



EAB UH Quick Start Guide for Advising Appointments

Schedule all advising appointments through Navigate Student!

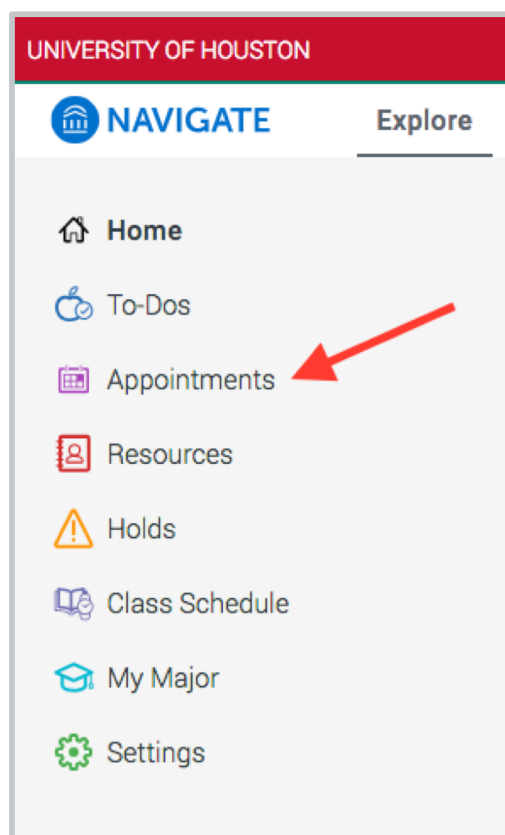
Get the app: Search for the "Navigate Student" app in the [Apple Store](#) or on [Google Play](#).

No app? No worries! Access online at <https://uh.navigate.eab.com/>

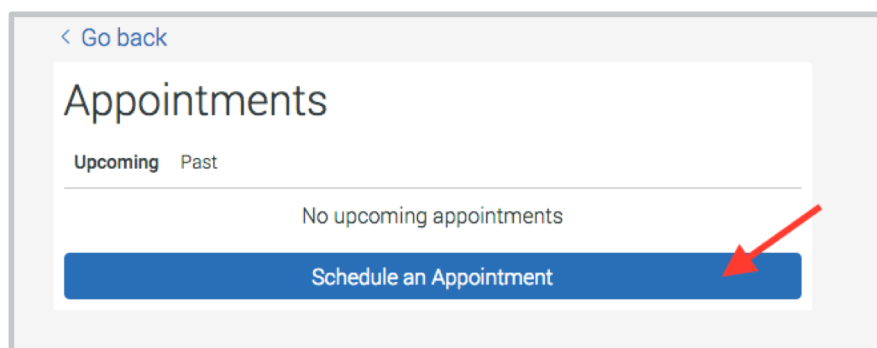
Login with your CougarNet ID and password. (If you don't remember your CougarNet ID, you can go to <https://www.uh.edu/cougarnet-wizard/> and click on Forgot your CougarNet ID?)

Questions? Email navigate@uh.edu.

Step 1: Click the purple Appointments icon.



Step 2: Click Schedule an Appointment





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Step 3: Select the **Type of Appointment** as "Academic Advising."

Step 4: Select your College.

Step 5: Scroll down to select your Major (or type of service) and click **Next**.

The screenshot shows the 'Schedule an appointment' form with the 'Reason' tab selected. The form is titled 'Schedule an appointment' and has a close button (X) in the top right corner. Below the title, there are four tabs: 'Reason' (selected), 'Location & Staff', 'Available Times', and 'Confirm'. The main content area is titled 'What type of appointment would you like to schedule?'. It contains two sections: 'Academic Advising' and 'Pick your College or Area for your Appointment'. Under 'Academic Advising', there are three radio button options: 'Academic Advising' (selected), 'Tutoring (Athletics only)', and 'Other'. Under 'Pick your College or Area for your Appointment', there are two sections of radio button options. The first section lists various colleges/areas: 'Architecture & Design Advising', 'Arts Advising', 'Athletics Advising', 'Business Advising', 'Education Advising', 'Engineering Advising', 'Exploratory Studies Advising' (selected), 'Honors College Advising', 'Hotel and Restaurant Management Advising', 'Liberal Arts and Social Sciences MAJORS Advising', 'Liberal Arts and Social Sciences MINORS Advising', 'Natural Science and Mathematics Advising', and 'Pre-Health Professions Advising'. The second section is titled 'Pick your major or type of Service for your Appointment' and contains two radio button options: '*Administrative Referrals (EXPL)' and '*Exploratory Studies Majors' (selected). A blue 'Next' button is located at the bottom right of the form.

Step 6: Select the Location and Advisor. Leave the Advisor blank if you would like to see all available appointments.

The screenshot shows the 'Select location and staff' form with the 'Location & Staff' tab selected. The form is titled 'Select location and staff' and has a close button (X) in the top right corner. Below the title, there are four tabs: 'Reason', 'Location & Staff' (selected), 'Available Times', and 'Confirm'. The main content area is titled 'Pick a Location for your Appointment'. It contains two sections: 'Pick a Location for your Appointment' and 'Pick an Advisor or other Staff Member'. Under 'Pick a Location for your Appointment', there is one radio button option: 'EXPL - Cougar Village 2, Rm. N140' (selected). Under 'Pick an Advisor or other Staff Member', there is a list of checkboxes next to names: 'Chandra Hall', 'Valencia Edochie', 'Benedetta Benavides', 'Shedrick Johnson', and 'Nakia Alexander'. A blue 'Back' button and a blue 'Next' button are located at the bottom right of the form.



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Step 7: Select an available appointment time.

Note: Most advising offices open appointments for the next 7-14 days on a rolling basis. If you don't see any available appointments within that period, check back daily or click to "View walk-in times" to see if that office offers walk-in advising.

Select available times

Reason Location & Staff 3. Available Times 4. Confirm

Sun, Jan 20 Mon, Jan 21 Tue, Jan 22 Wed, Jan 23 Thu, Jan 24 Fri, Jan 25 Sat, Jan 26

No Times No Times No Times 09:00 AM 09:30 AM AM 2 times available PM 5 times available AM 3 times available PM 5 times available No Times

Can't find a time that works in the next couple of weeks?

[View walk-in times](#)

Back Next

Step 8: Review your appointment details, add a comment for what you'd like to discuss, request an appointment reminder by email or text, and click **Confirm** to save your appointment.

Confirm appointment

Reason Location & Staff 3. Available Times 4. Confirm

When: Tue, Jan 22 2019 - 09:00 AM-09:30 AM

Who:

Why: Academic Advising, **A Pre: business Major

Where: Bauer - Undergraduate Business Programs Office, Rm. 262 Melcher Hall

Send a reminder Select one or more ways to be notified

Send email ☒ Send text message ☒

Email: Phone number:

What would you like to discuss with

Comments for your ...

Your request has not been submitted yet. Please review and click Confirm to complete.

Back Confirm