

Advising Appointment Scheduling Directions for Undergraduate Students

1. Go to [Navigate360](#) and login using your UMass NetID & Password
2. Select the "Make an Appointment" button
3. Under *What type of appointment would you like to schedule?* select Advising
4. Select a service reason from the list of available reasons. This list will vary depending on your major, any secondary majors, and advisor availability.

- **A) DEPARTMENT ADVISING**
 - Appointments with the department of your declared major(s)
- **B) SCHOOL/COLLEGE ADVISING**
 - Appointments with the central office of your [school/college](#) (including CHC)
- **C) STUDENT-SPECIFIC ADVISING**
 - Appointments with Athletics (for athletes), Chase Career (for ISOM students), Opportunity Scholars
 - Only visible to students eligible for those programs
- **D) PRE-PROFESSIONAL ADVISING**
 - Appointments with Pre-Law, Pre-Vet, or Pre-Med/Pre-Health
 - Visible to most students
- **E) ACADEMIC ALERT ADVISING**
 - Appointments for students who have received an [Academic Alert](#)
- **F) MINOR AND CERTIFICATE ADVISING**
 - Visible to all students
- **G) EXPLORE HOW TO DECLARE OR CHANGE MAJORS**
 - Visible to all students

5. On the next screen you will see a calendar with appointment options. Select your desired date and time at the location you would like to meet with.
 - On the summary screen (before scheduling is completed), view details for the appointment (i.e., zoom link, appointment details etc.).
 - After confirming the appointment, you will receive a confirmation email with the appointment details.
 - You will receive a reminder email and/or text message 12 hours before the appointment.

