

How to Setup an Appointment with an Advisor

1. Open Navigate up by using the Login button at gvsu.edu/navigate

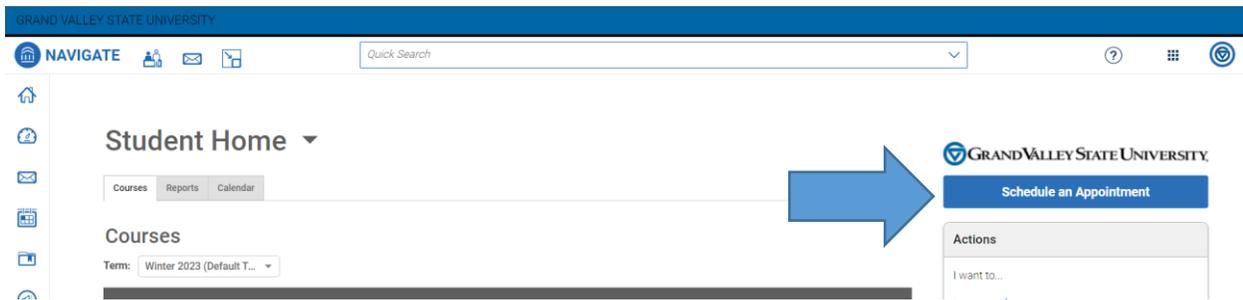


Grand Valley State University has partnered with the [Educational Advisory Board \(EAB\)](#) to bring you Navigate, a student success software that assists with appointment making and access to services on campus. Navigate will be implemented throughout GVSU's campuses and services over the next year and the primary goals for this implementation is to create a one-stop-shop for students to be able to access services with greater ease. Navigate also provides a better platform for Faculty and Staff at GVSU to be able to serve and assist the students at GVSU.

Navigate utilizes GVSU's Single Sign-On process, which means that whether you're a Faculty, Staff, or Student, you'll be able to access by using the below Login.



2. Click on "Schedule an Appointment"



3. Select "Academic Advising", then indicate which Major, Minor or program you'd like to meet about, make sure to set the date to the day you're looking to meet on and click "Find Available Time"

[Go Back | Dashboard](#)

New Appointment

What can we help you find?

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.

Select the Area or Office you'd like to meet with *

Academic Advising x v

Select the reason or major/minor/program you'd like to meet about *

History x v

Pick a Date

April 28, 2023 v

Find Available Time

Other Options

[View Drop-In Times](#)

[Meet With Your Success Team](#)



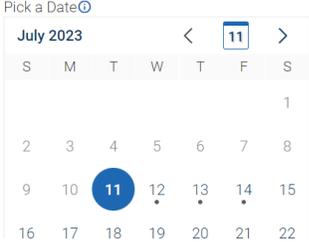
All times listed are in local browser timezone.

4. If there are multiple locations where you can meet be sure to pick the one that works best for you, and then pick a time from the available time slots.

All Filters [Start Over](#) ACADEMIC ADVISING HISTORY

Select the Area or Office you'd like to meet with

Select the reason or major/minor/program you'd like to meet about

Pick a Date 

2 Locations < Tue, Jul 11th >

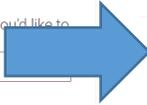
CLAS Advising
gvsu.edu/tutoring

NW [1 Person](#)

No availability for this day

Honors Advising

All times listed are in local browser timezone.

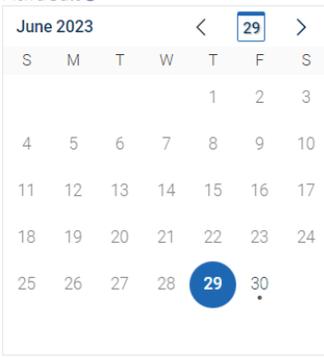


5. If you're looking for a specific date, staff member, or want to see only the times available for a specific meeting type (in-person, virtual (video), or phone), you can use the filters on the left-hand side of the screen to adjust things to your preferences. You can also search based on your preference for which campus to meet on if there are multiple options available.

All Filters [Start Over](#)

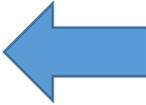
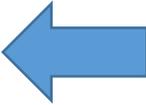
Select the Area or Office you'd like to meet with

Select the reason or major/minor/program you'd like to meet about

Pick a Date 

Staff

How would you like to meet?



- Before your appointment is booked you must review the information. Be sure to select “How would you like to meet?”* and indicate if you’d prefer to meet in-person, virtual (video), or via phone. If one of these options is not available, then that means that option is not available at the time/location that you’ve selected. Add any additional comments to the staff, and make sure to click Confirm Appointment. If you want to make changes or pick a different time, click “Go Back”.

[Go Back](#) [Dashboard](#)

Request Appointment Details and Confirm

Area or Office you'd like to meet with Advising	Select the reason or major/minor/program you'd like to meet about History
Date 06/29/2023	Time 9:30 AM - 10:00 AM
Location Allendale Campus gvsu.edu/tutoring	
Staff [Redacted]	

How would you like to meet? *

Search by type

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

Would you like to share anything else?

Add your comments here

Email Reminder

Reminder will be sent to [Redacted]

Text Message Reminder

Phone Number for Text Reminder

[Redacted]

[Schedule](#)

- Once you’ve clicked Schedule you should get an email confirmation of the appointment being booked and you’re all set!

- If you don’t see a time that works for your schedule you can “Request Appointment Time” from either the main menu or from the scheduler.

New Appointment

What can we help you find?

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.

Select the Area or Office you'd like to meet with *

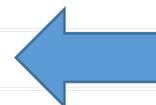
[Redacted]

Other Options

[View Drop-In Times](#)

[Request Appointment Time](#)

[Meet With Your Success Team](#)



Select the reason or major/minor/program you'd like to meet about

Pick a Date

April 2023

S	M	T	W	T	F	S
					28	
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						

Staff

Location

CLAS Advising (Allendale)
 Drop-in Times Available

NW 1 Person

(12:00 - 12:30 PM) (12:30 - 1:00 PM) (1:00 - 1:30 PM) (1:30 - 2:00 PM) (2:00 - 2:30 PM) (2:30 - 3:00 PM) (3:00 - 3:30 PM) (3:30 - 4:00 PM) (4:00 - 4:30 PM) (4:30 - 5:00 PM)

Video Appointment
 Drop-in Times Available

NW 1 Person

No availability for this day

Don't see anything that works for you?

[Request Alternate Appointment Time](#)
 There may be other locations that support Appointment Requests.

All times listed are in local browser timezone.

9. Select the location you'd like to request an appointment for.

Request Another Time

All Filters [Start Over](#)

Select the Area or Office you'd like to meet with

Select the reason or major/minor/program you'd like to meet about

Location

Course

1 Locations

CLAS Advising (Allendale)

Don't see anything that works for you?

[Schedule an Appointment](#)
 There may be other locations that support scheduling Appointments.

10. Be sure to include the time and day that you'd like to meet at or works best for you and what you are hoping to discuss. Please note that if you are unable to meet during normal business hours of 9am to 5pm let us know and centers will do their best to accommodate you.

Select the Area or Office you'd like to meet with
 Academic Advising

Select the reason or major/minor/program you'd like to meet about
 History

Location
 CLAS Advising (Allendale)

Add your availability *

All times listed are in local browser timezone.

Once you've put in your availability click "Request" and the appropriate center will reach out to you to schedule something within 1-2 business days.