

# EAB NAVIGATE Student Appointment Training



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Office for Student Success

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

The screenshot shows the Howdy website interface. At the top, there is a search bar and navigation menus for Home, My Record, My Finances, Student Life, Advising, Employee, Research, and My Howdy. Below the navigation is a row of icons for various services like 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, and SSO.

The main content area is divided into several sections:

- Registration:** Contains information about Add/Drop for students, deadlines, and waitlist updates. It includes links for Registration Time Assignment, Search Class Schedule, Add or Drop Classes, Registration Status, Distance Education Location Update, Lab Safety Acknowledgment, Math Placement Exams, and Book Prices.
- Grades and Transcripts:** Features an attention notice about transcript delays and a list of links including Grades, Important Note About Grades, Duplicate Diplomas, Official Transcript, Unofficial Transcript, Unofficial Transcript (PDF), Holds, Test Scores, Credit By Examination, and TSI and Core Curriculum.
- Parent/Guardian Access:** Provides options to add or edit access and links to Academic Records & Campus Services and Billing.
- Advising Appointments:** This section is highlighted with a red circle and contains the link **NAVIGATE - Schedule Advising Appointments**.
- Academic Resources:** Lists links for Undergraduate Education, Graduate Education, Academic Information, and Academic Programs.
- My Information:** Describes the 'My Profile' icon and provides links for Student Information and View Certified Dependent.
- University Student Learning Outcomes:** A section at the bottom with a link to University Student Learning Outcomes.



# Step One: Student selects Get Assistance from home page

Student Home ▾

[Class Information](#) [Reports](#) [Calendar](#) [Send a Message](#)

## Classes This Term

Actions ▾

<input type="checkbox"/>	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.



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# 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 - Foundational Sciences

What is the specific reason for your visit?

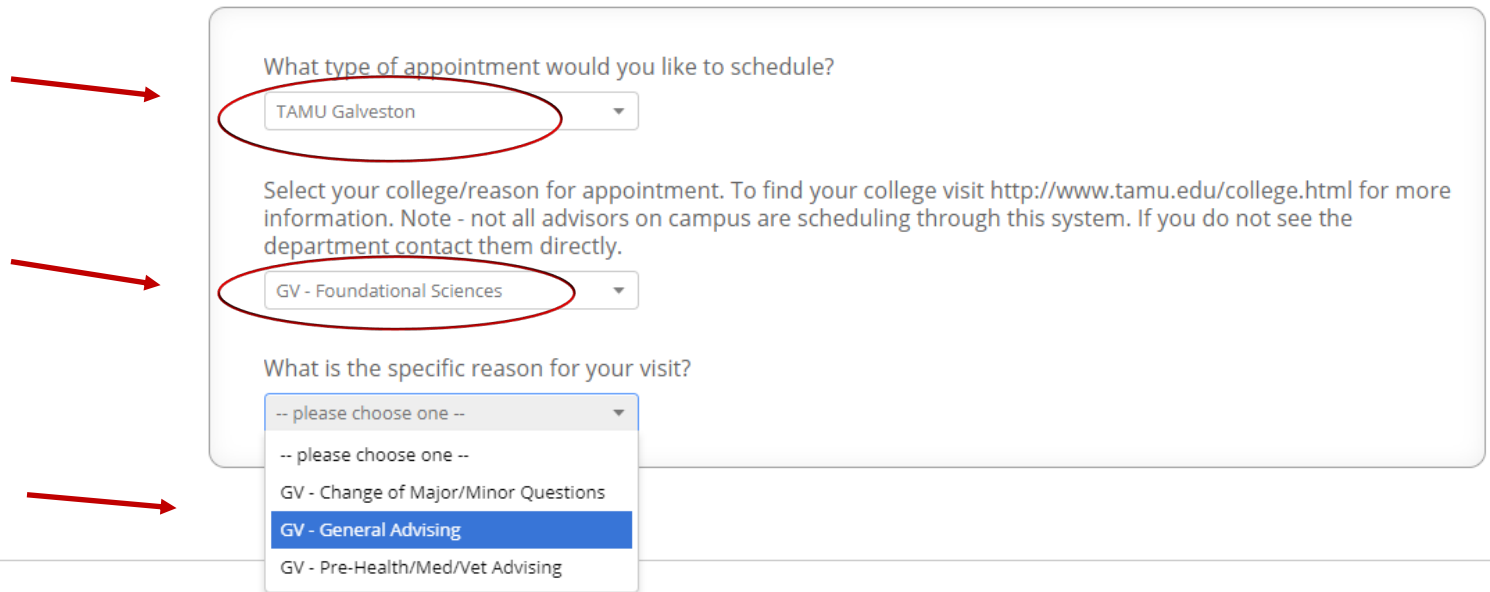
-- please choose one --

-- please choose one --

GV - Change of Major/Minor Questions

**GV - General Advising**

GV - Pre-Health/Med/Vet Advising



# 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.

GV - UGSA OOH - Academic Complex... ▾

-- please choose one --

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

GV - UGSA OOH - Academic Complex (MAIN), Room 414D

or assigned advisor if applicable.

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# Step Four: Student picks a date and time for appointment

## Schedule Appointment

< Times From March 25 To March 29 >

Wed, Mar 25	Thu, Mar 26	Fri, Mar 27	Sat, Mar 28	Sun, Mar 29
<div style="text-align: center;"><small>Close</small></div> <div style="text-align: center;">8:00am</div> <div style="text-align: center; background-color: #0070C0; color: white; border-radius: 10px; padding: 5px;">9:00am</div> <div style="text-align: center;">9:30am</div> <div style="text-align: center;">11:30am</div>	<div style="text-align: center; background-color: #D3D3D3; padding: 10px;">Morning N/A</div> <div style="text-align: center; background-color: #D3D3D3; padding: 10px;">Afternoon N/A</div>	<div style="text-align: center; background-color: #D3D3D3; padding: 10px;">Morning N/A</div> <div style="text-align: center; background-color: #D3D3D3; padding: 10px;">Afternoon N/A</div>	<div style="text-align: center; background-color: #D3D3D3; padding: 10px;">Morning N/A</div> <div style="text-align: center; background-color: #D3D3D3; padding: 10px;">Afternoon N/A</div>	<div style="text-align: center; background-color: #D3D3D3; padding: 10px;">Morning N/A</div> <div style="text-align: center; background-color: #D3D3D3; padding: 10px;">Afternoon N/A</div>

al Time (US & Canada). refreshed at 2:37pm CDT.

Request View Drop-in Times

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# 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:** Wednesday, March 25  
9:00am - 9:30am

**Where:** GV - UGSA OOH - Academic Complex  
(MAIN), Room 414D

### Additional Details

I am now working remotely. Please email me prior to your meeting to let me know if you would like to meet via ZOOM or phone.

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

Comments for your staff...

Send Me an Email

Send Me a Text

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Confirm Appointment

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



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# 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:** Wed Mar 25, 2020 09:00 am - 09:30 am

**Where:**

GV - UGSA OOH - Academic Complex (MAIN), Room 414D

**Additional Details:**

I am now working remotely. Please email me prior to your meeting to let me know if you would like to meet via ZOOM or phone.

What would you like to do now?

[Create Another Appointment](#)

[View My Calendar](#)

[Go Home](#)



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If you have any questions or concerns...

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