To schedule an appointment with the **Office of Admissions**, visit [uhadmissionsadvising.as.me/schedule](http://uhadmissionsadvising.as.me/schedule)

1. **Choose Appointment**
   - Select a date and time that works for you
   - Click on >>Continue

2. **Your Information**
   - Enter your information and review acknowledgments

3. **Confirmation**
   - Receive your confirmation and note the appointment on your calendar.
SCHEDULING A VIRTUAL APPOINTMENT with Enrollment Services

To schedule an appointment with **Office of Scholarships & Financial Aid, Student Business Services, or Office of the University Registrar**, use the steps below to schedule a virtual appointment in **EAB Navigate from your smart phone**.

**Get the app:**
*Search for the "Navigate Student" app in the Apple Store or on Google Play.*

**STEP 1:** Click on the purple “Appointments” icon.

**STEP 2:** Click on “Schedule an Appointment”

**STEP 3:** Click on the selection arrow to indicate the type of appointment you would like to schedule.
**STEP 4:** Select “Enrollment Services” from the list of appointment options.

**STEP 5:** Choose the office you would like to meet with from the available options.

Choose the office for your appointment. (Scroll down if complete list isn’t visible.)

- Integrated Enrollment Services
- Office of the University Registrar
- Scholarships & Financial Aid
- Student Business Services

**STEP 6:** Choose the type of service from the list of available options.

Choose the type of service for your appointment. (Scroll down if complete list isn’t visible.)

- Financial Aid advising

**STEP 7:** Select the reason for your appointment from the list of options.

Reason

What type of appointment would you like to schedule?

Enrollment Services

Choose the office for your appointment. (Scroll down if complete list isn’t visible.)

Scholarships & Financial Aid

Choose the type of service for your appointment. (Scroll down if complete list isn’t visible.)

Financial Aid advising

Continue to Next Step
**STEP 8:** Click on the selection arrow for the appointment location options.

**STEP 9:** Select the online/remote appointment option.

**STEP 10:** Click “Continue to Next Step.”

**STEP 11:** Select an appointment day and time from the available options. If there are no appointment times showing, try advancing to the next week.
**STEP 12:** Confirm your appointment.

**Additional Details:**
- Appointments for 20 minutes only.
- Last Names: U-Z

**STEP 13:** Enter any additional comments related to what you would like to discuss. Also enter your contact information for the appointment reminder.

**STEP 14:** Reach confirmation screen.

**STEP 15:** You will now see your scheduled appointment in your upcoming appointments.
SCHEDULING A VIRTUAL APPOINTMENT

with Enrollment Services

To schedule an appointment with **Office of Scholarships & Financial Aid, Student Business Services, or Office of the University Registrar**, use the steps below to schedule a virtual appointment in **EAB Navigate online** at **uh.navigate.eab.com**

**Login with your CougarNet ID and password.**
(If you don’t remember your Cougarnet ID, you can go to uh.edu/cougarnet-wizard and click on Forgot your Cougarnet ID?)

**STEP 1:** Click on the purple “Appointments” icon.

**STEP 2:** Click on “Schedule an Appointment”
**STEP 3:** Choose “Enrollment Services” from the drop-down menu for appointment type.

**STEP 4:** Select the enrollment services office you would like to meet with from the drop-down menu.

**STEP 5:** Select a service option.

**STEP 6:** Select online/remote appointment in the location drop-down menu.
**STEP 7:** If you have a specific staff member you would like to meet with you can indicate their name to see their availability. The default option is “Any Staff” which will show you the availability of all open appointment times.

**STEP 8:** Select a date and time from the available options.

**STEP 9:** Add any additional details you want to share with the advisor as well as your contact information.

**STEP 10:** Click on “Confirm Appointment.”