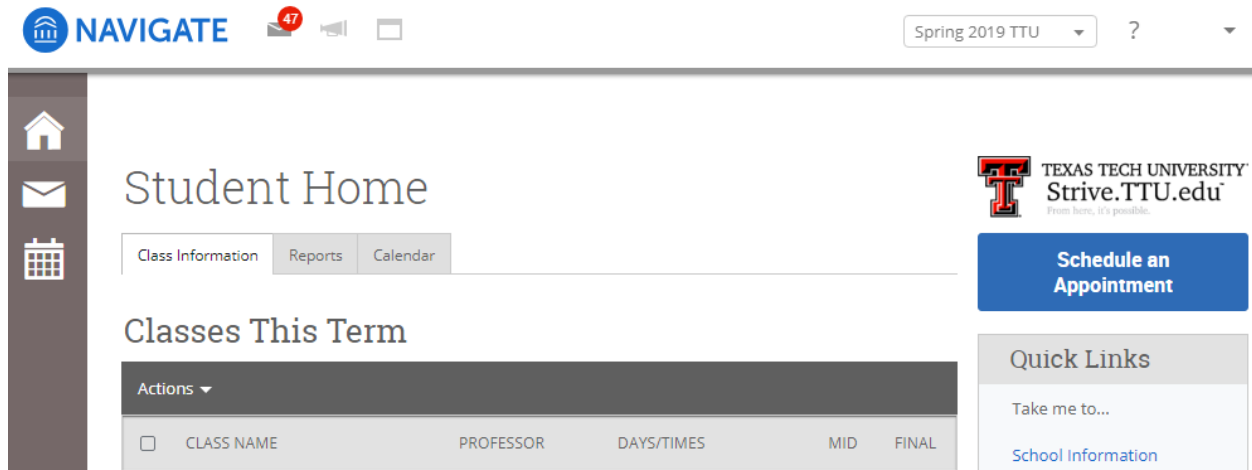


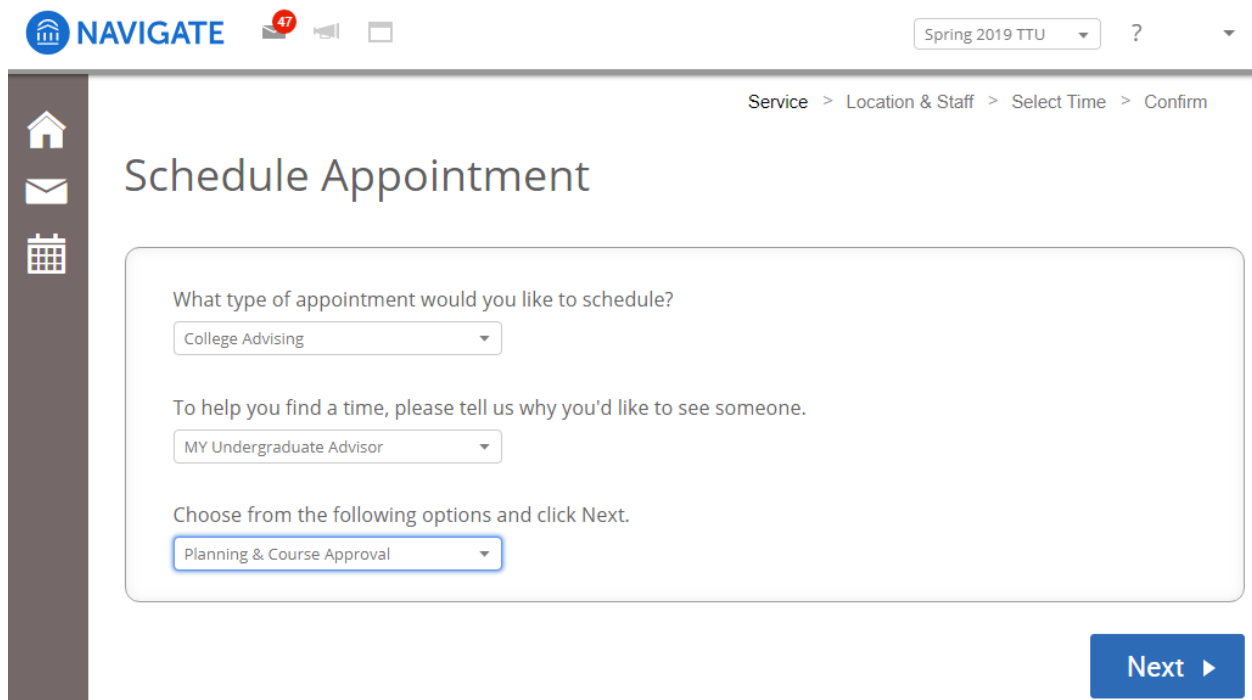
# How to Set Up an Appointment with your Undergraduate Academic Advisor

Step 1: Go to <http://strive.ttu.edu> and "Schedule an Appointment":



The screenshot shows the NAVIGATE Student Home interface. At the top, there is a navigation bar with the NAVIGATE logo, a notification icon with the number 47, and a dropdown menu set to "Spring 2019 TTU". Below the navigation bar is a sidebar with icons for Home, Mail, and Calendar. The main content area is titled "Student Home" and includes tabs for "Class Information", "Reports", and "Calendar". A prominent blue button labeled "Schedule an Appointment" is visible. Below this, there is a section for "Classes This Term" with a table header including "Actions", "CLASS NAME", "PROFESSOR", "DAYS/TIMES", "MID", and "FINAL". To the right, there is a "Quick Links" section with options like "Take me to..." and "School Information".

Step 2: Select the following drop boxes:



The screenshot shows the NAVIGATE "Schedule Appointment" page. At the top, there is a navigation bar with the NAVIGATE logo, a notification icon with the number 47, and a dropdown menu set to "Spring 2019 TTU". Below the navigation bar is a sidebar with icons for Home, Mail, and Calendar. The main content area is titled "Schedule Appointment" and includes a breadcrumb trail: "Service > Location & Staff > Select Time > Confirm". The main content area contains three dropdown menus for selecting appointment details. The first dropdown is labeled "What type of appointment would you like to schedule?" and is set to "College Advising". The second dropdown is labeled "To help you find a time, please tell us why you'd like to see someone." and is set to "MY Undergraduate Advisor". The third dropdown is labeled "Choose from the following options and click Next." and is set to "Planning & Course Approval". A blue "Next" button is located at the bottom right of the form.

Step 3: Select department and advisor (this should default to "Any Staff"):

NAVIGATE 47 Spring 2019 TTU ?

Service > Location & Staff > Select Time > Confirm

## Schedule Appointment

What location do you prefer?

A&S: Biological Sciences (Biology Bul... ▾

Who would you like to meet with? You may choose more than one person.

Any Staff

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

◀ Back Next ▶

Step 4: Select a date from those available:

NAVIGATE 47 Spring 2019 TTU ?

Service > Location & Staff > Select Time > Confirm

## Schedule Appointment

◀ Times From January 16 To January 20 ▶

Wed, Jan 16	Thu, Jan 17	Fri, Jan 18	Sat, Jan 19	Sun, Jan 20
Morning N/A	Morning N/A	<b>Morning 3 Available</b>	Morning N/A	Morning N/A
Afternoon N/A	Afternoon N/A	Afternoon N/A	Afternoon N/A	Afternoon N/A

View the times you can see a staff member without an appointment. [View Drop-in Times](#)

## Step 5: Pick a time:

NAVIGATE 47 Spring 2019 TTU ?

Service > Location & Staff > Select Time > Confirm

### Schedule Appointment

Times From January 16 To January 20

Wed, Jan 16	Thu, Jan 17	Fri, Jan 18	Sat, Jan 19	Sun, Jan 20
Morning N/A	Morning N/A	Close 9:00am 9:30am 10:30am	Morning N/A	Morning N/A
Afternoon N/A	Afternoon N/A		Afternoon N/A	Afternoon N/A

View the times you can see a staff member without an appointment. [View Drop-in Times](#)

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

## Step 6: Verify the details of your appointment and confirm it.

NAVIGATE 47 Spring 2019 TTU ?

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:** with Vincent (AS-Bio Sciences (M-Z) Sisneros)  
**Why:** Planning & Course Approval

**When:** Friday, January 18  
10:30am - 11:00am

**Where:** A&S: Biological Sciences (Biology Building 010)

**Additional Details** you may also email [biology.advising@ttu.edu](mailto:biology.advising@ttu.edu) to schedule a meeting.

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

Comments for your staff...

Send Me an Email  
 Send Me a Text  
Please provide your mobile number  
Phone Number

[Back](#) [Confirm Appointment](#)

You have now scheduled an appointment with your advisor!



## Schedule Appointment

Success! Your Appointment Has Been Created

### Appointment Details

**Who:** with Vincent (AS-Bio Sciences (M-Z)) Sisneros  
**Why:** Planning & Course Approval  
**When:** Fri Jan 18, 2019 10:30 am - 11:00 am  
**Where:** A&S: Biological Sciences (Biology Building 010)

**Additional Details:**

you may also email [biology.advising@ttu.edu](mailto:biology.advising@ttu.edu) to schedule a meeting.

What would you like to do now?

[Create Another Appointment](#)

[View My Calendar](#)

[Go Home](#)