

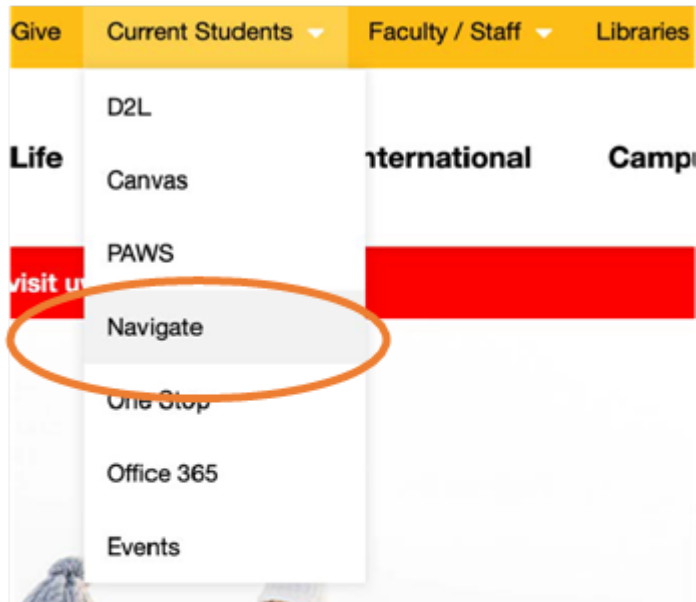
## **Process for Utilizing Navigate**

### **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](http://uwm.edu). Click on the Current Students tab, and then select Navigate:



### **What can be found on Navigate?**

- Your Success Team
  - Academic Advisor: Your academic advisor assists with your major degree requirements, course selection, career planning and provides you with campus resources
  - Success Coach: Helps with campus referrals, skill building, campus engagement and navigation
  - Peer Mentor: Offers support in campus engagement and navigation as well as peer connections
- Class Information (found under 'Class Info' tab)
  - Class location, meeting times, and professor information will be found here
- Calendar (found under 'More' tab)
  - Your classes will be shown on your calendar as well as any advising or other appointments you have scheduled
- Progress Reports

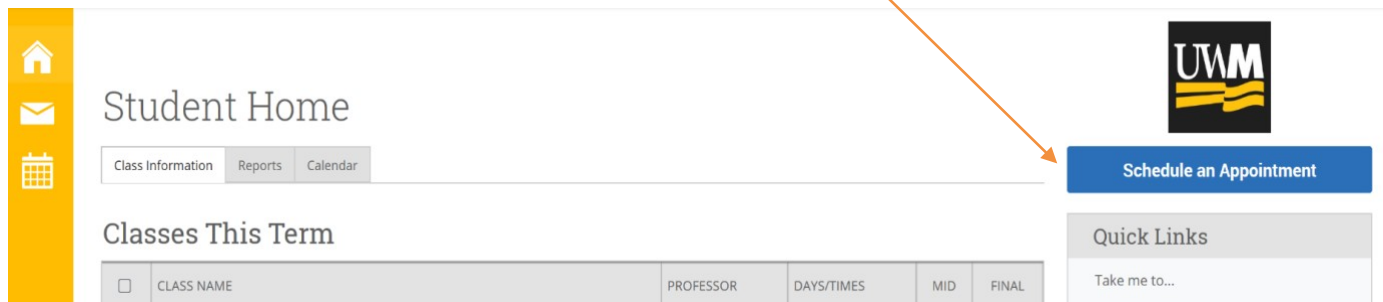
## How-To Schedule a Phone Advising Appointment in Navigate

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.**

### Schedule Appointment

The screenshot shows the 'Schedule Appointment' form. The first question is 'What type of appointment would you like to schedule?' with a dropdown menu set to 'Advising'. The second question is 'To help you find a time, please tell us why you'd like to see someone.' with a dropdown menu set to 'Academic Advising'. The third question is 'Choose from the following options and click Next.' with a dropdown menu that is open, showing the following options: 'Academic Planning', 'Exploring a Major', 'New Transfer', 'Phone Appointment', and 'Probation'. An orange arrow points to the 'Phone Appointment' option.

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

## 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 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.

### Additional Details

Please indicate your preferred phone number in the comments section. I will call you at our scheduled meeting time. Typically, this call will come from a \*restricted\* phone number. **If at all possible, please plan to be at a computer so we can review planning documents together.**

Is there anything specific you would like to discuss with Rachel ?

Comments for your staff...

Send Me an Email

Send Me a Text

Please provide your mobile number

◀ Back

Confirm 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):

The screenshot shows a web browser window with the NAVIGATE logo in the top left. The page title is "Appointment Details". The appointment is scheduled for Wednesday, April 01, from 9:00am to 9:30am, at Peck School of the Arts. The appointment type is "Phone Appointment".

The "Additional Details" section contains the following 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 text is a form with a "Comments for your staff..." text area. To the right of the text area are two checked checkboxes: "Send Me an Email" and "Send Me a Text". Below these checkboxes is a text input field labeled "Please provide your mobile number" with the value "1-414-444-4444". An orange arrow points to this input field.

At the bottom of the form, there is a "Back" button on the left and a "Confirm Appointment" button on the right, which is circled in orange.

**\*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.