Step 1: Click on the Appointment tab in the Navigate app

Step 2: Click on “Schedule an Appointment”

Step 3: Click on “Select”

Step 4: Click on “Advising”

Step 5: Click on “Answer Next Question”
Step 6: Click on “General Academic Advising”

Step 7: Click on “Done for Reason”

Step 8: Click on “Continue to Next Step”

Step 9: Click on “Select”

Step 10: Click on “Answer Next Question”
Step 11: Click on your advisor’s name

Step 12: Click on “Done for Location and Staff”

Step 13: Click on “Continue to Next Step”

Step 14: Click on the date and time you would like your appointment to be

Step 15: Click on “Continue to Next Step”
Step 16: Type in what your appointment will be about.

Step 17: Select “Confirm Appointment”.

Step 18: Select “Done” or “Schedule another appointment”.

NOTE: If a zoom link is not present under “Additional Details”, one will be emailed to you prior to your appointment.