



# EAB NAVIGATE Student Appointment Training



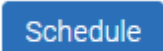
*Communication, Telecommunication Media Studies &  
USLA - JOUR  
College of Liberal Arts*



# College of Liberal Arts

## Navigate – 2 easy ways to schedule

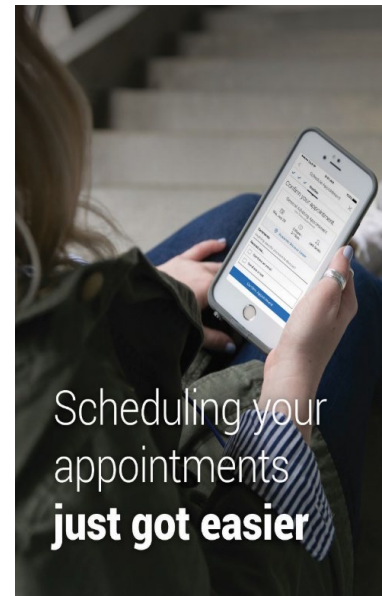
Visit [Howdy](#)

- Go to **My Record** tab 
  - Click: **Navigate – Schedule Advising Appointments**
  - Select: 
  - Select:
    - Type Appt. - **Advising Texas A&M University**
    - College/Reason – **LA – Liberal Arts Undergraduate Advising**
  - Choose:
    - Reason for Appointment – ex. **LA – General Advising**
    - Location by major – ex. **LA – COMM TCMS JOUR** – see **Additional Details**
- Appointment **Day & Time**  
**Review** Appointment Details
- Don't forget to click 


☺ *detailed instructions to follow on next slide*

### Download **Navigate Student app**

Schedule and track appointments in the app!



Download today! Win Prizes!

- Search **Navigate Student** in the app stores
- Select **Texas A&M - College Station**
- Log in using your NetID and password
- Click  to schedule





# To make an appointment, click **Navigate – Schedule Advising Appointments** in My Record on Howdy

The screenshot shows the Howdy website interface. At the top, there is a search bar and navigation tabs for Home, My Record, My Finances, Student Life, Advising, Employee, Research, and My Howdy. Below the navigation is a row of icons for various services like Student Profile, EAS SSC Campus, Compass, Reports, eCampus, Email, Google Drive, Academic Success Center, Study Hub, University Writing Center, Library, My Profile, Class Search, Registration, My Schedule, Degree Planner, Tuition Payment, Financial Aid Portal, and SSO. The main content area is divided into several sections: Registration, Grades and Transcripts, Parent/Guardian Access, Advising Appointments, Academic Resources, and University Student Learning Outcomes. A red arrow points to the 'NAVIGATE - Schedule Advising Appointments' link in the Advising Appointments section.

**Registration** Options-

Add/Drop for students will remain available until 5pm, January 18, 2019. Students may continue to add courses to their schedule during this time. Course drops are also permitted as long as the student remains enrolled. Students cannot drop all courses during Add/Drop.

Students dropping all courses are considered withdrawals, and must do so in accordance with deadlines & processes described below:

Students needing to drop all spring courses:

- Drop all classes prior to January 14th using 'Add or Drop Classes' below for 100% refund. Cannot drop all classes using 'Add or Drop Classes' beginning January 14th.
- Submit withdrawal request found in My Record tab, to drop all classes on or after January 14th. Students can view withdrawal Refund Information & Deadlines to see applicable refund percentages based on withdrawal date.

Waitlist Update: The final waitlist notifications will be issued the night of January 16, 2019. No additional waitlist notifications will be issued after this date.

- Registration Time Assignment - CS
- Search Class Schedule
- Add or Drop Classes
- Registration Status
- Distance Education Location Update
- Lab Safety Acknowledgment
- Math Placement Exams
- Book Prices

**Grades and Transcripts** Options-

**ATTENTION:**

- Expect delays beginning December 13th for transcript orders and delivery due to end of Fall 2018 grading and graduation processing. Before placing your order, review schedule details posted online at: Transcript Order and Processing Schedule Notice.

- Grades
- Important Note About Grades
- Duplicate Diplomas
- Official Transcript
- Unofficial Transcript
- Unofficial Transcript (PDF)
- Holds
- Test Scores
- Credit By Examination
- TSI and Core Curriculum

**Parent/Guardian Access** Options-

Add or Edit Access

Select one of the links below to set up parent/guardian access for the related area. Access for billing must be requested separately.

- Academic Records & Campus Services
- Billing

**Advising Appointments** Options-

**NAVIGATE - Schedule Advising Appointments**

**Academic Resources** Options-

- Undergraduate Education
- Graduate Education
- Academic Information
- Academic Programs

**University Student Learning Outcomes** Options-

University Student Learning Outcomes

**My Information** Options-

The new 'My Profile' icon in Howdy provides a one-stop view of your personal information, registration time tickets, holds, registered courses, financial aid, and billing data. Your personal information can be viewed and updated in 'My Profile' by clicking the pencil icon in the Student Information panel.

- Student Information
- View Certified Dependent

**My Schedule** Options-



## Step One: Student selects Schedule an Appointment from home page

Student Home ▾

Class Information Reports Calendar

### Courses This Term

Actions ▾

<input type="checkbox"/>	COURSE	PROFESSOR	DAYS/TIMES	MID	FINAL
This student is not enrolled in any classes in the current term.					



[Schedule an Appointment](#)

#### Actions

I want to...

[Issue an Alert](#)

#### Quick Links

Take me to...



## Step Two: Student selects the Type of Appointment, the College or Office, and Reason for Appointment

### New Appointment

What can we help you find?

Other Appointment Options

\* What type of appointment would you like to schedule?

\* Service

Pick a Date ⓘ

Find Available Time

[View Drop-In Times](#)

[Meet With Your Success Team](#)

## Step Two: Student selects the Type of Appointment, the College or Office, and Reason for Appointment

What can we help you find?

\*What type of appointment would you like to schedule?

> Advising Texas A&M University ×

LA - Liberal Arts Undergraduate Advising

LA - Change of Major/Minor

LA - General Advising

LA - Study Abroad



## Step Three: Student chooses a date for the appointment and clicks Find Available time

### New Appointment

What can we help you find?

\*What type of appointment would you like to schedule?



Advising Texas A&M University



\*Service



LA - General Advising



Pick a Date ⓘ

Monday, May 3rd 2021



Find Available Time



## Step Four: Student picks a date and time for appointment

SS

**Shelby Salmons**

LA - COMM TCMS JOUR – see Additional Details

Howdy! This location supports Communication, Telecommunication Media Studies and University Studies - Journalism Studies majors.

Tue, May 4th

8:30 - 8:50 AM

8:50 - 9:10 AM

9:10 - 9:30 AM

9:30 - 9:50 AM

9:50 - 10:10 AM

10:10 - 10:30 AM

10:30 - 10:50 AM

10:50 - 11:10 AM

11:10 - 11:30 AM

11:30 - 11:50 AM

11:50 - 12:10 PM

Wed, May 5th

8:00 - 8:20 AM

8:20 - 8:40 AM

8:40 - 9:00 AM

9:00 - 9:20 AM

9:20 - 9:40 AM

9:40 - 10:00 AM

10:00 - 10:20 AM

10:20 - 10:40 AM

10:40 - 11:00 AM

11:00 - 11:20 AM

11:20 - 11:40 AM





## Step Five: Student reviews & confirms appointment

### Review Appointment Details and Confirm

<b>What type of appointment would you like to schedule?</b> Advising Texas A&M University	<b>Service</b> LA - General Advising
<b>Date</b> 05/04/2021	<b>Time</b> 8:30 AM - 8:50 AM
<b>Location</b> LA - COMM TCMS JOUR – see Additional Details Howdy! This location supports Communication, Telecommunication Media Studies and University Studies - Journalism Studies majors.	
<b>Staff</b> Shelby Salmons	
<b>Details</b> Howdy! Look here for additional details from your advisor!	
<b>URL / Phone Number</b> <a href="https://tamu.zoom.us/my/shelbysalmons">https://tamu.zoom.us/my/shelbysalmons</a>	



Always make sure to check the details box for information from your advisor.

Would you like to share anything else?

*Add your comments here*

Email Reminder  
Reminder will be sent to shelbyfishh@tamu.edu

Text Message Reminder

Phone Number for Text Reminder



Please use this comment box to explain what you would like to discuss in your appointment.



Don't forget to click Schedule, if you don't your appointment isn't confirmed!



## Step Six: Student receives appointment confirmation



### Appointment Scheduled

Great job scheduling your appointment!

[View Appointments](#)

[Schedule Another Appointment](#)



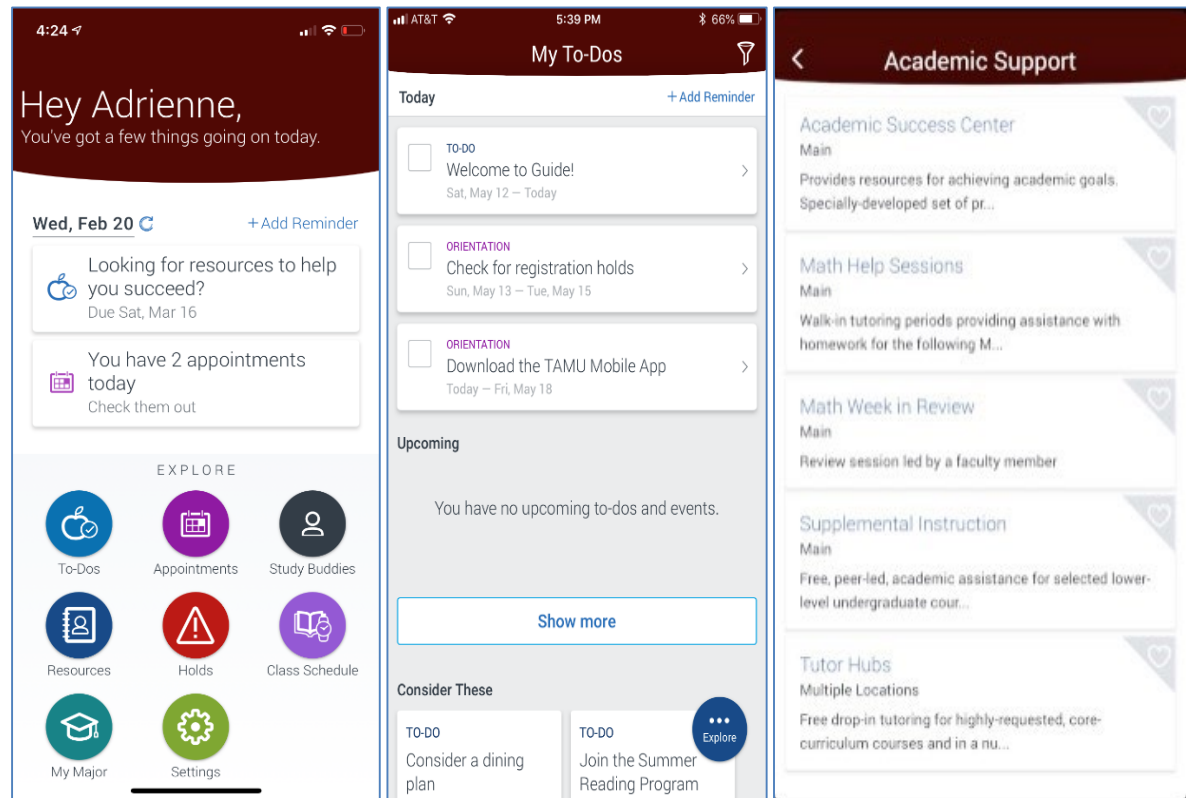
Get to graduation using the  
Navigate Student app

# TAMU NAVIGATE

Download **Navigate** today!

- Search **Navigate Student** in the app stores to download
- Select Texas A&M University – College Station
- Log in using your NetID and password

***New - Schedule your appointments in the app***





TEXAS A&M UNIVERSITY  
Office for Student Success



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[studentsuccess.tamu.edu](http://studentsuccess.tamu.edu)