

This year, all “new” GVSU students (freshmen, or transfers within the last year) are required to meet with a professional advisor before they can register. **This will be handled by CLAS advising.**

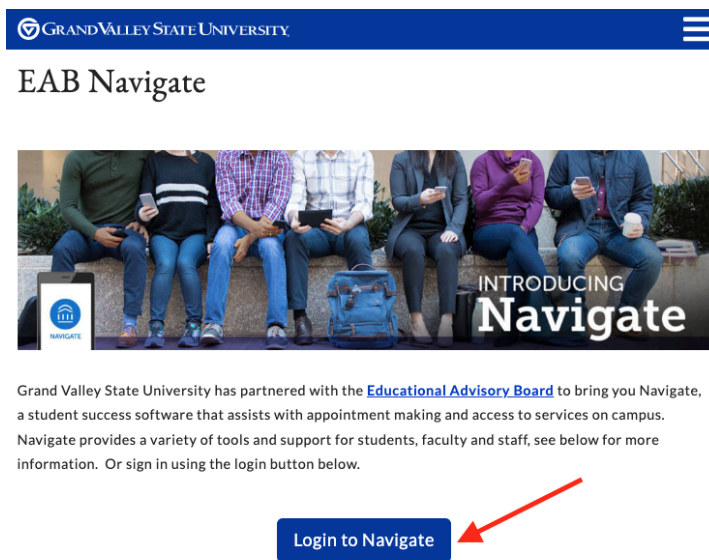
If a “new” advisee meets with you, please make sure they know that they will also need to make an appointment with CLAS advising and should make this appointment right away; appointment slots fill up quickly.

Whenever you meet with an advisee, please add a note in [Navigate](#). This helps smooth their way through many other parts of the university, such as CLAS advising meetings, graduation applications, etc.

Here’s how to add a note to Navigate:

1. Log in to Navigate using your GVSU name and password:

<https://www.gvsu.edu/navigate/>



2. On the next screen, you should see a list of advisees. Click on the student’s name. Or search for them by name, email, or G# in the search box at the top.

Assigned Students

List Type: Assigned Students Term: Winter 2023 (Default ... Relationship Type: All Relationship Types

Actions							
<input type="checkbox"/>	NAME	ID	STUDENT LIST	CUMULATIVE GPA	PREDICTED SUPPORT LEVEL	CATEGORY	AT RISK?
1.	<input type="checkbox"/>						No
2.	<input type="checkbox"/>						No
3.	<input type="checkbox"/>						No
4.	<input type="checkbox"/>						No

3. Click "Add a note on this student" in the "Current Alerts" box on the right.








Current Alerts 0

I want to...

- [Message Student](#)
- [Add a Note on this Student](#)**
- [Report on Appointment](#)
- [Create Request for Appointment](#)
- [Schedule an Appointment](#)
- [Add to Student List](#)
- [Issue an Alert](#)

4. Enter the note, such as class advice you gave the student, substitutions you mentioned, referrals to other advisors, etc. Choose "Advising" as the note reason. Click "Save Note".

Note (Required)

B	<i>I</i>				Paragraph	▼		
F23: MTH 210, MTH 203, EDF 315, Psychology Minor class								
W24: MTH 315, PSY 301, STA 312, <u>Gen Ed</u> , Psychology Minor class								

5. Email [David](#) and [Taylor](#) with any questions!

Note: If you create a complete plan for **all** classes that will get a student through to graduation (including general education and other non-math classes), it is possible to request to lift their first year advising hold. A student in this situation still must meet with CLAS advising. This is a detailed process; please check with David or Taylor if you'd like to do this.