

How to Check-In to a Drop-In Center

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

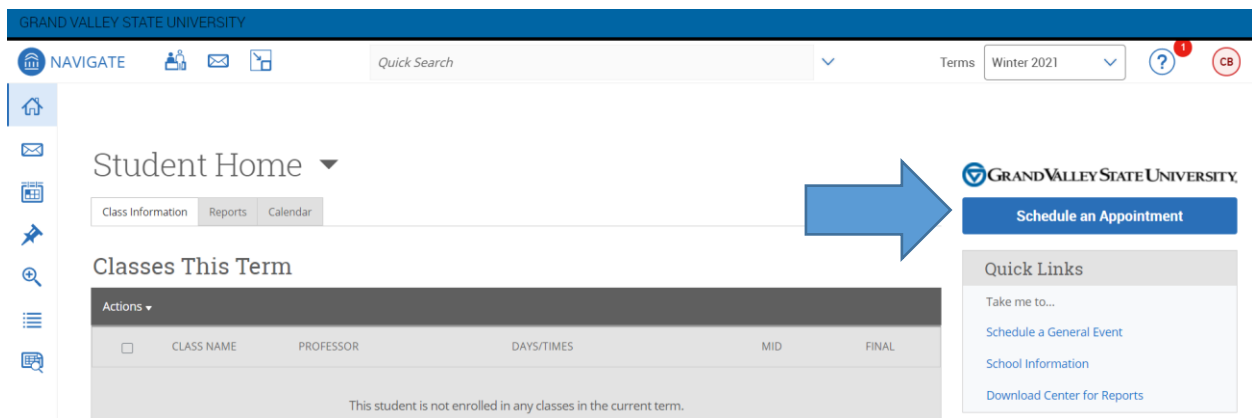


Grand Valley State University has partnered with the [Educational Advisory Board](#) (EAB) to bring you Navigate, a student success software that assists with appointment making and access to services on campus. Navigate will be implemented throughout GVSU's campuses and services over the next year and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

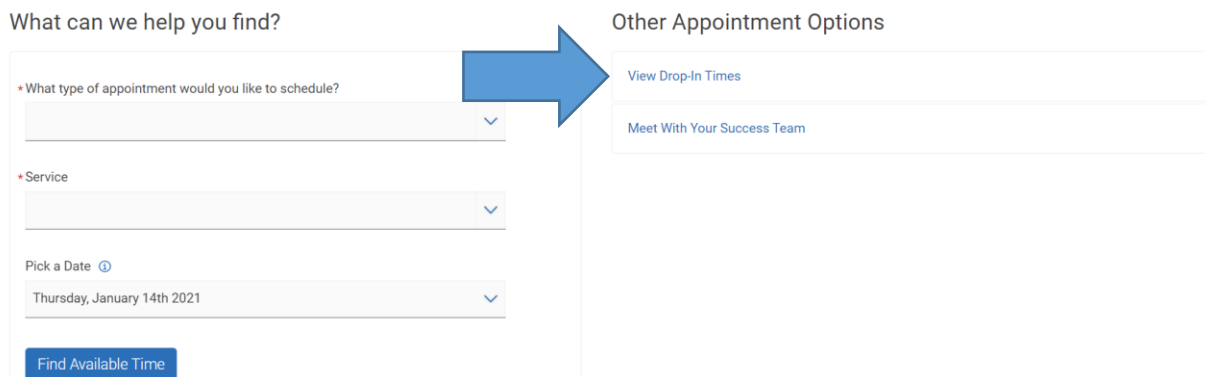


2. Click on “Schedule an Appointment”



3. Under “Other Appointment Options” select “View Drop-In Times”

New Appointment



4. Select the area on campus you wish to find drop-in times with, in this example we pick Academic Advising, and then the reason you want to meet, for this one we'll select the History major. Once you've found the specified where you want to meet and why click on "Find Available Time".

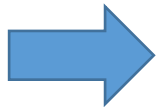
View Drop-In Times

What can we help you find?

*What type of appointment would you like to schedule?
Academic Advising ×

*Service
History ×

Find Available Time



5. Make sure you select the correct date and then pick the office or area that works best for you.

View Drop-In Times

All Filters Start Over Academic Advising History

What type of appointment would you like to schedule?
 Academic Advising

Service
 History

Pick a Date

January 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


CLAS Advising (Allendale)

Video Appointment

Don't see anything that works for you?

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

All times listed are in local browser timezone.



6. Click Drop-In Online, some centers will offer to drop-in with a particular advisor/staff member but some will be first available only.

****Please note that there may be special instructions for the drop-in which will be under the staff members name****

View Drop-In Times

All Filters [Start Over](#) [Academic Advising](#) [History](#) [CLAS Advising \(Allendale\) x](#)

What type of appointment would you like to schedule?
 Academic Advising

Service
 History

Pick a Date
January 2021 14

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

CLAS Advising (Allendale)
[Check-in with first available](#)

Monday-Friday
12:00 AM - 11:45 PM
[Drop-in Online](#)

Don't see anything that works for you?

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

All times listed are in local browser timezone.

7. Once you've checked in you're all set, please be sure follow the special instructions and you will be contacted in the order that the drop-ins are received.