How to Schedule an Appointment via Navigate (Desktop)

1. Log into Navigate https://uhcl.navigate.eab.com/

2. Click "Get Assistance"
Select the type of appointment you would like to make

**What can we help you find?**

Below, you will find available options for scheduling an appointment. If you cannot find something that you are looking for, try the appointment options to see available options for dropping in or requesting an appointment.

**What type of appointment would you like to schedule?**

- Advising
- Student Success Center
- UHCL Libraries
- February 8, 2024

Find Available Time

Select the type of service you are requesting for this appointment

**What type of appointment would you like to schedule?**

- Advising

Please select the primary reason for your appointment:

- Candidate Plan of Study (CPS)/My Degree Requirements
- Changes to my Schedule
- **Choose Classes for Next Semester**
- First Semester Advising
- First Semester Mandatory Advising
- Graduation Questions
- Internship Questions
5 Select the date you would like to meet

6 Click "Find Available Time"
7 Select a timeslot from the available times

Riann Zabaleta
Business Advising
Academic Advising Office to support all students pursuing a degree in the College of Business.

b 16th
- AM 10:00 - 10:30 AM
- 11:00 - 11:30 AM
- 2:00 - 2:30 PM
- [3:00 - 3:30 PM] - 4:00 - 4:30 PM

b 19th
- AM 10:00 - 10:30 AM
- 11:00 - 11:30 AM

b 20th
- AM 10:00 - 10:30 AM
- 11:00 - 11:30 AM
- 1:00 - 1:30 PM
- 2:00 - 2:30 PM
- 3:00 - 3:30 PM
- 4:00 - 4:30 PM
- [5:00 - 5:30 PM]

b 22nd

8 Select how you would like to meet

Staff
Riann Zabaleta (Your Advisor)

How would you like to meet? *
- Search by type
  - Email
  - In-Person
  - Phone
  - Virtual

Email Reminder
- [ ] Reminder will be sent to [ ]

Text Message Reminder
- [ ]
9. Please add the primary reason for your appointment in the comments box

Riann Zabaleta (Your Advisor)

How would you like to meet? *
In-Person

You are seeing the meeting types available for this time slot.

Would you like to share anything else?
Add your comments here

Email Reminder
✓

Reminder will be sent to [redacted]

Text Message Reminder
✓

Phone Number for Text Reminder

10. Select your appointment reminder preferences and Click "Schedule"

You are seeing the meeting types available for this time slot.

Would you like to share anything else?
Add your comments here

Email Reminder
✓

Reminder will be sent to [redacted]

Text Message Reminder
✓

Phone Number for Text Reminder

Schedule