

EAB NAVIGATE Student Appointment Training



Recreation, Park, and Tourism Sciences, College of Agriculture & Life Sciences






College of Agriculture & Life Sciences Navigate – 2 easy ways to schedule

Visit [Howdy](#)

- Go to **My Record** tab
- Click:  **Navigate – Schedule Advising Appointments**
- Select: 
- Select:
Type Appt. - **Advising Texas A&M University**
College/Reason - **AG – Agriculture & Life Sciences Undergraduate Advising**
- Choose:
Reason for Appointment – ex. **AG – General Advising**

Location by major – ex. **AG - RPTS – Agriculture & Life Sciences Bldg. (AGLS), 4th floor**

Appointment **Day & Time**
Review Appointment Details

Don't forget to click 


☺ *detailed instructions to follow on next slide*

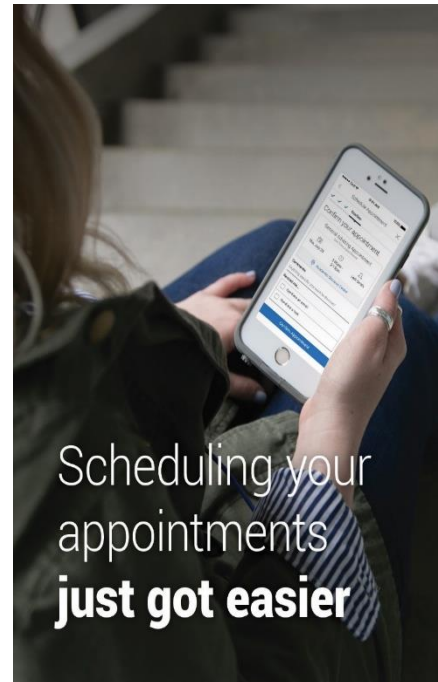
Download **Navigate Student** app

Schedule and track appointments in the app!

No app? Access online at <https://tamu.guide.eab.com/>

Download today!

- Search **Navigate Student** in the app stores
- Select **Texas A&M - College Station**
- Log in using your NetID and password
- Click  to schedule



TEXAS A&M
UNIVERSITY.

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 tabs 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, Grades and Transcripts, Parent/Guardian Access, Advising Appointments, Academic Resources, and University Student Learning Outcomes. The 'Advising Appointments' section is circled in red, and the link 'NAVIGATE - Schedule Advising Appointments' is highlighted. A red arrow points from the 'ATTENTION' box in the 'Grades and Transcripts' section to the 'NAVIGATE' link.

Howdy Search Howdy [Help] [Logout]

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

You are signed in as

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

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

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

My Schedule Options-

University Student Learning Outcomes Options-

University Student Learning Outcomes

Step One: Student selects Get Assistance from home page

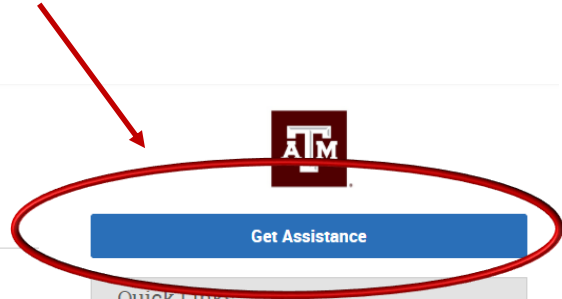
Student Home ▾

[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.

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?

Advising Texas A&M University

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.

AG - Agriculture & Life Sciences Und...

What is the specific reason for your visit?

-- please choose one --

-- please choose one --

AG - Change of Major

AG - General Advising

AG - Pre-Registration

AG - Professional Event Manager

Certificate (PEMC)

AG - Q-Drop

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

[Service](#) > [Location & Staff](#) > [Select Time](#) > [Confirm](#)

Schedule Appointment

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

AG - RPTS - Agriculture & Life Science... ▾

-- please choose one --

AG - RPTS - Agriculture & Life Sciences
Bldg. (AGLS), 4th floor

or assigned advisor if applicable.

If you don't have a preference, just click Next.

◀ Back

Next ▶

Step Four: Student picks a date and time for appointment

[Service](#) > [Location & Staff](#) > [Select Time](#) > [Confirm](#)

Schedule Appointment

[<](#) Times From May 04 To May 08 [>](#)

Sat, May 04	Sun, May 05	Mon, May 06	Tue, May 07	Wed, May 08
Morning N/A	Morning N/A	Close	Morning N/A	Morning N/A
Afternoon N/A	Afternoon N/A	8:00am 8:30am 9:00am 9:30am 10:00am	Afternoon N/A	Afternoon N/A

Request [View Drop-in Times](#)

[< Back](#) [Next >](#)

Step Five: Student confirms appointment

[Service](#) > [Location & Staff](#) > [Select Time](#) > [Confirm](#)

Schedule Appointment

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

Appointment Details

Who: Shelby Salmons with
Adrienne Bentz

When: Monday, May 06
9:00am - 9:30am

Why: AG - General Advising

Where: AG - RPTS - Agriculture & Life Sciences
Bldg. (AGLS), 4th floor

Additional Details

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

Send Me an Email

Send Me a Text

Comments for your staff...

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



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Confirm Appointment

Step Six: Student receives appointment confirmation

[Service](#) > [Location & Staff](#) > [Select Time](#) > [Confirm](#)

Schedule Appointment

Success! Your Appointment Has Been Created

Appointment Details

Who: Shelby Salmons with Adrienne Bentz

Why: AG - General Advising

When: Mon May 06, 2019 09:00 am - 09:30 am

Where:

AG - RPTS - Agriculture & Life Sciences Bldg. (AGLS), 4th floor

What would you like to do now?

[Create Another Appointment](#)

[View My Calendar](#)

[Go Home](#)

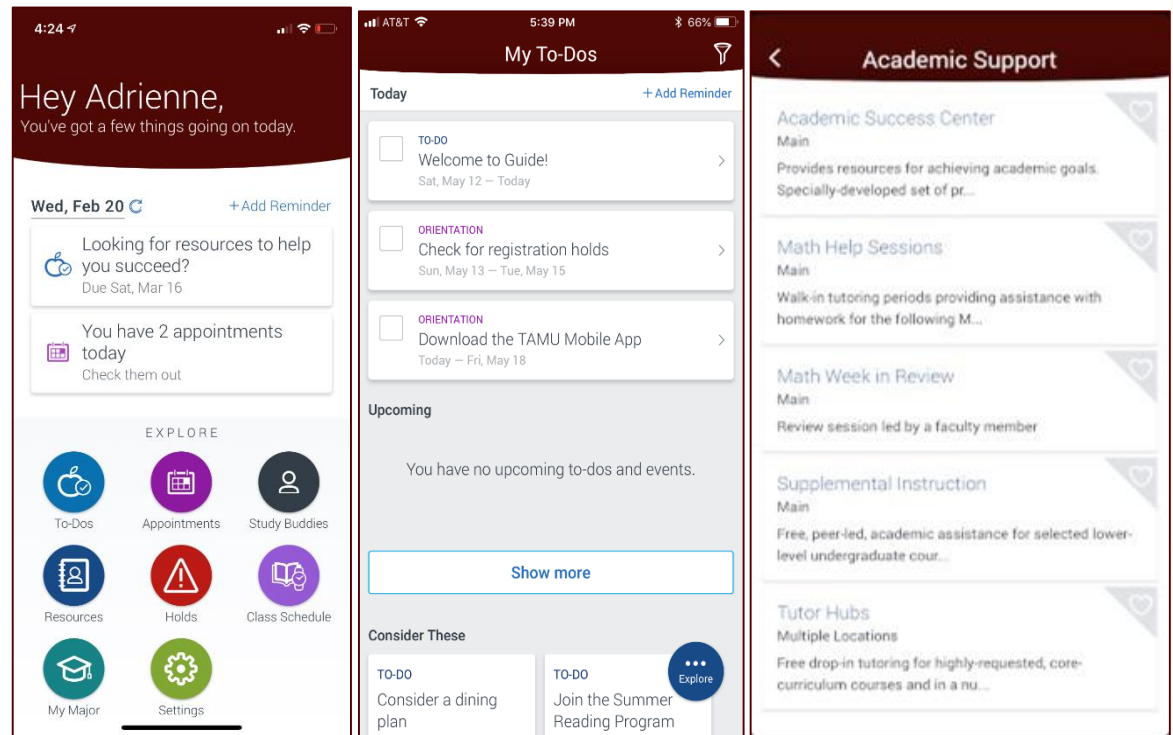
Get to graduation using the Navigate Student app



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- Select Texas A&M University – College Station
- Log in using your NetID and password

New - Schedule your appointments in the app



TEXAS A&M UNIVERSITY
Office for Student Success



If you have any questions or concerns...

College of Agriculture & Life Sciences
Department of Recreation, Park and Tourism Sciences

(Contact info here for students having issues scheduling through your office)