

Navigate360: Academic Advisement Availability Guidelines

I. Availability Guidelines

Advisors maintain general availability for their major and minor programs (excluding campaign and initiative availabilities) in Navigate according to advising community agreements:

1. How Long is This Availability Active?

- Advisors will set active availability to *Forever* as the range of dates
- Outlook management of calendar blocks for vacations, holidays, recurring buffer breaks, lunch, or institutional commitments will be used to limit appointment scheduling within the regular advising hours
 - **Exception:** Availability range may be active for *A Range of Dates* if there is turnover in the college and advisors are filling in for the vacant position. Please notify OEDAA in advance of an outage to help assist the Navigate360 transition
 - **Exception:** Availability may be active for *A Range of Dates* if the availability instance is for *Campaigns*

2. Location & Services

- Create and maintain availability for each major and minor *Location* an advisor advises for
- Services 00-08 should be available for most major program availabilities
- Only *Service 07 Minor: Discuss/Add/Change* should be available for a minor Location

3. URL/Phone Number & Special Instructions

- Include only the Zoom Link in the *URL/ Phone Number* box
- All availability Special Instructions must include these instructions:
 - **In-Person Appointments:** [insert office or a front desk check-in location]
 - **Virtual Appointments:** Please click the Zoom link below
 - **Phone Appointments:** [insert either advisor direct line, main office line, or information indicating that the advisor will call the phone number on file at the time of the appointment]
 - Provide any additional special instructions for students to know/follow prior to arrival

II. Support for Availability Maintenance

On the rare occasion that Availability for programs advised have not been updated or maintained, the Navigate Coordinator or EDAA will contact advisors via email and CC the supervisor with a reminder to please review their availability and make updates.

Please notify the Navigate Coordinator if appointments have been scheduled outside of configuration restrictions, scheduling windows, or over blocked Outlook calendar times. The OEDAA will issue reminders to staff users who schedule appointments on behalf of students fewer than 24 hours in advance.