day, though. There are essential steps you must complete to be eligible to graduate. Follow these steps to ensure you are well-prepared for Commencement and the transition to your post-collegiate life.

Order	Step Title	Due Date	Content
1	Meet with an academic advisor	⭐	**Field Type: Free Text** Schedule a meeting with your academic advisor to ensure you have met all the graduation requirements, including credits, GPA, and specific course completions. **Field Type: Enable Appointment Scheduling Button**
2	Apply for graduation	⭐	**Field Type: Free Text** ⭐ Complete and submit the graduation application form by the deadline. **[Include a note if this process involves a fee.]** **Field Type: Link Button** ⭐ **Apply for Graduation** [Insert your institution's link to graduation application information and relevant forms]
3	Review degree audit		**Field Type: Free Text** Verify your degree audit report to ensure all academic requirements and discrepancies are addressed. Reach out to your academic advisor with questions or concerns about your degree audit. **Field Type: Link Button** ⭐ **Review Degree Audit** [Insert a link to your institution's degree audit system.]
4	Resolve financial obligations	⭐	**Field Type: Free Text** Check your account for any outstanding fees or fines (library fees, tuition, parking tickets) and settle them to avoid any holds on your diploma or transcripts. **Field Type: Link** ⭐ [Insert link to your institution's student information system] **Field Type: Email** ⭐ [Insert email for students to contact if they have questions about a financial obligation or hold appearing on their records.]

Important

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Journey: Preparing for Graduation

Topic: Preparing for Graduation

Description: Your graduation is almost here! Graduation is not as easy as showing up on graduation day, though. There are essential steps you must complete to be eligible to graduate. Follow these steps to ensure you are well-prepared for Commencement and the transition to your post-collegiate life.

Order	Step Title	Due Date	Content
5	Order your cap and gown	⭐	**Field Type: Free Text** Order your graduation regalia, including cap, gown, and any honor cords or stoles by the deadline. **Field Type: Link Button** ⭐ **Order Your Cap and Gown** [Insert order link]
6	Submit Senior Exit Survey	⭐	**Field Type: Free Text** We require graduating students to complete a senior exit survey. This survey gathers feedback on your academic experience and post-graduation plans. **Field Type: Link Button** ⭐ **Submit Senior Exit Survey Here** [Insert link to survey]
7	Verify your personal information		**Field Type: Free Text** Ensure your personal information (name, address, contact details) is up to date in the university's records for accurate diploma mailing and alumni communication. **Field Type: Link Button** ⭐ **Check Your Personal Information** [Insert link for students to check and update their personal information]
8	Plan for Commencement Day		**Field Type: Free Text** Confirm the date, time, and location of the commencement ceremony. Keep in mind that different colleges/programs may have different ceremonies! Reserve commencement tickets for family and friends and plan logistics such as travel, accommodations, and any post-ceremony celebrations. **Field Type: Link** ⭐ [Insert a link to your institution's commencement ceremony information.]

⭐ **Important**

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Journey: Preparing for Graduation

Topic: Preparing for Graduation

Description: Your graduation is almost here! Graduation is not as easy as showing up on graduation day, though. There are essential steps you must complete to be eligible to graduate. Follow these steps to ensure you are well-prepared for Commencement and the transition to your post-collegiate life.

Order	Step Title	Due Date	Content
9	Prepare for post-graduation	★	**Field Type: Free Text** Update your resume and LinkedIn profile, start job applications if you haven't already, and make use of career services offered by your university to help with job placement or further education. Explore the Getting a Job Journey for a step-by-step guide! **Field Type: Enable Appointment Scheduling Button** **Field Type: Resource** Add the Forage Resource already configured in your site **Field Type: Link** https://www.theforage.com/simulations/?utm_source_platform=eab&utm_medium=navigate360&utm_content=journeys&utm_campaign=journeystoolkit **Field Type: Link Button** **Build a Great Resume with Forage** https://www.theforage.com/short-courses/forage/applications-building-resume/01HDY90W55TAPN7SDJ021H6B0N/?utm_source_platform=eab&utm_medium=navigate360&utm_content=journeys&utm_campaign=journeystoolkit

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