How to Schedule an Appointment with a CHC Advisor through Navigate

Step 1: Go to www.umass.edu/honors/

Step 2: Click on Advising (Note: Be sure to just click “Advising” and not “Handbook”)

Commonwealth Honors College

Step 3: Scroll down and click on the “Schedule an appointment” button

Step 4: Log in with UMass Email and password

Step 5: Now that you are in Navigate, select “Make an Appointment”

Step 6: Under the question “What type of appointment would you like to schedule?” select “Advising”
Step 7: In the next drop-down menu select the general area you’d like covered in your advising session. **Make sure you choose one of the options that falls under “Commonwealth Honors Advising.”** If you’d like an appointment that is a general introduction to the honors college curriculum you can choose “CHC - 1st Advising Check-in”.

Step 8: For the third drop-down menu, select the date on which you’d like to see an advisor (Note: On the next screen you will be given a selection of times on that day as well as availability on future days).
**Step 9:** The next screen provides you with an array of times on or after your selected date.

If you’d like to choose a specific advisor or specify that you want your meeting to be in-person or virtual, use the drop-down menus on the left-hand side.

Note: Even if your appointment is virtual, the location will still say “CHC, Bloom Honors Advising Center, 201 Commonwealth Honors College

**Step 10:** After you select a time, you will be on a page to review and confirm the appointment details. Read the appointment details to see additional instructions (e.g., Zoom link, etc.). This is also the time to provide any additional information you’d like the advisor to know in the comments box. You can also choose how you would like to be reminded about your
appointment (by email or text or both). After you've reviewed the appointment details, click the button that says "Schedule"