

EAB NAVIGATE Student Appointment Training

Seibel Learning Center



TEXAS A&M UNIVERSITY
Office for Student Success

To make an appointment, click **Navigate – Schedule Advising Appointments** in My Record on Howdy

Howdy Search Howdy [Help] [Logout]

Home My Record My Finances Student Life Advising Employee Research My Howdy

You are signed in as [User Name]

Student Profile EAS SSC Campus Compass Repons eCampus Email Google Drive Academic Success Center Study Hub University Writing Center Library My Profile Class Search Registration My Schedule Degree Planner Tuition Payment Financial Aid Portal SSO

Registration Options-

Add/Drop for students will remain available until 5pm, January 18, 2019. Students may continue to add courses to their schedule during this time. Course drops are also permitted as long as the student remains enrolled. Students cannot drop all courses during Add/Drop.

Students dropping all courses are considered withdrawals, and must do so in accordance with deadlines & processes described below:

Students needing to drop all spring courses:

- Drop all classes prior to January 14th using 'Add or Drop Classes' below for 100% refund. Cannot drop all classes using 'Add or Drop Classes' beginning January 14th.
- Submit withdrawal request found in My Record tab, to drop all classes on or after January 14th. Students can view withdrawal Refund Information & Deadlines to see applicable refund percentages based on withdrawal date.

Waitlist Update: The final waitlist notifications will be issued the night of January 16, 2019. No additional waitlist notifications will be issued after this date.

- Registration Time Assignment - CS
- Search Class Schedule
- Add or Drop Classes
- Registration Status
- Distance Education Location Update
- Lab Safety Acknowledgment
- Math Placement Exams
- Book Prices

Grades and Transcripts Options-

ATTENTION:

- Expect delays beginning December 13th for transcript orders and delivery due to end of Fall 2018 grading and graduation processing. Before placing your order, review schedule details posted online at: Transcript Order and Processing Schedule Notice.

- Grades
 - Important Note About Grades
 - Duplicate Diplomas
 - Official Transcript
 - Unofficial Transcript
 - Unofficial Transcript (PDF)
 - Holds
 - Test Scores
 - Credit By Examination
 - TSI and Core Curriculum

My Information Options-

The new 'My Profile' icon in Howdy provides a one-stop view of your personal information, registration time tickets, holds, registered courses, financial aid, and billing data. Your personal information can be viewed and updated in 'My Profile' by clicking the pencil icon in the Student Information panel.

- Student Information
- View Certified Dependent

Parent/Guardian Access Options-

Add or Edit Access

Select one of the links below to set up parent/guardian access for the related area. Access for billing must be requested separately.

- Academic Records & Campus Services
- Billing

Advising Appointments Options-

NAVIGATE - Schedule Advising Appointments

Academic Resources Options-

- Undergraduate Education
- Graduate Education
- Academic Information
- Academic Programs

University Student Learning Outcomes Options-

University Student Learning Outcomes

My Schedule Options-



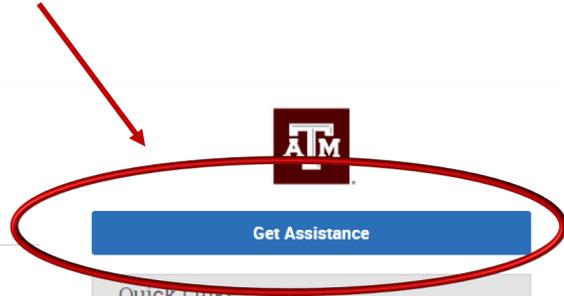
Step One: Student selects Get Assistance from home page

Student Home ▾

Class Information Reports Calendar Send a Message

Classes This Term

Actions ▾	CLASS NAME	PROFESSOR	DAYS/TIMES	MID	FINAL
This student is not enrolled in any classes in the current term.					



Get Assistance

Quick Links

- Take me to...
- [Schedule a General Event](#)
- [School Information](#)
- [Download Center for Reports](#)

Upcoming Appointments

You have no upcoming appointments.



Step Two: Student selects the Type of Appointment, the College or Office, and Reason for Appointment

Schedule Appointment

What type of appointment would you like to schedule?

TAMU Galveston

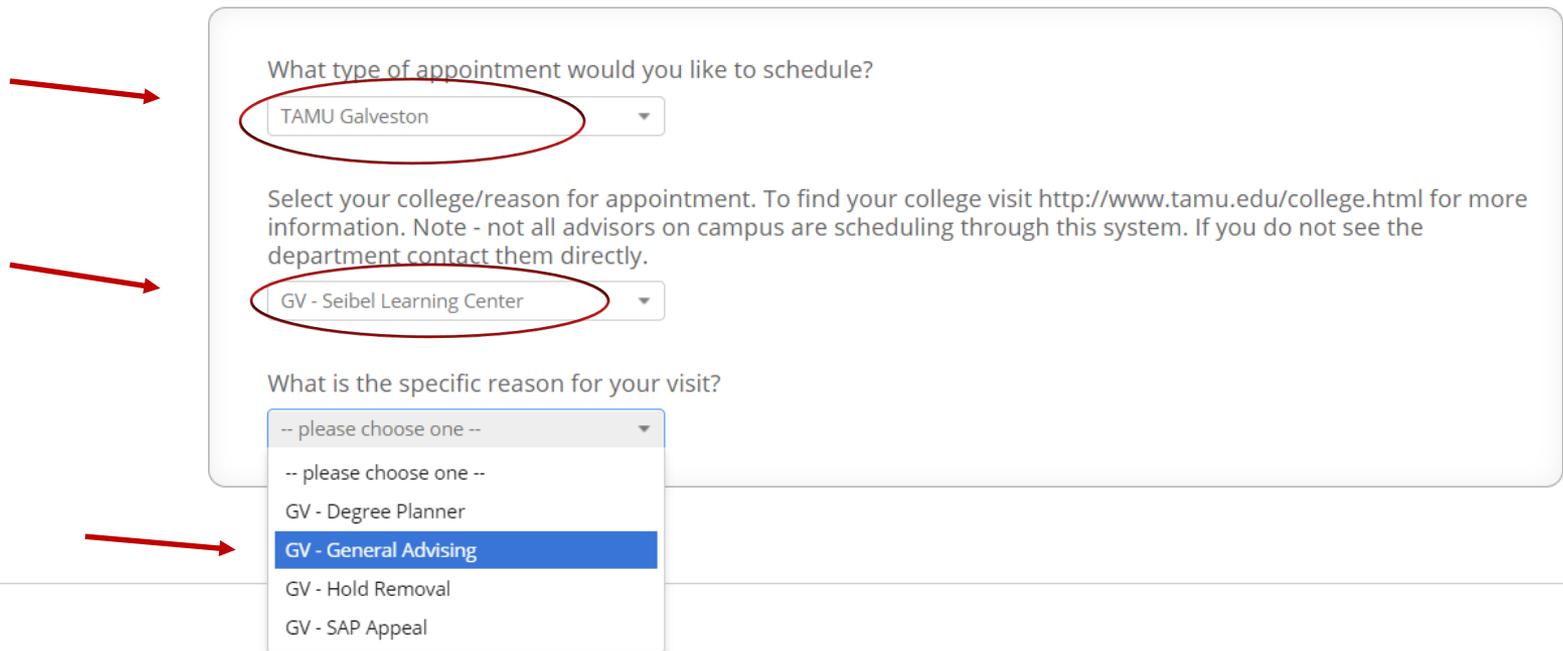
Select your college/reason for appointment. To find your college visit <http://www.tamu.edu/college.html> for more information. Note - not all advisors on campus are scheduling through this system. If you do not see the department contact them directly.

GV - Seibel Learning Center

What is the specific reason for your visit?

-- please choose one --

- please choose one --
- GV - Degree Planner
- GV - General Advising**
- GV - Hold Removal
- GV - SAP Appeal

The image shows a screenshot of a web form for scheduling an appointment. The form is titled "Schedule Appointment" and contains three main sections. The first section asks "What type of appointment would you like to schedule?" and has a dropdown menu with "TAMU Galveston" selected. The second section asks "Select your college/reason for appointment..." and has a dropdown menu with "GV - Seibel Learning Center" selected. The third section asks "What is the specific reason for your visit?" and has a dropdown menu with "GV - General Advising" selected. Three red arrows point to the dropdown menus: one to the first, one to the second, and one to the third. The "GV - General Advising" option is highlighted in blue.

Step Three: Student chooses location associated with major and an available or assigned advisor

Schedule Appointment

Choose the location associated with your major. Visit <http://www.tamu.edu/about/departments.html> for additional help.

-- please choose one --

-- please choose one --

GV - Ocean & Coastal Studies Building
(OCSB), Room 100 A&B

GV - Seibel Learning Center, Main 2nd
Floor

Next



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Office for Student Success

Step Four: Student picks a date and time for appointment

Schedule Appointment

Times From May 21 To May 25

Thu, May 21	Fri, May 22	Sat, May 23	Sun, May 24	Mon, May 25
Morning N/A	Close 12:00pm CDT 12:30pm CDT 1:00pm CDT 1:30pm CDT 3:00pm CDT	Morning N/A	Morning N/A	Morning 6 Available
Afternoon N/A		Afternoon N/A	Afternoon N/A	Afternoon 10 Available

** All times listed are in Centr.* *refreshed at 10:58am CDT.*

Request [View Drop-in Times](#)

[Back](#) [Next](#)



Step Five: Student confirms appointment

Schedule Appointment

Your appointment has not been scheduled yet. Please review and click Confirm Appointment to complete.

Appointment Details

Who: Shelby Salmons with
Shelby Salmons

Why: GV - General Advising

When: Friday, May 22
1:00pm - 1:30pm CDT

Where: GV - Seibel Learning Center, Main 2nd
Floor

Additional Details

Is there anything specific you would like to discuss with Shelby?

Comments for your staff...

Send Me an Email

Send Me a Text

Please use this comment box to explain what you would like to discuss in your appointment.



◀ Back

Confirm Appointment



Office for Student Success

Step Six: Student receives appointment confirmation

Schedule Appointment

Success! Your Appointment Has Been Created

Appointment Details

Who: Shelby Salmons with Shelby Salmons

Why: GV - General Advising

When: Fri May 22, 2020 1:00pm - 1:30pm CDT

Where: GV - Seibel Learning Center, Main 2nd Floor

What would you like to do now?

[Create Another Appointment](#)

[View My Calendar](#)

[Go Home](#)

