

This year, all “new” GVSU students (freshmen, or transfers within the last year) are required to meet with a professional advisor before they can register. **This will be handled by CLAS advising.** However, *if you meet with an advisee who is “new” and if you make a detailed plan for 23-24 classes, you can lift their registration hold by adding a note in [Navigate](#) and emailing advstu@gvsu.edu. This is optional, but it’s helpful for new students that you are already meeting with.*

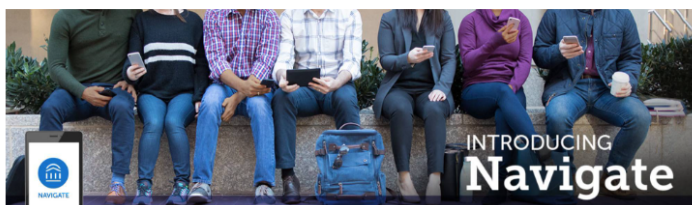
Here’s how to do it:

1. Log in to Navigate using your GVSU name and password:

<https://www.gvsu.edu/navigate/>



EAB Navigate



Grand Valley State University has partnered with the [Educational Advisory Board](#) to bring you Navigate, a student success software that assists with appointment making and access to services on campus. Navigate provides a variety of tools and support for students, faculty and staff, see below for more information. Or sign in using the login button below.

Login to Navigate

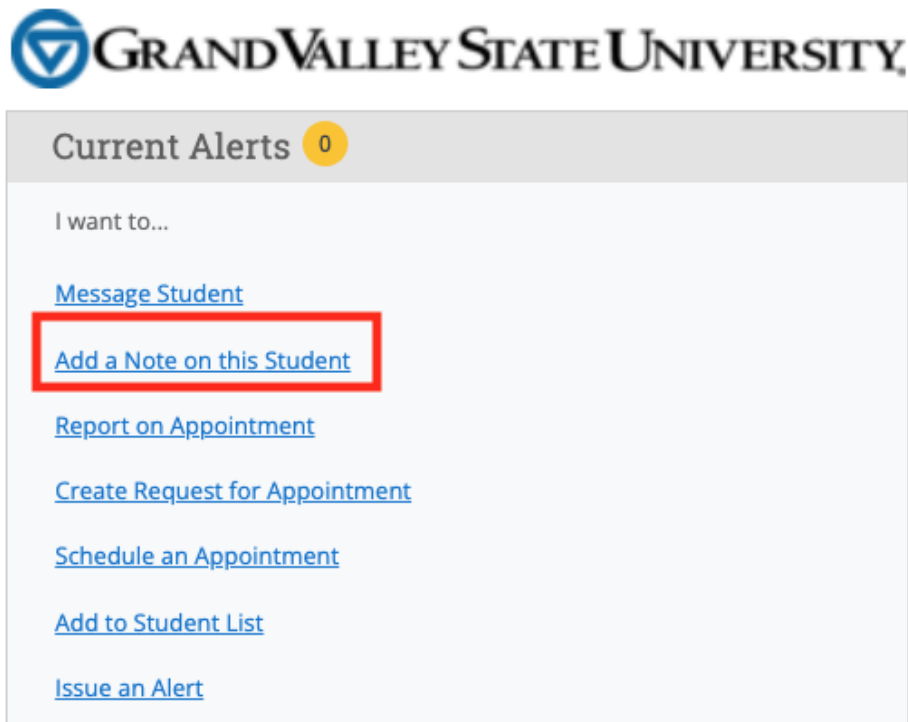
2. On the next screen, you should see a list of advisees. Click on the student’s name. Or search for them by name or G# in the search box at the top.

Assigned Students

List Type: Term: Relationship Type:

Actions ▾							
<input type="checkbox"/>	NAME	↕ ID	↕ STUDENT LIST	↕ CUMULATIVE GPA	↕ PREDICTED SUPPORT LEVEL	↕ CATEGORY	↕ AT RISK?
1. <input type="checkbox"/>							No
2. <input type="checkbox"/>							No
3. <input type="checkbox"/>							No
4. <input type="checkbox"/>							No

3. Click “Add a note on this student” in the “Current Alerts” box on the right.



4. Enter the full course plan for 23-24 (list of classes and semesters). Choose “Advising” as the note reason. Click “Save Note”.

Note (Required)

B	<i>I</i>	$\frac{1}{2}$	$\frac{1}{2}$		Paragraph	▼	↶	↷
<p>F23: MTH 210, MTH 203, EDF 315, Psychology Minor class</p> <p>W24: MTH 315, PSY 301, STA 312, Gen Ed, Psychology Minor class</p>								

5. Email advstu@gvsu.edu, include the student’s name and G-number, and tell them you’ve entered a course plan. The CLAS Advising center will review it and lift the student’s hold.