

Scheduling an Advising Appointment in Navigate Student

Students can schedule appointments through the [Appointments](#) tab of their [Navigate Student](#) mobile app or desktop site.

Appointments

Schedule an Appointment

My Appointments

My Team

History

Upcoming



No Upcoming Appointments Yet!

When students open the **Appointments** tab, they see a list of their upcoming appointments and appointment requests in the **Upcoming** panel. View past appointments by choosing the **History** tab. To get started, click the **Schedule an Appointment** button.

The **New Appointment** page opens.

NAVIGATE Explore Planner Schedule Courses

[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. <https://www.google.com/>

Appointment Care Unit *

Appointment Service *

Pick a Date

April 13, 2023

Find Available Time

Other Options

[Drop-in times](#)

[Request another time](#)

[Meet With Your Success Team](#)

Students should choose the **Academic Advising** option from the first dropdown menu and **Academic Advising** option from the second dropdown menu.



What can we help you find?

Please use the filters below to select the type of appointment you wish to schedule.



If you do not see any filters or scheduling options, please visit the [Academic Advisor Directory](#) to find the advisor


[Show More](#) 


What type of appointment would you like to schedule? *

Academic Advising  

Service *

Academic Advising  

Pick a Date 

October 18, 2023 

[Find Available Time](#)

After making these selections, the student chooses a date and clicks **Find Available Time**.

Important. When the student selects a date, the scheduling feature shows appointments from the start date until 30 days after the start date. Dates with available appointments will have a dot underneath them in the date picker calendar.

Students will now be presented with the available appointments for their assigned advisor and should choose the time they would like to schedule.

ACADEMIC ADVISING ACADEMIC ADVISING

Herff College of Engineering

[View Drop-in Times](#)

Thu, Oct 19th

2:00 - 2:30 PM

Fri, Oct 20th

9:00 - 9:30 AM 9:30 - 10:00 AM 10:00 - 10:30 AM

Mon, Oct 23rd

11:00 - 11:30 AM 2:30 - 3:00 PM 3:00 - 3:30 PM

Tue, Oct 24th

9:00 - 9:30 AM 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, Oct 26th

9:00 - 9:30 AM 1:00 - 1:30 PM 1:30 - 2:00 PM 2:00 - 2:30 PM

Thu, Nov 2nd

9:00 - 9:30 AM 11:30 - 12:00 PM 1:00 - 1:30 PM 1:30 - 2:00 PM 2:00 - 2:30 PM

Fri, Nov 3rd

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 2:00 - 2:30 PM


If multiple advisors are available, students can also select the link that says **# People** to open a list of available advisors.

When a student chooses an appointment time, the **Review Appointment Details and Confirm** page opens.

Review Appointment Details and Confirm


| | |
|--|-------------------------------------|
| What type of appointment would you like to schedule? Academic Advising | Service Academic Advising |
| Date 10/19/2023 | Time 2:00 PM - 2:30 PM |
| Location Herff College of Engineering | |

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 mbtineh1@memphis.edu

Text Message Reminder

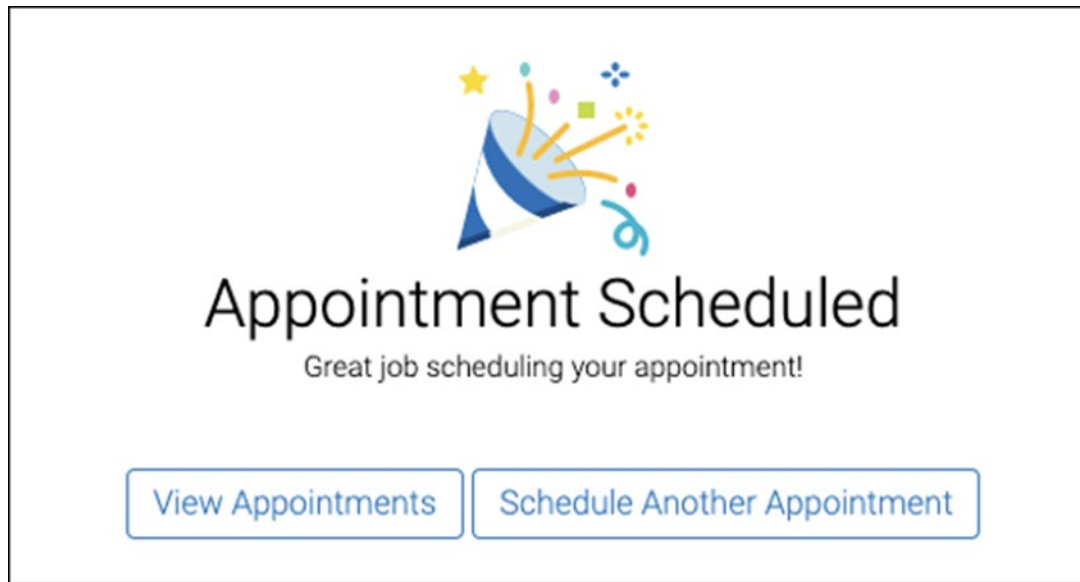
Phone Number for Text Reminder

9016349830

Schedule

Students can enter a comment and decide if they want email or text reminders. Students can also enter a phone number for the text reminder if the number displayed is incorrect or blank. Once all the options are set, students click **Schedule**.

If their appointment is scheduled, students get a success message and the option to **View Appointments** or **Schedule Another Appointment**.



After the on-screen confirmation, students will also receive a confirmation email. They will also receive a text message reminder 2 hours before the appointment and an email reminder the day before the appointment if they selected the **Email Reminder** option on the **Review Appointment Details and Confirm** page.