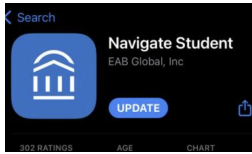


How to Schedule an Appointment with your Academic Advisor

Appointments are scheduled through the Navigate Student portal. You can access this by:

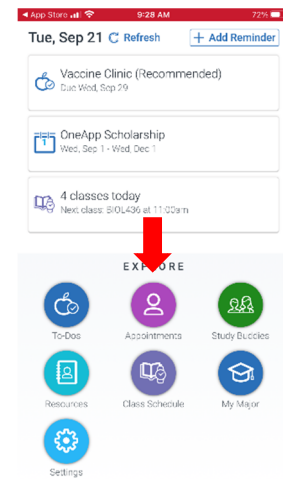
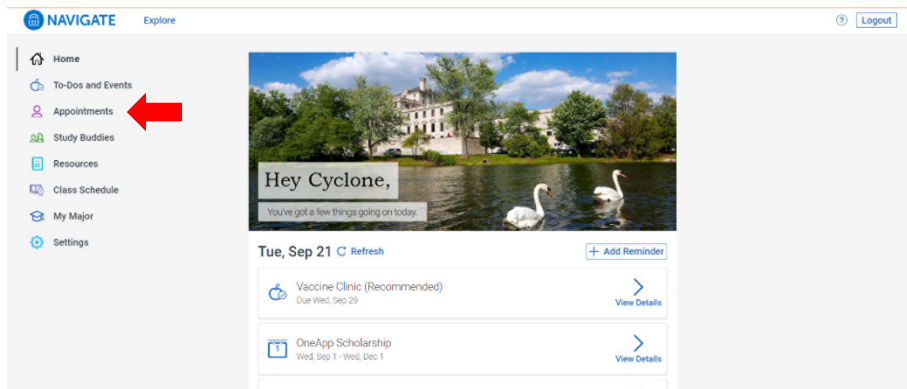
- Downloading the Navigate App to your smart phone ([Apple](#) | [Android](#))



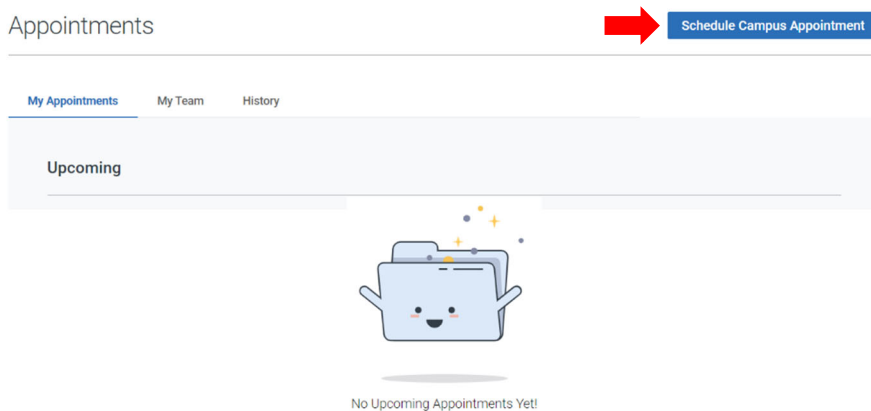
- Going to Access Plus (Student tab, Navigate Student link) or
- Going to <https://cyclones.campus.eab.com/>

The first time you log into Navigate Student, you will need to complete a 2-question survey.

Step 1. From the home screen, click on Appointments.



Step 2. Click on the “Schedule Campus Appointment” button.



Step 3. Select “Academic Advising” in the first drop-down menu.

The screenshot shows the 'New Appointment' form. At the top, it says 'New Appointment' and 'What can we help you find?'. Below that is a paragraph of text: 'Below, you will find available options for scheduling an appointment. If you cannot find something that you are looking for, try the other appointment options to see available options for dropping in or requesting an appointment.' The form has three main sections: a dropdown menu for the appointment type, a dropdown menu for the service, and a date picker. The first dropdown menu is currently set to 'Academic Advising', which is highlighted by a red arrow. The service dropdown menu is empty. The date picker is set to 'Tuesday, September 21st 2021'. At the bottom of the form is a blue button labeled 'Find Available Time'.

Step 4. Select the reason for your appointment in the “Service” drop-down menu.

The screenshot shows the 'New Appointment' form with the 'Service' dropdown menu open. The dropdown menu is currently empty, and a red arrow points to it. The dropdown menu lists several options: 'Academic Advising', 'Academic Warning and Probation', 'Course Registration', 'Declaring a Minor', 'Discuss Grades/Performance', 'Graduate or Professional School Planning', and 'Graduation/Degree Audit'. The 'Academic Advising' option is highlighted in blue. The other options are listed with radio buttons next to them. The date picker is still set to 'Tuesday, September 21st 2021'.

Step 5. Choose a Date for the appointment (today’s date auto-fills) and then click the “Find Available Time” button.

The screenshot shows the 'New Appointment' form with the date picker open. The date picker is currently set to 'Tuesday, September 21st 2021', which is highlighted by a red arrow. The 'Find Available Time' button is also highlighted by a red arrow. The dropdown menu for the appointment type is still set to 'Academic Advising'.

Step 6. The next screen will show upcoming available appointments with your Academic Advisor. Select the date/time that works best for your schedule.

New Appointment

All Filters Start Over

Academic Advising Discuss Grades/Performance

To start scheduling process, select option below.

Academic Advising

Service

Discuss Grades/Performance

Pick a Date

September 2021 21

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Nathan Ross
ENGR: Aerospace & Mechanical Engineering [2620 Howe]

Tue, Sep 21st

3:00 - 3:30 PM

Wed, Sep 22nd

9:00 - 9:30 AM 2:00 - 2:30 PM 2:30 - 3:00 PM 3:00 - 3:30 PM

Thu, Sep 23rd

9:30 - 10:00 AM 10:30 - 11:00 AM 2:00 - 2:30 PM 2:30 - 3:00 PM

Mon, Sep 27th

9:00 - 9:30 AM 9:30 - 10:00 AM 10:00 - 10:30 AM 10:30 - 11:00 AM 11:00 - 11:30 AM

Tue, Sep 28th

9:00 - 9:30 AM 9:30 - 10:00 AM

Step 7. Select your meeting type in the “How would you like to meet” drop-down menu. Virtual appointments will be held in your advisor’s WebEx Virtual Office. If you’d prefer to have a phone appointment, please select Virtual in this drop-down and then list “Phone Appointment” and your cell phone number in the “Would you like to share anything else?” box.

+How would you like to meet?

In-person Search by name

You are seeing the meeting types available for this time slot.

Would you like to share anything else?

Discuss grades

Email Reminder

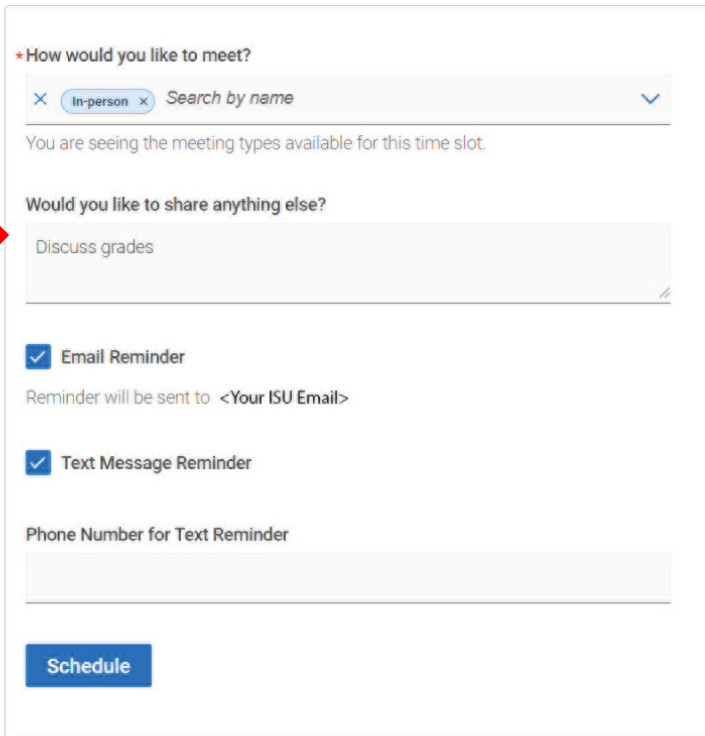
Reminder will be sent to <Your ISU Email>

Text Message Reminder

Phone Number for Text Reminder

Schedule

Step 8. Please list comments to help your advisor know what you'd like to discuss at the meeting. Examples include: "Considering dropping MATH 165", "Studying abroad in Ireland in Spring", "Discuss next semester courses", "Not doing well in PHYS 231 and need to know resources available", etc.



*How would you like to meet?

In-person Search by name

You are seeing the meeting types available for this time slot.

Would you like to share anything else?

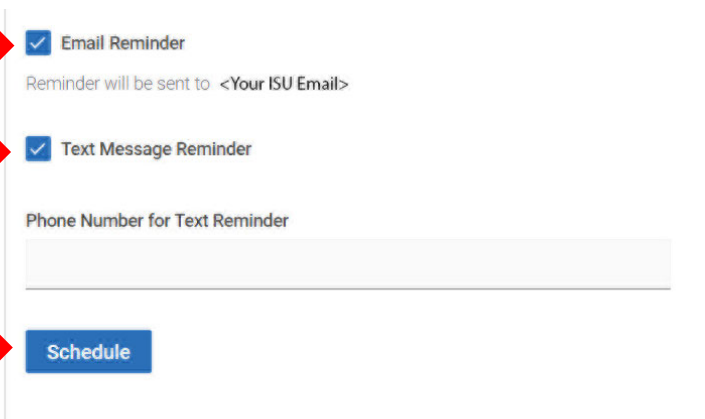
Discuss grades

Email Reminder
Reminder will be sent to <Your ISU Email>

Text Message Reminder

Phone Number for Text Reminder

Step 9. Select if/how you want to be reminded about the appointment. Then, click the "Schedule" button.

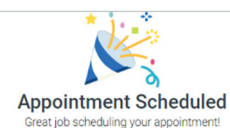


Email Reminder
Reminder will be sent to <Your ISU Email>

Text Message Reminder

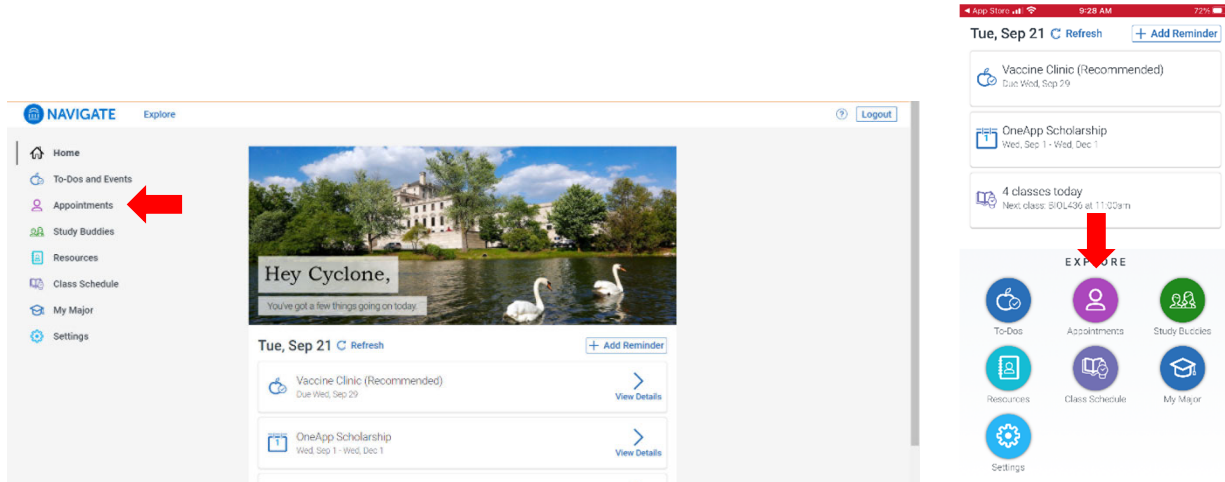
Phone Number for Text Reminder

After this, you should see a "Success! Appointment Scheduled" screen!



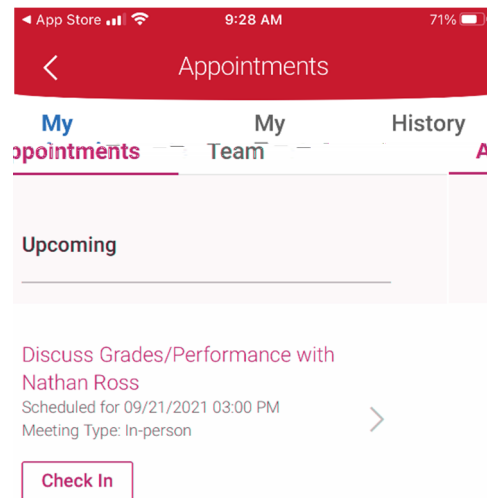
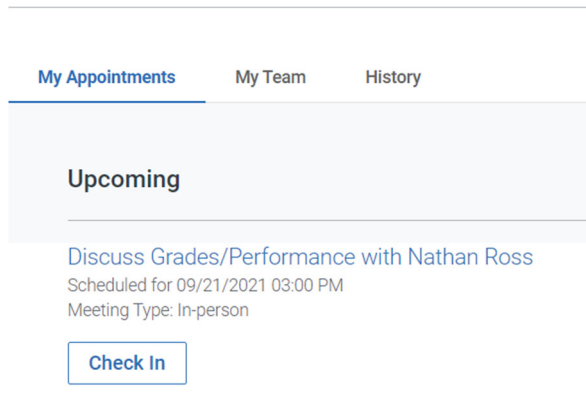
Viewing and Cancelling Upcoming Appointments in the Navigate Student system

Step 1. From the home screen, click on Appointments.



Step 2. The appointments screen will show all upcoming appointments with brief details.

Appointments



****When you arrive to the Advising Office, you can check in for your appointment from the Navigate App (rather than using our kiosk) from this appointments screen. Just click on the “Check In” button.**

Step 3. Clicking on an appointment will give you the expanded details of the appointment.

To start scheduling process, select option below. Academic Advising	Service Discuss Grades/Performance
Date 09/21/2021	Time 3:00 PM - 3:30 PM
Location ENGR: Aerospace & Mechanical Engineering [2620 Howe]	
Staff Nathan Ross (Your Academic Advisor)	
Details Please make sure to choose the service/reason for your appointment and your desired meeting type (in-person or virtual). In-person: Appointments will be held in Howe Hall 2620. Please check-in at the front desk when you arrive. All students are STRONGLY ENCOURAGED to wear a mask within the Academic Advising Office. Virtual: Virtual appointments will be Video Meetings by default: Our office will utilize WebEx to host these meetings. Download the software prior to our meeting: https://iastate.webex.com/webappng/sites/iastate/dashboard?siteurl=iastate At your assigned appointment time, go to your web browser and navigate to my meeting room: https://iastate.webex.com/meet/nross Virtual (Phone Meeting): If you'd prefer a phone meeting, please select "Virtual" for the meeting type and then put "Phone Appointment" AND your cell phone number in the appointment comments. I will call you at your assigned meeting time <i>at the number you provide in your appointment comment box</i> . If you would like me to call a different number or did not leave a number in the comments of your appointment request, please email me prior to your meeting with your preferred contact number.	
URL / Phone Number https://iastate.webex.com/meet/nross	

Step 4. If you need to cancel your appointment, click on “Cancel Appointment” link at the bottom of the appointment details page. You will then be prompted to select your cancellation reason and leave any comments for your Academic Advisor. Clicking on the “Cancel Appointment” button will then cancel your appointment.

