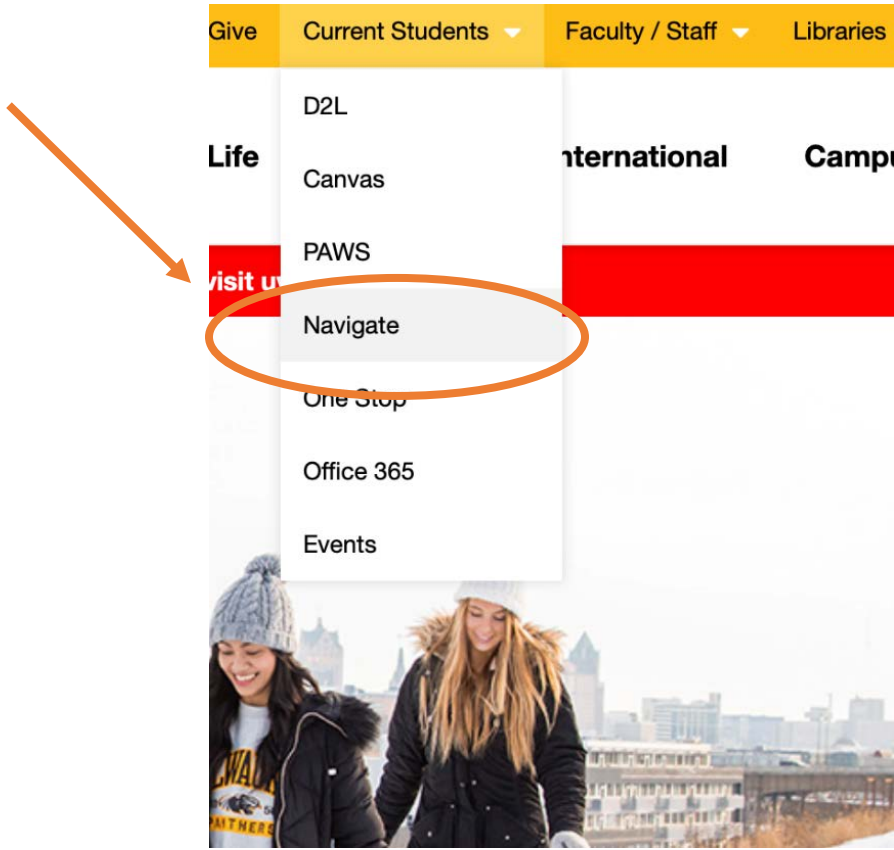
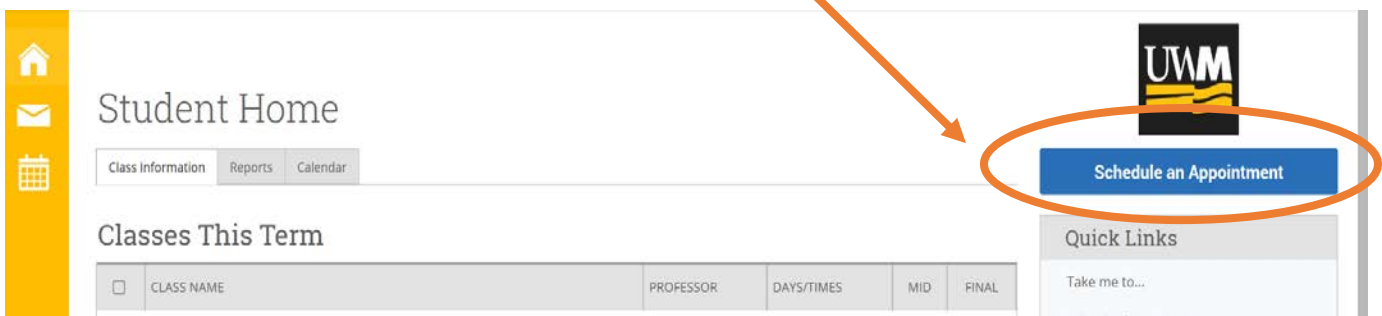


How-To Schedule a Phone Advising Appointment in Navigate

In order to schedule a phone appointment with your academic advisor, go to the UWM homepage at uwm.edu. Click on the Current Students tab, and then select Navigate:



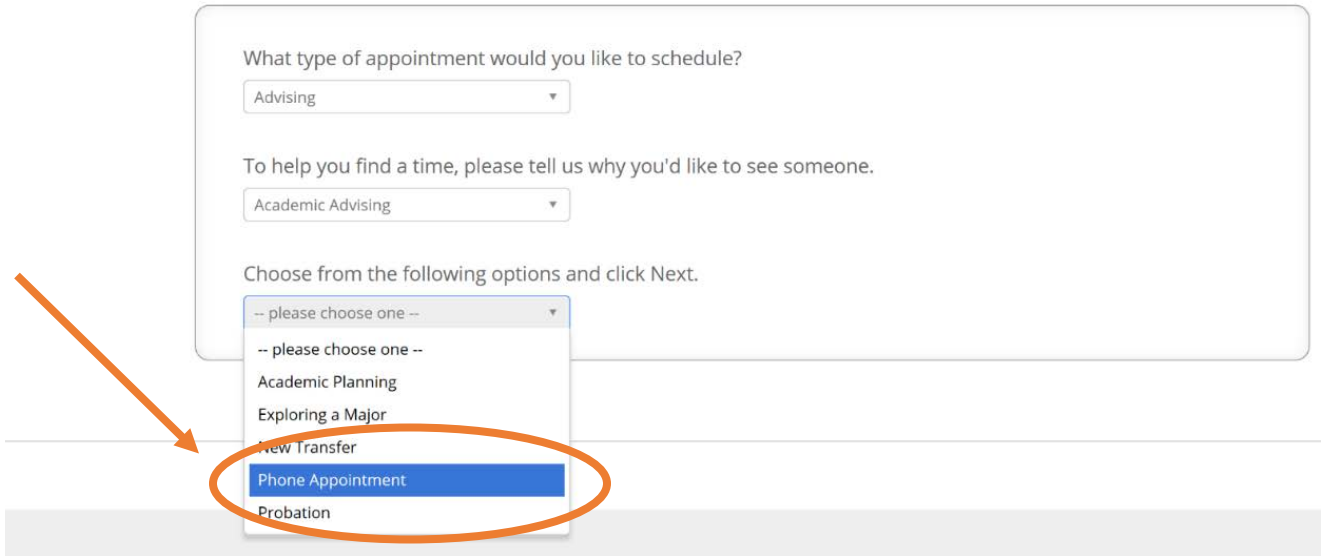
On your home dashboard in Navigate, click the Schedule an Appointment link:



After selecting **Advising** as your appointment type and **Academic Advising** as your reason, select the **Phone Appointment** in the options drop down.

If you select any reason other than Phone Appointment, you will not be able to see your advisor's availability.

Schedule Appointment



What type of appointment would you like to schedule?
Advising

To help you find a time, please tell us why you'd like to see someone.
Academic Advising

Choose from the following options and click Next.

- please choose one --
- Academic Planning
- Exploring a Major
- New Transfer
- Phone Appointment**
- Probation

An orange arrow points to the 'Phone Appointment' option, which is also circled in orange.

Next, select a day and appointment time. *(If you are a new transfer student, please locate 2 available back-to-back appointments and save both—this provides your advisor 1 full hour of time to cover all necessary information and materials. You will need to create a **second appointment** in Navigate after saving the first appointment).*

Schedule Appointment

Times From March 29 To April 02

Sun, Mar 29	Mon, Mar 30	Tue, Mar 31	Wed, Apr 01	Thu, Apr 02
Morning N/A	Morning 4 Available	Morning 3 Available	Morning 4 Available	Morning 3 Available
Afternoon N/A	Afternoon 4 Available	Afternoon 2 Available	Afternoon 5 Available	Afternoon N/A

* All times listed are in Central Time (US & Canada).

refreshed at 11:01am CDT.

Once selecting your appointment time, tell your advisor any additional information that will be helpful by using the **comments section**:

- Provide your current phone number
- If considering a change of major or minor, state the program you are considering
- State if you are concerned about your progress in a current course
- Outline if there are specific topics you hope to discuss

After you fill in the required details in the comments section, **be sure to confirm the appointment** by clicking on the Confirm Appointment button (you will then receive an automatic confirmation for the appointment in your UWM email):

The screenshot shows a web form titled "NAVIGATE" with a "Spring 2020" dropdown menu. The form is divided into several sections:

- Appointment Details:** This section contains four fields: "Who:" (with a light blue background), "When: Wednesday, April 01 9:00am - 9:30am", "Why: Phone Appointment", and "Where: Peck School of the Arts".
- Additional Details:** This section contains a paragraph of text: "Currently all appointments will be conducted as phone appointments. Please use this space to provide me with a reason for our meeting (i.e. course recommendations, the major you are considering for a major change, academic probation, first transfer meeting). Also, please provide me with a phone number at which I can reach you." Below this is a text input field labeled "Comments for your staff...".
- Contact Preferences:** This section contains two checkboxes: "Send Me an Email" and "Send Me a Text", both of which are checked. Below these is a text input field labeled "Please provide your mobile number" with the value "1-414-444-4444". A red arrow points to this field.
- Navigation:** At the bottom left is a "Back" button. At the bottom right is a blue "Confirm Appointment" button, which is circled in red.

*Final notes: When your appointment is scheduled to begin, ***your advisor will call you*** at the phone number you listed in the comments section. Additionally, the call will appear as **blocked** on the caller ID.