Process for Utilizing Navigate

Overview: Why would I use Navigate?

➢ Navigate is a portal that you can use to schedule appointments with your academic advisors and other individuals on success team including peer mentors and success coaches.

➢ It is also a place where you can view your class information, email your professors, and view progress reports issued by your professors.

Where to Access 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:

What can be found on Navigate?

➢ Your Success Team
  o Academic Advisor: Your academic advisor assists with your major degree requirements, course selection, career planning and provides you with campus resources
  o Success Coach: Helps with campus referrals, skill building, campus engagement and navigation
  o Peer Mentor: Offers support in campus engagement and navigation as well as peer connections

➢ Class Information (found under ‘Class Info’ tab)
  o Class location, meeting times, and professor information will be found here

➢ Calendar (found under ‘More’ tab)
  o Your classes will be shown on your calendar as well as any advising or other appointments you have scheduled

➢ Progress Reports
How-To Schedule a Phone Advising Appointment in Navigate

Under current circumstances all advising appointments will be phone or Microsoft Team appointments.

In order to schedule a phone appointment with your academic advisor, log in to Navigate under the Current Students tab on the UWM homepage or at this link:

https://uwmilwaukee.campus.eab.com/

On your home dashboard click the blue 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 other reason, you will not be able to see your advisor's availability.
Next, select a day and appointment time.  
***Note: you will not be able to schedule a meeting with your advisor during any classes that you are currently enrolled in.

Once selecting your appointment time, tell your advisor any additional information that will be helpful to making contact with you. This could include an alternate phone number than the one you provided or indicating if you have the ability to participate in a video appointment. Your advisor will then reach out to you with more information or at the time of the appointment.

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
- 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):

![Appointment Details](image)

*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.*

**Why It’s Important to Meet with Your Advisor?**

1. **Academic Planning:** Advisors assist you with academic planning for your major and can inform you about any pre-requisites that may need to be taken or when particular classes are offered. By academic planning, you avoid wasting additional money and time.

2. **Resources:** Academic advisors can assist you with finding campus resources that you may need to be successful academically or personally including tutoring, career planning, counseling, research, and campus involvement.

3. **University Policies:** Academic advisors help inform you about financial deadlines, course add/drop deadlines, academic appeals, and how to apply to a major/program.