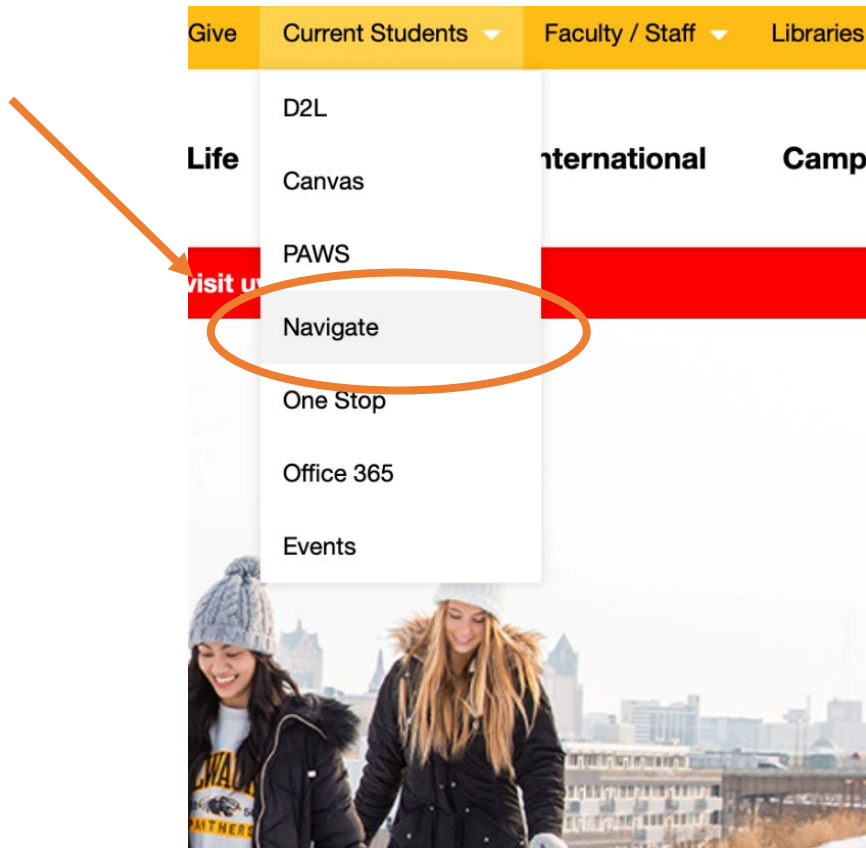


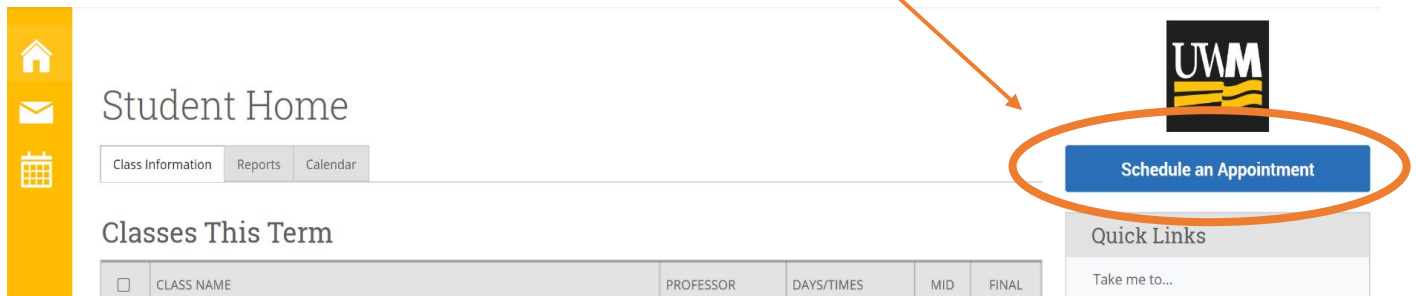
HBSSW New Transfer Student Guide to Scheduling a Phone Advising Appointment in Navigate

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

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

Next, select a day and appointment time.

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.

***Initial New Transfer Meetings** – Schedule two *back-to-back* appointments to give your advisor the standard full hour-long meeting to ensure there is enough time to cover all of the necessary material. You will need to create a **second appointment** in Navigate after saving the first appointment to achieve this.

Once selecting your appointment time, tell your advisor any additional information that will be helpful to making contact with you by using the **comments section**.

Please be as specific as possible when adding comments to your appointment, i.e. if you're thinking of changing your major, list what major you are thinking of changing to. This will help your advisor prepare for your appointment and make your appointment more worth your time. Your advisor will then reach out to you with more information or at the time of the appointment.

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):

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
414378660

[Back](#)

Confirm Appointment

Final notes:

- Your advisor should be listed as Katherine (Kate) Masshardt. If it is not, please email Kate at masshard@uwm.edu
- If you are transferring from one of the UWM Branch Campuses, and Kate is not listed as your advisor, please call 414-229-4852 to schedule an appointment.
- You will be responsible for calling Kate at the time of your appointment. She will email you with additional information the day before your appointment to your UWM email.