

How to Setup an Appointment with an Advisor

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

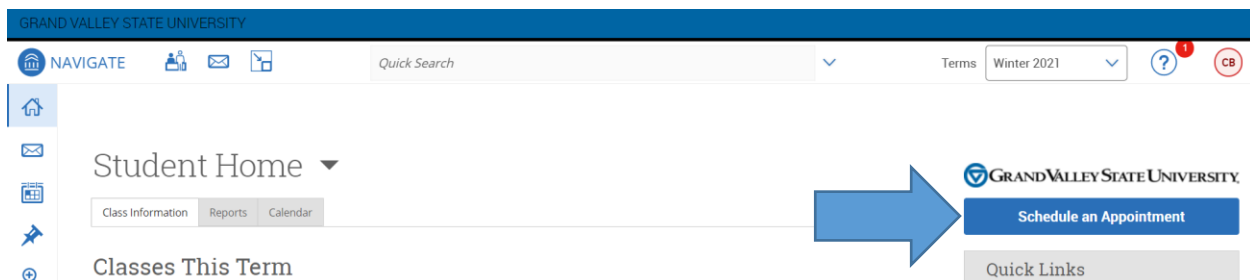


Grand Valley State University has partnered with the [Educational Advisory Board](#) (EAB) to bring you Navigate, a student success software that assists with appointment making and access to services on campus. Navigate will be implemented throughout GVSU's campuses and services over the next year and 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.

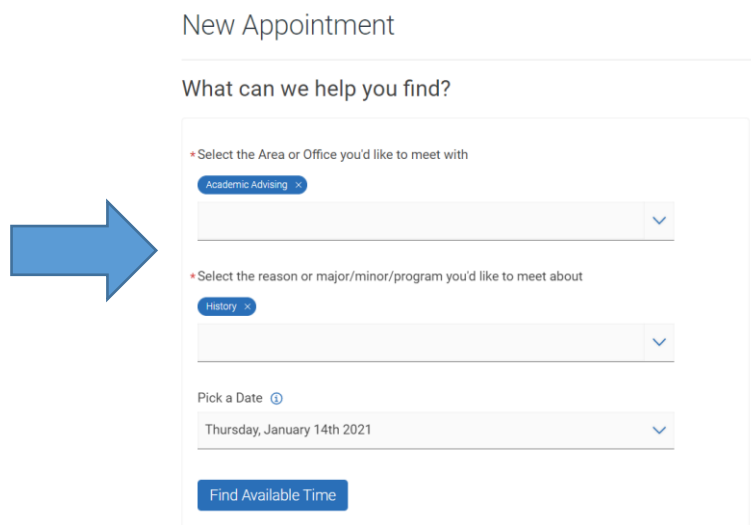
Navigate utilizes GVSU's Single Sign-On process, which means that whether you're a Faculty, Staff, or Student, you'll be able to access by using the below Login.



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"



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.

5. Before your appointment is booked you must review the information. 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”.

6. Once you’ve clicked Confirm Appointment you should get an email confirmation of the appointment being booked and you’re all set!

7. 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.

*What office would you like to meet with?

*Service

Pick a Date [📅](#)

| July 2021 | | | | | | |
|-----------|----|----|----|----|----|----|
| 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 | 31 |

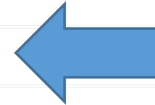
Staff

Other Options

[View Drop-In Times](#)

[Request Appointment Time](#)

[Meet With Your Success Team](#)



No availability for this day

Seidman College of Business (Video)

AS SZ 2 People

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.



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

All Filters

[Start Over](#)

[Academic Advising](#) [Accounting](#)

What office would you like to meet with?

Academic Advising

Service

Accounting

Location

Course

2 Locations

Seidman College of Business (Phone)

[Request Time](#)



Seidman College of Business (Video)

[Request Time](#)


Don't see anything that works for you?

[Schedule an Appointment](#)

There may be other locations that support scheduling Appointments.

9. 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.

Request Another Time

| | |
|--|---|
| What office would you like to meet with? Academic Advising | Service Accounting |
| Location Seidman College of Business (Phone) | |
| *Add your availability <i>e.g. Mon, March 18, 2-3PM and Wed, March 20, 8-9AM</i> | |
| Request |  |

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