

Faculty Advisor Basic Processes

Green River College

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Review Advisee List in Navigate360 and Submit any Necessary Changes

- Sign into [Navigate360](#). The link is available from the Quick Links at greenriver.edu.
- Check that you are on the “staff home.” You may need to toggle your home page to be on the “Staff Home.”

GREEN RIVER COLLEGE

Navigate360 | STUDENT SUCCESS

Staff Home

Students Appointments My Availability Appointment Queues Appointment Requests

Assigned Students

List Type: Assigned Students Term: WINTER 2025 (Default ... Relationship Type: All Relationship Types

NAME	ID	STUDENT LIST	CUMULATIVE GPA	PREDICTED SUPPORT LEVEL	CATEGORY	AT RISK?
1. Gator, Slater	202202594	Fall 2024 Progress Report	0.00	Unknown	Academic Standing: Good Academic Standing,Admitted to BAS Accounting,Admitted to BAS Program,Completed Plan - Academic Transfer DTA,Completed Plan - Fine Arts: Art AA,Completed Plan - Math Education DTA/MRPCurrent or Future Enrollment,Degree	No

Profile Picture

- The “Students” tab lists your assigned advisees.

GREEN RIVER COLLEGE

Navigate360 | STUDENT SUCCESS

Staff Home

Students Appointments My Availability Appointment Queues Appointment Requests

Assigned Students

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1. Gator, Slater	202202594	Fall 2024 Progress Report	0.00	Unknown	Academic Standing: Good Academic Standing,Admitted to BAS Accounting,Admitted to BAS Program,Completed Plan - Academic Transfer DTA,Completed Plan - Fine Arts: Art AA,Completed Plan - Math Education DTA/MRPCurrent or Future Enrollment,Degree Awarded,Grad to Gator,Graduated,Military Affiliated,New Plan Required,Open Financial Aid Checklist Item,Running Start Waiver,TER Received No Transcripts,Tuition Hold - International,Tuition Overdue	No

Profile Picture

Actions

I want to...

Issue an Alert

- Review your assigned advisees and submit [a helpdesk ticket to request changes](#) or ask questions about assigned advisees.

Establish Availability for Advising in Navigate360

- Click the calendar icon in the far-left menu on the Navigate360 landing page.

GREEN RIVER COLLEGE

Navigate360 | STUDENT SUCCESS

Staff Home

Students | Appointments | My Availability | Appointment Queues | Appointment Requests

Assigned Students

List Type: Assigned Students | Term: WINTER 2025 (Default ...) | Relationship Type: All Relationship Types

NAME	ID	STUDENT LIST	CUMULATIVE GPA	PREDICTED SUPPORT LEVEL	CATEGORY	AT RISK?
Gator, Slater	202202594	Fall 2024 Progress Report	0.00	Unknown	Academic Standing: Good Academic Standing,Admitted to BAS Accounting,Admitted to BAS Program,Completed Plan - Academic Transfer DTA,Completed Plan - Fine Arts: Art AA,Completed Plan - Math Education DTA/MRP,Current or Future Enrollment,Degree Awarded,Grad to Gator,Graduated,Military Affiliated,New Plan Required,Open Financial Aid Checklist Item,Running Start Waiver,TEH Received No Transcripts,Tuition Hold - International,Tuition Overdue	No

Profile Picture

Actions

I want to...

Issue an Alert

- Click “Settings and Sync”

GREEN RIVER COLLEGE

Navigate360 | STUDENT SUCCESS

My Calendar

Calendar View | List of Calendar Items

The calendar view is a graphical representation of the calendar. If you need a **fully accessible** interface, please use the list of calendar items view here: [Calendar Items View](#).

Checking/unchecking the legend boxes will show/hide corresponding events on the calendar

Course Assignment General Busy Cancelled School Wide Event Event Rsvp

* All times listed are in Pacific Time (US & Canada).

Print Calendar (PDF) Add +

December 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
	1 8:20am Busy 9am Busy 10am Busy	2 8:20am Busy 9am Busy 11:30am Busy 12pm Busy 1pm Busy 2pm Busy 2pm Busy 3pm Busy	3 8:20am Busy 9am Busy 10:30am Busy 12pm Busy 2pm Busy 3pm Busy 4pm Busy	4 8:20am Busy 9am Busy 10:30am Busy 12pm Busy 2pm Busy 3:30pm Busy	5 8:20am Busy 9am Busy 10am Busy 11am Busy 1pm Busy	6 8:20am Busy 10am Busy 11am Busy	7
	8 8:20am Busy	9 7:30am Busy 8:20am Busy	10 8:20am Busy 10am Busy	11 7am Busy	12 8:20am Busy	13	

- If you've never synced your calendar before you will see a prompt to sync


Last Sync: N/A

[Setup Sync...](#)

- Click “Setup Sync...”

Please Choose Your Calendar Application:

[Microsoft Office 365 \(Latest Version\)](#)

[Google Calendar](#)

[Other Applications](#)

[Go back...](#)

- Select Microsoft Office 365 (Latest Version) and follow the prompts to sign into your Green River Microsoft Exchange account.
- If you have synced your calendar before, ensure that is working by reviewing the “Last Sync Date.” It should be within the last hour.

Microsoft Office 365 (Latest Version)
kdenton@greenriver.edu



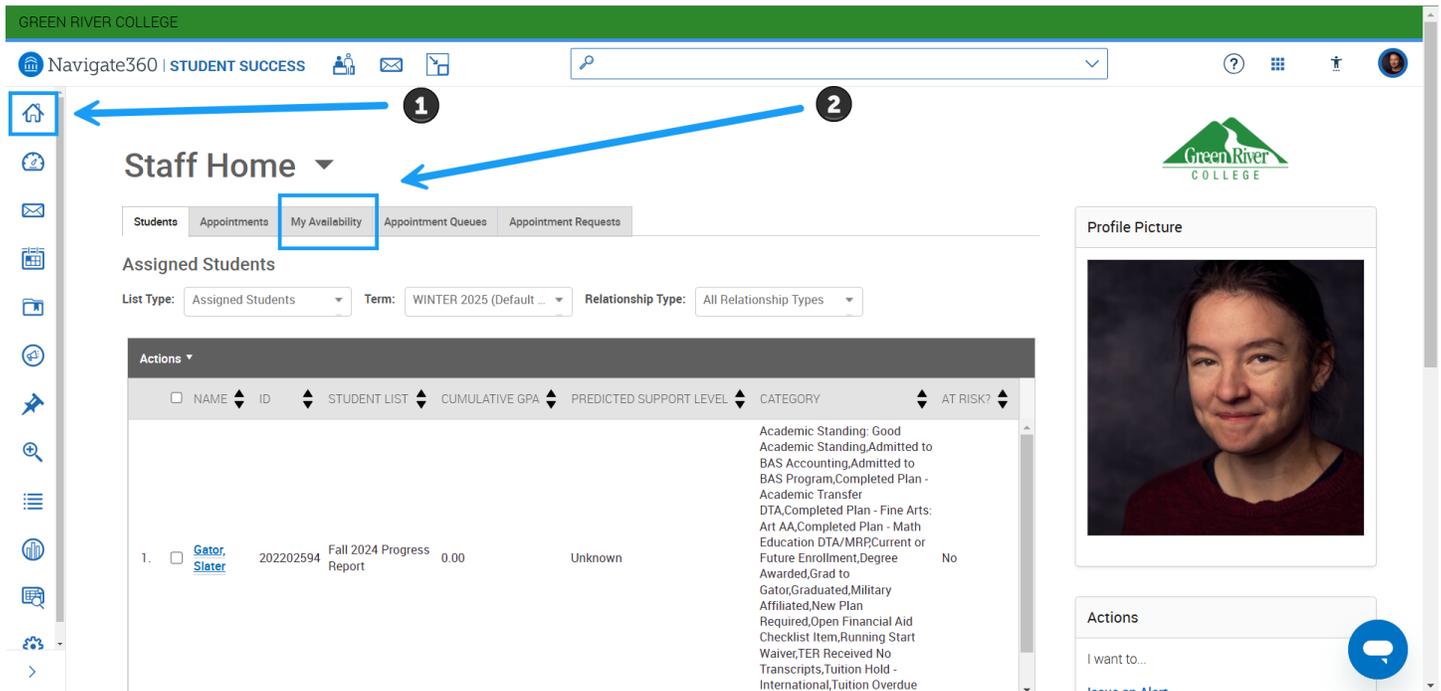
Last Sync: 12/16/2024 At 11:14 AM

[Retry Sync...](#)

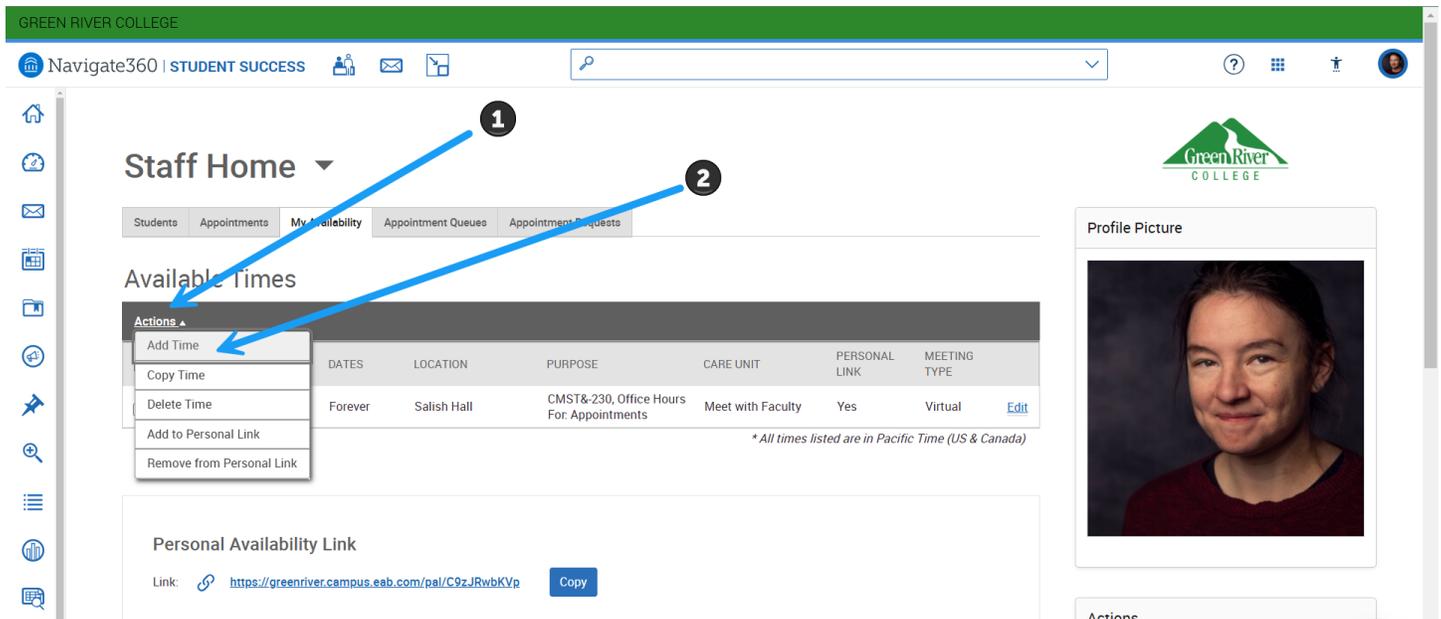
[Disconnect Sync...](#)

- If the sync is not within the last hour, try “Retry Sync...” if the calendar does not sync, click “Disconnect Sync...” and resync according to above instructions. If sync problems persist, please [open a helpdesk ticket](#).

- Return to the “Staff Home” page.
- Click on the “My Availability Tab”



- Click the “Actions Menu” and then click “Add Time”



- In the “Add Availability” pop up that opens, add when you are available to meet with Advisees. Please consider:
 - Your availability will be cross listed with the availability your outlook calendar. For example, if you have an appointment on Monday that blocks your calendar from 2-4, and you offer availability in Navigate360 on Mondays from 2-4, no availability will be seen by students due to the standing 2-4 block on your outlook calendar.

- Indicate when you are available to meet. This will include selecting days of the week that you are available, the time range you are available for on those days, and how long you want the availability to be active for.
- Be sure to click the box next to “Add this availability to your personal availability link,” so you can share that link directly with students.

- Scroll down to indicate what type of availability it is. Please consider:
 - Your availability for advising is only available to those students who are assigned to you as an advisor. So if you say to a student enrolled in your class to “make an advising appointment with you,” they won’t be able to unless they are already assigned as an advisee.
 - Select “Appointments” as type of availability, and indicate what meeting types you prefer. You may select multiple types for the same availability. Select “Advising” as the care unit and the location of your office, even if you are establishing only virtual availability. Under services select “Meet with my Academic Advisor.” If you do not see your location or the “Meet with my Academic Advisor” service, [please submit a helpdesk ticket](#). Add a Zoom URL for virtual availability and any other content you want shared with the student when they make an appointment.
 - Click “Save”.

ADD AVAILABILITY ✕

What type of availability is this?

Appointments | Drop-ins | Campaigns

Meeting Type

In Person Virtual

Care Unit

Advising

Location

Marv Nelson Science Learning Center (SC)

Services

Meet with My Academic Advisor

URL / Phone Number

<https://us02web.zoom.us/my/kjdenton>

Special Instructions for Student

B *I* | := ∨ ½ := ∨ | ↶ ↷

Please Let me know your quesitons

Cancel **Save**

- If your availability is saved it will appear in your “My Availability” menu.



Staff Home

- Students
- Appointments
- My Availability**
- Appointment Queues
- Appointment Requests

Available Times

Actions								
<input type="checkbox"/>	DAYS OF WEEK	TIMES	DATES	LOCATION	PURPOSE	CARE UNIT	PERSONAL LINK	MEETING TYPE
<input type="checkbox"/>	Mon, Wed, Fri	8:00am - 3:30pm	Forever	Marv Nelson Science Learning Center (SC)	Meet with My Academic Advisor For: Appointments	Advising	Yes	In Person, Virtual Edit
<input type="checkbox"/>	Mon, Tue, Wed, Thu, Fri	10:00am - 3:00pm	Forever	Salish Hall	CMST&230, Office Hours For: Appointments	Meet with Faculty	Yes	Virtual Edit

** All times listed are in Pacific Time (US & Canada)*

Personal Availability Link

Link: <https://greenriver.campus.eab.com/pal/C9zJRwbKVp> [Copy](#)

Scheduling Target Hours



Profile Picture



Actions

I want to...

[Issue](#) ✔ Saved Availability. ✕
[Create a New Student](#)

Communicate with Advisees about Advising Day

1. From the Staff Home page, select all assigned Advisees by clicking the check box next to "Name" under "Actions"

GREEN RIVER COLLEGE

Navigate360 | STUDENT SUCCESS

Staff Home

Students | Appointments | My Availability | Appointment Queues | Appointment Requests

Assigned Students

List Type: Assigned Students | Term: WINTER 2025 (Default ...) | Relationship Type: All Relationship Types

Actions

	NAME	ID	STUDENT LIST	CUMULATIVE GPA	PREDICTED SUPPORT LEVEL	CATEGORY	AT RISK?
1.	<input type="checkbox"/> Gator, Slater	202202594	Fall 2024 Progress Report	0.00	Unknown	Academic Standing: Good Academic Standing,Admitted to BAS Accounting,Admitted to BAS Program,Completed Plan - Academic Transfer DTA,Completed Plan - Fine Arts: Art AA,Completed Plan - Math Education DTA/MRPPCurrent or Future Enrollment,Degree Awarded,Grad to Gator,Graduated,Military Affiliated,New Plan Required,Open Financial Aid Checklist Item,Running Start Waiver,TEH Received No Transcripts,Tuition Hold - International,Tuition Overdue	No

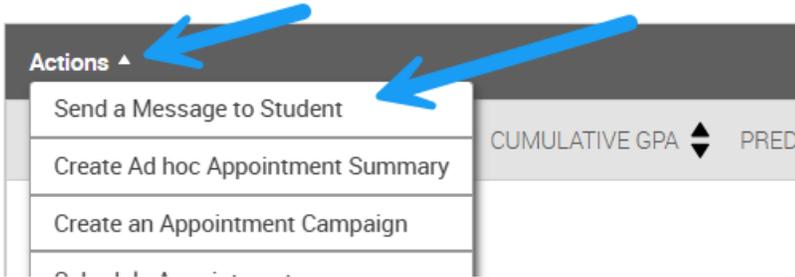
Profile Picture

Actions

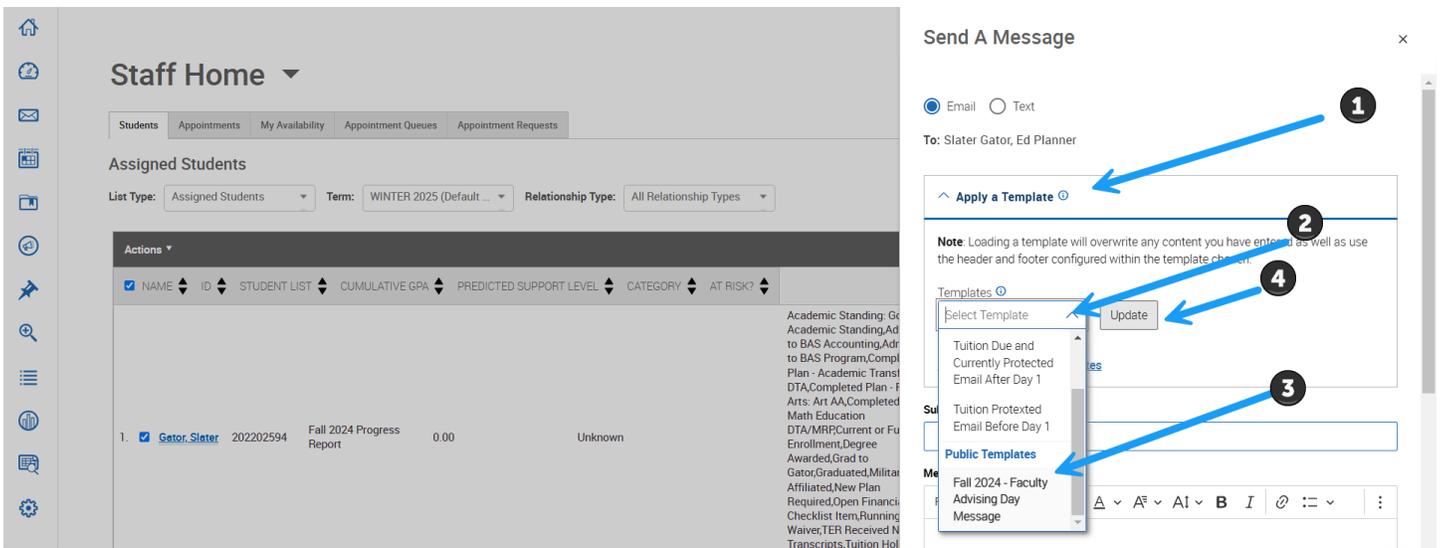
I want to...

[Issue an Alert](#)

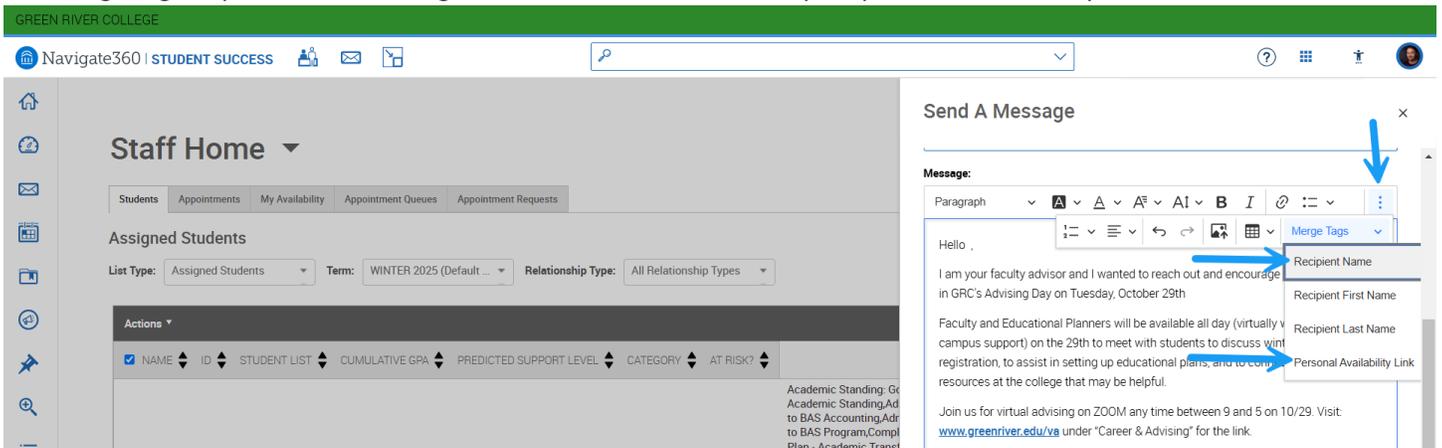
- After selection all advisees (the check boxes next to their names will be blue), click the actions menu and select “send a message”



- A Message box will open to the right. In that box click “Apply a Template,” then “Select A template” and then “Fall TERM – Faculty Advising Day Message,” and then “update.” The TERM will change with the quarter.



- Review the templated message and make changes to fit your approach and messaging with students. Include merge tags to personalize messages to students and to include your personal availability link.



5. Scroll to the bottom and preview message. May further changes. When you are satisfied with the message, click “send message.”

The screenshot shows the 'Staff Home' interface in the Navigate360 system. The 'Assigned Students' section is active, displaying a table with the following data:

NAME	ID	STUDENT LIST	CUMULATIVE GPA	PREDICTED SUPPORT LEVEL	CATEGORY	AT RISK?
1. Sator, Slater	202202594	Fall 2024 Progress Report	0.00	Unknown		

The 'Send A Message' dialog box is open, containing the following text:

www.greenriver.edu/va under "Career & Advising" for the link.

Attending advising day is not mandatory but it is highly encouraged! This is a great time to connect with faculty and professional advisors regarding summer and/or fall classes, building an educational plan, and any other advising questions you may have. Please look below for a list of other services that you can access on Advising Day:

- Career exploration
- Transfer and Career Technical advising
- Campus resources (ODE), tutoring, Placement & Testing & many more!

Advising Day is your opportunity to work directly with a faculty advisor or Educational Planner, ask questions, and plan your educational path at GRC. I hope that you choose to take advantage of this opportunity!

Enhance with AI

Add Attachment: Drag & Drop your files or Browse

Send Additional E-mail Notifications To:

Buttons: Send Message, Preview Message, Send Sample, Cancel

A blue arrow points from the 'Send Message' button in the dialog box to the 'Send Message' button in the table's action menu.

When Meeting with Advisees

Student appointments will be listed on your outlook Calendar and in the “Upcoming Appointments” que on your “Appointments” tab on the “Staff Home” page:

The screenshot shows the 'Staff Home' page with the 'Appointments' tab selected. The 'Upcoming Appointments' section displays a table with the following data:

Actions	DATE/TIME	ATTENDEE	SERVICE	COMMENT	MEETING TYPE	REPORT FILED?	DETAILS	PRE APPT QUESTIONS
<input type="checkbox"/>	1/1 12/18/2024 12:00pm - 12:30pm PT	Gator, Slater	Meet with My Academic Advisor		Virtual	Not Yet.	Details	N/A

Review student's history before meeting.

Before you meet with a student, please review their profile and history to get a sense of who they are their journey at Green River. You can follow the student’s name from the above que to review their profile:

The screenshot shows the 'Staff Home' page with the 'Appointments' tab selected. A blue arrow points to the 'Gator, Slater' link in the 'ATTENDEE' column of the appointment table.



Slater Gator



- Overview
- Success Progress
- History
- Pre-Enrollment History
- Courses
- Major Explorer
- Academic Plan
- More

Course Grade D/F	Repeated Courses	Withdrawn Courses	Missed Success Markers	Cumulative GPA
1	0	0	0	0.00
Total Credits Earned	Credit Completion % at this Institution	Predicted Support Level		
0.00	0%	Unpredicted		



Overview

Academic Transfer DTA
Associate in Arts
Green River College

Student ID
202202594

Classification
Freshman

Most Recent Enrollment
FALL 2024

Additional Roles
[Advisor](#)

Options

I want to...

[Message Student](#)

[Add a Note on this Student](#)

[Add a To-Do to this Student](#)

[Report on Appointment](#)

The scroll through student's history tab will show past appointments, alerts, cases, and check-ins for the student. This will give you a sense of where and who has provided advising in the past, as well as any course concerns that may exist currently in past for the student.

The screenshot shows the Slater Gator student profile in the Navigate360 system. The top navigation bar includes "GREEN RIVER COLLEGE" and "Impersonating Megan Reiser". The main header shows "Slater Gator" with a sub-menu containing "Overview", "Success Progress", "History", "Pre-Enrollment History", "Courses", "Major Explorer", "Academic Plan", and "More". A blue arrow points to the "History" tab. Below the tabs is the "Slater's To-Dos" section, which is currently empty. The "Slater's History" section is visible below, with a blue arrow pointing to the "History" tab. The "Slater's History" section includes a "Filter Activity Types" dropdown and a table with columns for "Type", "Time", and "Location". The table shows one entry: "Type: Academic Support & Resources", "Time: 11/21/2024, 1:55 PM - 2:03 PM PT", and "Location: Tutoring & Resource Center". On the right side, there is a "Green River College" logo and a photo of a green dinosaur mascot. Below the photo are "Options" for the student, including "Message Student", "Add a Note on this Student", "Add a To-Do to this Student", and "Report on Appointment".

Assess academic planning with student.

Review Academic Plan in Navigate

When you meet with the student, review their academic plan in Navigate360 (if they have one).

The screenshot shows the Slater Gator student profile in the Navigate360 system, with the "Academic Plan" tab selected. The top navigation bar includes "GREEN RIVER COLLEGE" and "Impersonating Megan Reiser". The main header shows "Slater Gator" with a sub-menu containing "Overview", "Success Progress", "History", "Pre-Enrollment History", "Courses", "Major Explorer", "Academic Plan", and "More". A blue arrow points to the "Academic Plan" tab. Below the tabs is the "Slater's To-Dos" section, which is currently empty. The "Slater's History" section is visible below, with a blue arrow pointing to the "Academic Plan" tab. The "Slater's History" section includes a "Filter Activity Types" dropdown and a table with columns for "Type", "Time", and "Location". The table shows one entry: "Type: Academic Support & Resources", "Time: 11/21/2024, 1:55 PM - 2:03 PM PT", and "Location: Tutoring & Resource Center". On the right side, there is a "Green River College" logo and a photo of a green dinosaur mascot. Below the photo are "Options" for the student, including "Message Student", "Add a Note on this Student", "Add a To-Do to this Student", and "Report on Appointment".

GREEN RIVER COLLEGE | Student Success | Impersonating Megan Reiser

Navigate360 | Student Success

Back to Student

Academic Planner

Slater Gator's Goals: [AA Academic Transfer DTA](#)

Feedback History | **Advisor View** | Student View

Planning Tools

Create Plan for Slater

- Slater's Current Plan
 - Slater's Current Plan by Slater Gator On: September 11, 2024 02:40 PM
 - Template Library
 - Sent Advisor Plans
 - Draft Advisor Plans
 - Quick Plans
 - Degree Audit

Slater's Current Plan

By: Slater Gator
On: September 11, 2024

You can view your Draft Plans here.

FALL 2024

Term completed

CREDITS PLANNED: 0

Courses (1)

[INFO110 - Info Lit and Research](#)
Section: DE -- Completed

WINTER 2025

Starts January 02, 2025

CREDITS PLANNED: 0

Courses (1)

[INFO110 - Info Lit and Research](#)
Section: DE -- In Progress

All times listed are in local browser timezone.

Use this plan to help the student select courses for the upcoming term. If they do not have an academic plan, recommend they meet with a professional advisor in the appropriate advising office. You should see a Professional Advisor listed on the student's profile. Scroll towards the bottom of the profile to view the student's "Success Team" which includes assigned Advisors.

GREEN RIVER COLLEGE | Student Success | Impersonating Megan Reiser

Navigate360 | STUDENT SUCCESS

1 - 18 of 18 | 50 | K < 1 > X

12401 SE 320th St
Auburn, WA 98092-3622

Email: gettingstarted@greenriver.edu

Cell: 000-000-0000

Tags

+ Add Tag

Search in Results

<input type="checkbox"/>	Tag Name
<input type="checkbox"/>	Business & Entrepreneurship
<input type="checkbox"/>	Prereqs for Dental Hygiene
<input type="checkbox"/>	Prereqs for OTA
<input type="checkbox"/>	Prereqs for PTA
<input type="checkbox"/>	Prereqs for Radiology/Ultrasound Tech
<input type="checkbox"/>	Test Account

0 selected | 1 - 7 of 7 | 50 | K < 1 > X

Your Success Team

- Denton, Kelsey
Advisor
- Lutcavich, Karianna
Advisor
- Neil, Anna
Faculty Advisor
- Reiser, Megan
Faculty Advisor

Run AAR to review.

Check the student's progress on their Academic Advisement Report in ctLink. You can review this report by following the 'Academic Advisement Report' link that is half way down the student profile in Navigate360.

The screenshot displays the Navigate360 interface for a student profile. The top navigation bar includes the college name, user name, and search bar. The main content area is divided into several sections: 'Favorite Resources' (None), 'Categories' (a list of academic standing and program completion records), 'Current Alerts', 'Active Appt. Campaigns', 'Links' (with a highlighted 'Academic Advisement Report' link), and 'Student Info' (including ID, age, DOB, address, email, and cell number). A blue arrow labeled '1' points to the user profile icon in the top right, and a blue box labeled '2' highlights the 'Academic Advisement Report' link in the 'Links' section.

You must be signed into ctLink for this link to work. If the link prompts you to sign in to ctLink, sign in, and then go back to Navigate360 and follow the link again. If the link is still not working, try right clicking on the link, select "Copy Link" and then paste it into a new window.

When the link opens to ctcLink you should see the “Request Advisement Report” page with the student’s ID populated:

Request Advisement Report

Find an Existing Value | Add a New Value

Search Criteria

*ID: 000000000

*Academic Institution: WA100

Report Type: ADV

Report Date: []

Report Sequence: []

Report Identifier: begins with []

User ID: begins with []

Date Processed: []

Report Status: []

Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

PRODUCTION

Hit Search. If the student has an existing Academic Advisement Report, it will be listed or come up as a result of the search. If they do not, select “add a new value” tab and then click the “add” button to generate one.

Request Advisement Report

Find an Existing Value | **Add a New Value**

*ID: 000000000

*Academic Institution: WA100

*Report Type: ADV

Add

Find an Existing Value | Add a New Value

1

2

Select Process Request.

Request Advisement Report

Advisement Report Request | Advisement Report Request Log

Academic Institution WA100 Green River College

Report Type ADV Advisement Report

Date Processed

Report Status Request Pending

*Report Date 12/16/2024 Use This Request Report Date ?

*As of Date 01/01/3000

*Report Identifier ADMIN Administrative Request

Actions

Process Request

Save Add Update/Display

Advisement Report Request | Advisement Report Request Log

The Academic Advisement Report will generate.

View Advising Report

Green River College | Undergraduate

This report last generated on 12/16/2024 2:23PM

Collapse All Expand All View Report as PDF

Taken In Progress Planned

Emergency Room and Patient Care Technician Certificate NAAERC20 (FA2024-Current)

30 Credits

This program consists of two stackable certificates, both the Nursing Assistant and MA-Phlebotomy certificates. Graduates will be eligible for state examination and licensure for both MA-Phlebotomy and Nursing Assistant. Successful licensure will allow the graduate to work as a patient care or emergency room technician. The training provides basic anatomy and physiology, medical terminology, ethical, legal and regulatory issues, safety measures, infection control, special collections, and patient care.

Skills and techniques acquired in this program are veni and capillary blood collections, basic patient care, EKG and vital signs. BLS certificate is acquired during the program. A minimum grade of 2.5

Direct student to change program plan if needed.

Both the Academic Advisement Plan and the Student Profile in Navigate360 will show the student's current program plan. If the program plan is wrong or needs to be changed, please direct the student to submit a [Program Change Request](#) with the Office of the Registrar.

GREEN RIVER COLLEGE Impersonating Megan Reiser

Navigate360 | STUDENT SUCCESS

Slater Gator

Overview Success Progress History Pre-Enrollment History Courses Major Explorer Academic Plan More

Course Grade D/F	Repeated Courses	Withdrawn Courses	Missed Success Markers	Cumulative GPA
1	0	0	0	0.00
Total Credits Earned	Credit Completion % at this Institution	Predicted Support Level		
0.00	0%	Unpredicted		

Academic Transfer DTA
Associate in Arts
Green River College

Student ID
202202594

Classification
Freshman

Most Recent Enrollment
FALL 2024

Additional Roles
[Advisor](#)

Program Plan

Options

I want to...

[Message Student](#)

[Add a Note on this Student](#)

[Add a To-Do to this Student](#)

[Report on Appointment](#)



Direct student to fill out the Intent to Graduate Form if they are within their final 2 quarters.

When reviewing the student's Academic Advisement Plan, if they are within two quarters of completing their plan, please direct the student to submit their [Intent to Graduate form](#) with the Office of the Registrar.

Talk to the student about their funding source.

If struggling to pass courses, refer student to their funding source to ensure they take steps to maintain funding. You can review students progress markers in the blue box at the top of their profile.

GREEN RIVER COLLEGE Impersonating Megan Reiser

Navigate360 | STUDENT SUCCESS

Slater Gator

Overview Success Progress History Pre-Enrollment History Courses Major Explorer Academic Plan More

Course Grade D/F	Repeated Courses	Withdrawn Courses	Missed Success Markers	Cumulative GPA
1	0	0	0	0.00
Total Credits Earned	Credit Completion % at this Institution	Predicted Support Level		
0.00	0%	Unpredicted		

Overview



If the student appears to be struggling, scroll down the profile to review their categories and identify any categories that show a funding source. These include:

- Financial Aid Categories
- Running Start Categories
- Military Affiliated Categories
- Work Force Categories

GREEN RIVER COLLEGE | Impersonating Megan Reiser

Navigate360 | STUDENT SUCCESS

Favorite Majors: None

Favorite Subjects: None

Favorite Fields: None

Favorite Activities: None

Favorite Resources: None

Categories

Search in Results

CATEGORY NAME
Academic Standing: Good Academic Standing
Admitted to BAS Accounting
Admitted to BAS Program

Schedule an Appointment

Add to Student List

Issue an Alert

Current Alerts

Active Appt. Campaigns

Student is not involved in any active campaigns

Links

Academic Advisement Report

Student Info

Encourage the student to connect with their funding source to ensure that they will continue to receive funding.

Use Ad-Hoc Alerts to refer students to resources.

From the student profile, you can submit Ad-Hoc Alerts by clicking “Issue An Alert.”

GREEN RIVER COLLEGE | Impersonating Megan Reiser

Navigate360 | STUDENT SUCCESS

Total Credits Earned: 0.00

Credit Completion % at this Institution: 0%

Predicted Support Level: Unpredicted

Overview

Academic Transfer DTA: Associate in Arts, Green River College

Student ID: 202202594

Classification: Freshman

Most Recent Enrollment: FALL 2024

Additional Roles: [Advisor](#)

Goals & Interests (supplied by the student)

Favorite Majors: None

Favorite Subjects: None

Favorite Fields: None

Favorite Activities: None

Favorite Resources: None

Options

I want to...

Message Student

Add a Note on this Student

Add a To-Do to this Student

Report on Appointment

Create Request for Appointment

Schedule an Appointment

Add to Student List

Issue an Alert

Current Alerts

Use this feature to submit a referral to a campus resource, or campus funding source, or an academic alert for the student. Comments will not be visible to students but will be visible to other Navigate360 users. Be sure to click submit after completing the alert.

ISSUE ALERT ✕

Student Slater Gator

Please select a reason

Is this associated with a specific class?

Additional Comments

Please enter a comment.

- Attendance and/or Participation Concern
- High Five!
- Missing Coursework and/or Low Grades
- Other - Please Provide Details
- Recommend Course Withdrawal
- Referral - Affinity/Peer Group Resources
- Referral - Benefits Hub/Basic Needs
- Referral - Career Services

Cancel **Submit**

Take an Appointment Summary to record your meeting.

From your "Staff Home" select "Appointments." Tick the box next to the appointment you are ready to summarize.

GREEN RIVER COLLEGE

Navigate360 | STUDENT SUCCESS

Staff Home

Students Appointments My Availability Appointment Queues Appointment Requests

Upcoming Appointments

Care Unit: All Care Units

Actions	DATE/TIME	ATTENDEE	SERVICE	COMMENT	MEETING TYPE	REPORT FILED?	DETAILS	PRE APPT QUESTIONS
<input checked="" type="checkbox"/>	1/1	12/18/2024 12:00pm - 12:30pm PT	Getor, Slater	Meet with My Academic Advisor	Virtual	Not Yet.	Details	N/A

Reporting

Recent Appointments Recent Reports You Created

Recent Appointments

Care Unit: All Care Units

Profile Picture

Actions

I want to...

[Issue an Alert](#)

[Create a New Student](#)

From the "Actions" menu, select "Add Appointment Summary."

GREEN RIVER COLLEGE

Navigate360 | STUDENT SUCCESS

Staff Home

Students Appointments My Availability Appointment Queues Appointment Requests

Upcoming Appointments

Care Unit: All Care Units

Actions	DATE/TIME	ATTENDEE	SERVICE	COMMENT	MEETING TYPE	REPORT FILED?	DETAILS	PRE APPT QUESTIONS
<ul style="list-style-type: none">Send MessageAdd Appointment SummaryIssue AlertCancel Appointment	12/18/2024 12:00pm - 12:30pm PT	Getor, Slater	Meet with My Academic Advisor		Virtual	Not Yet.	Details	N/A

Reporting

Recent Appointments Recent Reports You Created

Recent Appointments

Care Unit: All Care Units

Profile Picture

Actions

I want to...

[Issue an Alert](#)

[Create a New Student](#)

https://greenriver.campus.eab.com/home#

The appointment report will open. Please complete the radio buttons, and add comments as you see fit in the Appointment Summary box. Comments will be visible to the student.

APPOINTMENT REPORT FOR SLATER GATOR

Appointment Details

Meet with My Academic Advisor
12/18/2024 12:00pm - 12:30pm PT

Care Unit
Advising

Location
Marv Nelson Science Learning Center

Service
MEET WITH MY ACADEMIC ADVISOR

Course
Start typing to search all courses

Meeting Type
VIRTUAL

Date of visit
12/18/2024

Meeting Start Time
12:00pm

Meeting End Time
12:30pm

All times listed are in Pacific Time (US & Canada).

Summary Details For Slater Gator

Topics Discussed

Goals for next session

Referrals

Recommendations/Other

Follow up advising appointment recommended Yes No N/A

Student was advised to apply for graduation Yes No N/A

Advisor reassignment requested Yes No N/A

Student is exploring program or career goals Yes No N/A

Student has an updated academic plan Yes No N/A

Student is having academic difficulty Yes No N/A

Appointment Summary

Paragraph **B** *I* @ ::= v ;:= v ≡ v ↶ ↷

Attachments

Be sure to scroll down and save the appointment summary:

Select meeting type

Date of visit
12/18/2024

Meeting Start Time 12:00pm to Meeting End Time 12:30pm

All times listed are in Pacific Time (US & Canada).

Attendees

 **Kelsey Denton**
Administration, Advisor, Professor, Super User
 Attended

 **Slater Gator**
Advisor, Student
 Attended

Checkin to Checkout

Suggested Followup
This will be saved on the report as a suggestion. No appointment will be created.
Date Time

Cancel **Save this Report**

Attachments
Attach File
Choose File No file chosen

Actions
I want to...
[Issue an A](#)
[Create a N](#)
[Upload Pr](#)

Quick Lin
Take me to
[Schedule](#)
[Create an](#)
[Record Cl](#)
[School Int](#)
[Download](#)
Campaign
[Appointm](#)

Upcomin
 [Me](#)
12:00pm
<https://us>

Appendix A: Faculty Advisor Appointment Checklist

Before Meeting with Advisees

- Review Advisee List and submit any changes.
- Sync Calendar in Navigate360 if you've not already done so.
- Establish Availability for Appointments.
- Send a message to advisees inviting them to meet with you.
- Once appointments are made, Review student's history before meeting.

When Meeting

- Assess academic planning with student.
- Review Academic Plan in Navigate
- Run AAR to review.
- Direct student to change program plan if needed.
- Direct student to fill out the Intent to Graduate Form if they are within their final 2 quarters.
- Talk to the student about their funding source. If struggling to pass courses, refer student to their funding source to ensure they take steps to maintain funding.
- Use Ad-Hoc Alerts to refer students to resources.

After the Meeting

- Take an Appointment Summary to record your meeting.