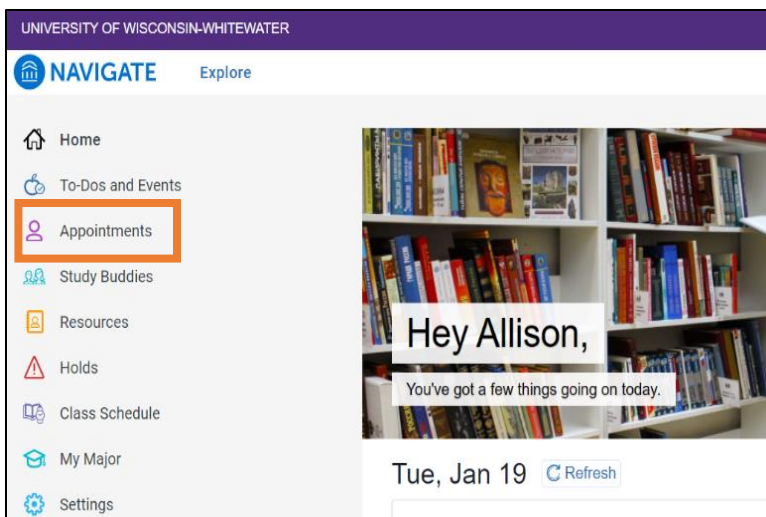


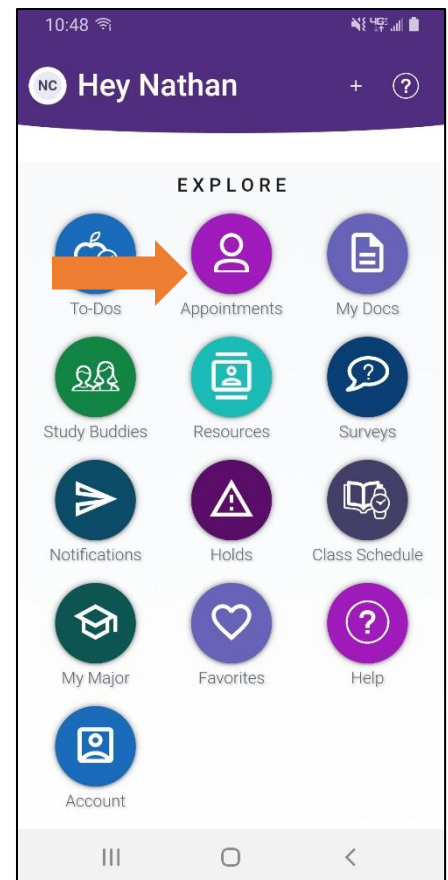
Making an Appointment with your AAEC Advisor in Navigate Student

Students can make appointments with anyone in their Success Team as long as that faculty/staff member has set up availability. Students can schedule appointments through the **Appointments** tab of their Navigate Student mobile app or desktop site.

1. To begin setting up an appointment, click on the *Appointments* button.

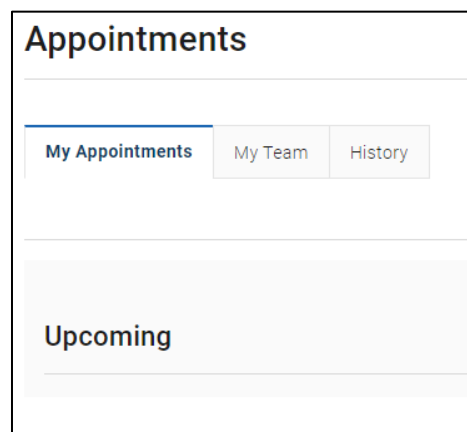


Desktop site



Mobile app

2. On this screen you will see any upcoming or past appointments you have made through the Navigate Student app. If your advisor or another staff member has made an appointment with you through the Navigate platform, those appointments will also show on this screen.



3. To locate your AAEC Advisor and schedule an appointment, click on the tab **My Team**.

Appointments

My Appointments
My Team
History

Meet With Your Success Team

JL

[Jeremy Lade](#)
Advisor

←

LB

[LaPerish Barnes](#)
Complex Director

MD

[Midalis Delacruz](#)
Assistant Complex Director

4. Then select your Advisor.

5. The **New Appointment** page opens.

Choose options for *What type of appointment would you like to schedule* and *Service*. To meet with your AAEC Advisor, you will select **Advising** for type of appointment. Then choose the service that seems best to fit your needs.

Once you select the type of appointment and service, choose a date (this can be modified) and click **Find Available Time**.

New Appointment

What can we help you find?

Below, you will find available options for scheduling an appointment. **On the next screen, use the filters to see what types of appointments are available (virtual, in-person, or phone appointment) and select your preference.** If you cannot find something that you are looking for, contact the office you would like to meet with for more assistance.

What type of appointment would you like to schedule? *

Advising
×
▼

Service *

Academic and/or Schedule Questions
×
▼

Pick a Date📅

June 6, 2023
▼

Find Available Time

6. You will now see available times to meet with your advisor for the service you selected. Click on a time that works for you.

ADVISING
ACADEMIC AND/OR SCHEDULE QUESTIONS
JEREMY LADE X

JL

Jeremy Lade

Academic Advising and Exploration Center

The AAEC advises students who have earned less than 24 credits and/or have not declared a major. Drop-in advising and Success Coaching is available for all UWW students. For more information visit <https://uww.edu/aaec>.

Wed, Jun 7th

8:00 - 8:30 AM
8:30 - 9:00 AM
9:00 - 9:30 AM
9:30 - 10:00 AM
11:00 - 11:30 AM
11:30 - 12:00 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

Fri, Jun 9th

8:00 - 8:30 AM
8:30 - 9:00 AM
9:00 - 9:30 AM
9:30 - 10:00 AM
10:00 - 10:30 AM
10:30 - 11:00 AM
11:00 - 11:30 AM
11:30 - 12:00 PM
1:00 - 1:30 PM
1:30 - 2:00 PM
3:00 - 3:30 PM

Tue, Jun 13th

8:00 - 8:30 AM
8:30 - 9:00 AM
9:00 - 9:30 AM
9:30 - 10:00 AM
10:30 - 11:00 AM
11:00 - 11:30 AM
11:30 - 12:00 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

Thu, Jun 15th

8:00 - 8:30 AM
8:30 - 9:00 AM
9:00 - 9:30 AM
9:30 - 10:00 AM
10:30 - 11:00 AM
1:00 - 1:30 PM
1:30 - 2:00 PM
3:00 - 3:30 PM


Mon, Jun 19th

8:00 - 8:30 AM
8:30 - 9:00 AM
10:00 - 10:30 AM
10:30 - 11:00 AM
11:00 - 11:30 AM
11:30 - 12:00 PM
1:00 - 1:30 PM
1:30 - 2:00 PM
2:00 - 2:30 PM
3:00 - 3:30 PM

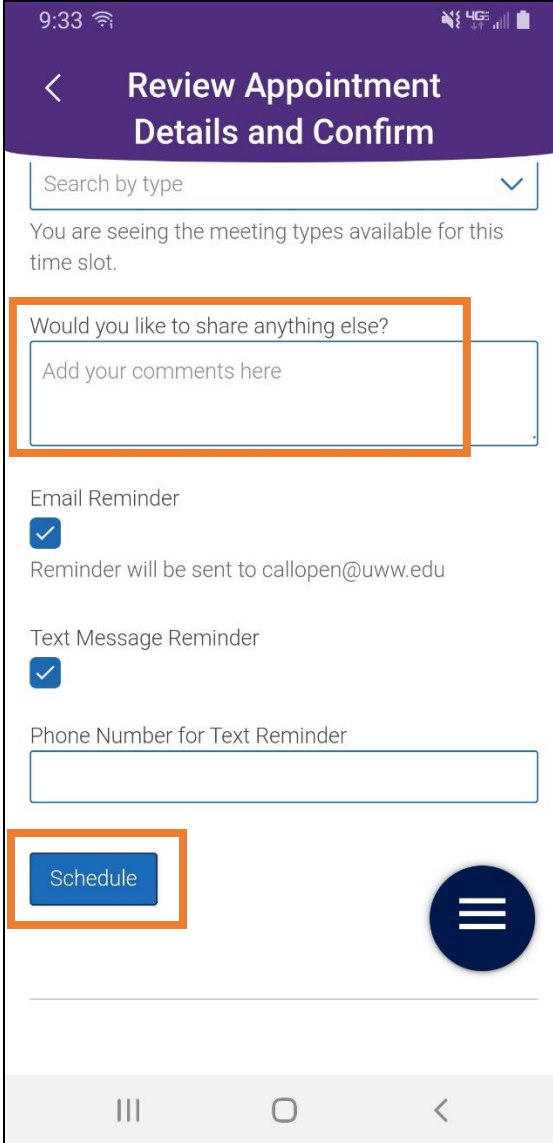
7. Review the appointment details to confirm the information is correct. Select an option for *How would you like to meet* (see arrow below).

Review Appointment Details and Confirm

What type of appointment would you like to schedule? Advising	Service Academic and/or Schedule Questions
Date 06/07/2023	Time 8:30 AM - 9:00 AM
Location Academic Advising and Exploration Center <small>The AAEC advises students who have earned less than 24 credits and/or have not declared a major. Drop-in advising and Success Coaching is available for all UWW students. For more information visit https://uww.edu/aaec.</small>	
Staff Jeremy Lade (Your Advisor)	
Details <small>For In-Person Meetings: Check in at the front desk in Roseman 2054, the Academic Advising & Exploration Center, 10 minutes before your meeting start time. For Virtual Meetings: Use the Webex link to access our meeting. When you join our meeting, enter your name when prompted (email is not required), and I will admit you to the meeting when I am available. If you do not have access to a computer or smart device with a microphone, please email ladej@uww.edu to let me know as soon as possible.</small>	
URL / Phone Number https://uww.webex.com/meet/ladej	
How would you like to meet? * <div style="display: flex; align-items: center;"> <input style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 5px;" type="text" value="In-Person"/> X v </div> <p style="font-size: 0.8em; margin-top: 5px;">You are seeing the meeting types available for this time slot.</p>	



8. After confirming that the details are correct, add any comments that might be helpful for your advisor to know then scroll to the bottom of the screen and click **Schedule**.



9:33

< Review Appointment Details and Confirm

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 callopen@uww.edu

Text Message Reminder

Phone Number for Text Reminder

Schedule

|||

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