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 smartphone (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.

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

Step 5. Choose a Date for the appointment (today’s date auto-fills) and then click the “Find Available Time” button.
Step 6. The next screen will show upcoming available appointments with your Academic Advisor. Select the date/time that works best for your schedule.

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.
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.

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

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.

**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.

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.