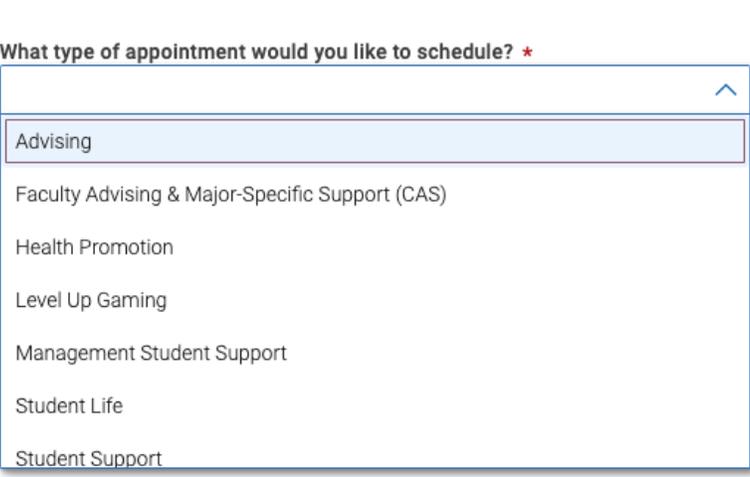


How to Make an Appointment with Management Undergraduate Advising

From the home page of EAB Navigate, select the Appointments icon. This will take you to a screen titled "My Appointments," with tabs at the top for your upcoming as well as your past appointments. Scroll to the bottom of the page and select "Schedule an Appointment".

1. From the "Appointment Type" dropdown menu, select **Advising**.

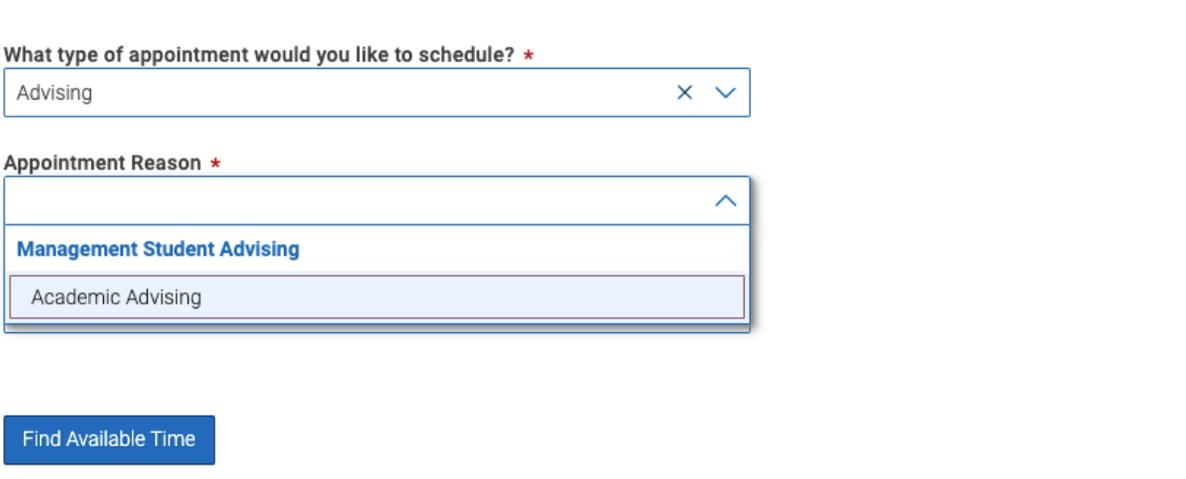
What can we help you find?



The screenshot shows a dropdown menu titled "What type of appointment would you like to schedule? *". The menu is open, displaying a list of options. The first option, "Advising", is highlighted in light blue. Other options include "Faculty Advising & Major-Specific Support (CAS)", "Health Promotion", "Level Up Gaming", "Management Student Support", "Student Life", and "Student Support". A blue upward-pointing arrow is visible in the top right corner of the dropdown menu.

2. From the "Appointment Reason" dropdown, select **Academic Advising**.

What can we help you find?



The screenshot shows the appointment scheduling form. The "Appointment Type" dropdown menu is now closed and displays "Advising" with a blue 'x' and a downward arrow. Below it, the "Appointment Reason *" dropdown menu is open, showing "Management Student Advising" as the selected option (highlighted in blue) and "Academic Advising" as the next option. At the bottom of the form, there is a blue button labeled "Find Available Time".

3. If you have a date in mind you may select it from the "Pick a Date" dropdown. Or, you may just select the blue "Find Available Time" button.

- If you do *not* have a preference with whom you will meet, and wish to schedule an appointment with the **first available academic advisor** (who may *not* be your assigned advisor), choose a date and time that works best for you from options you see.
- If you prefer to schedule only with **your assigned academic advisor**, select their name from the Staff dropdown located under the “Pick a Date” calendar prior to selecting the date and time that you prefer:

Pick a Date ⓘ

September ▼ 2025 ▼ < 26 >

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Staff

Search by name ^

- Mary Ann Mcquade (Your Advisor)
- Bethany Thompson
- Daniel Teichman
- Emilee Yormick-Denillo
- Jason Gilbert (he/him/his)
- Jessica Farley
- Megan Bragdon

- The Review Appointment Details page will display. Please confirm that your selection is correct, then select the blue “Schedule” button at the bottom of the page. If you wish to make changes to your selections, you may use the *Go Back* link at the top to start over.