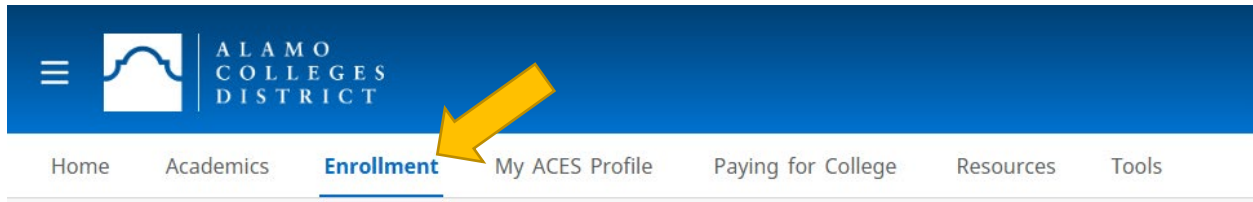




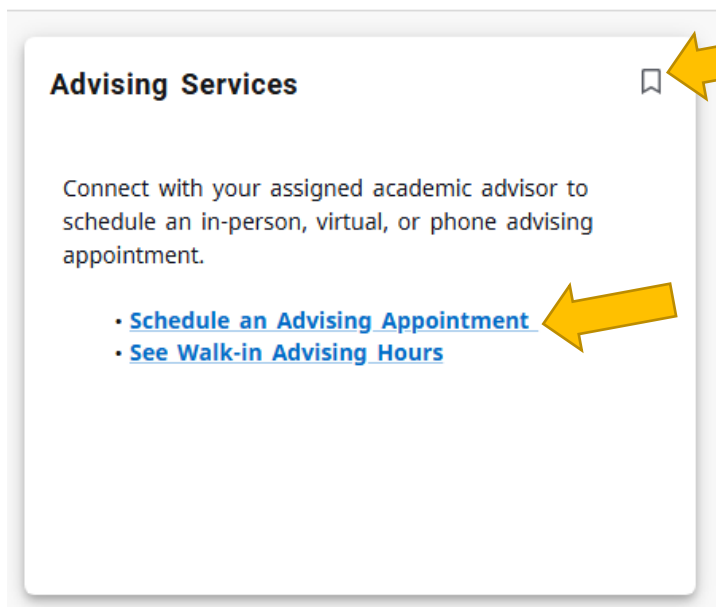
## HOW TO SCHEDULE AN ADVISING APPOINTMENT

### STEP 1: LOG INTO ACES

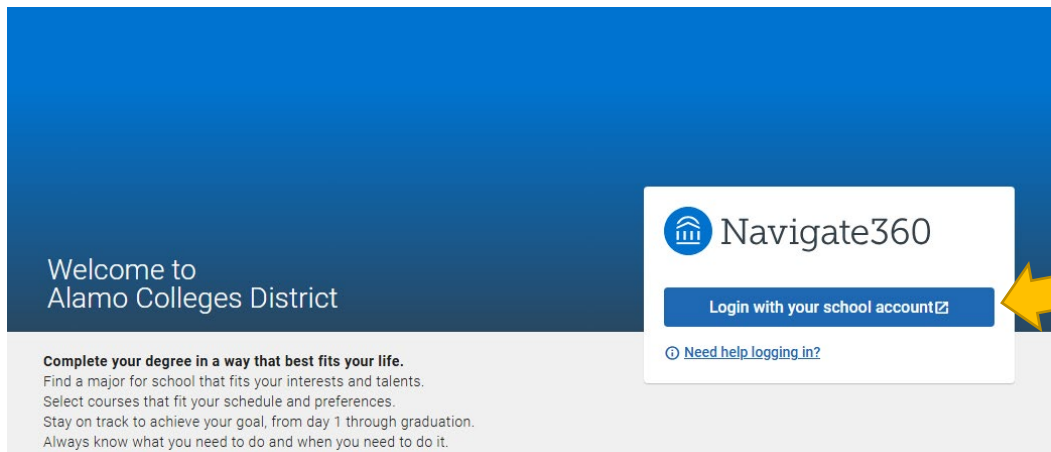
### STEP 2: CLICK ON 'ENROLLMENT' TAB



### STEP 3: LOCATE THE 'ADVISING SERVICES' CARD | TIP: BOOKMARK CARD TO APPEAR ON HOMEPAGE.



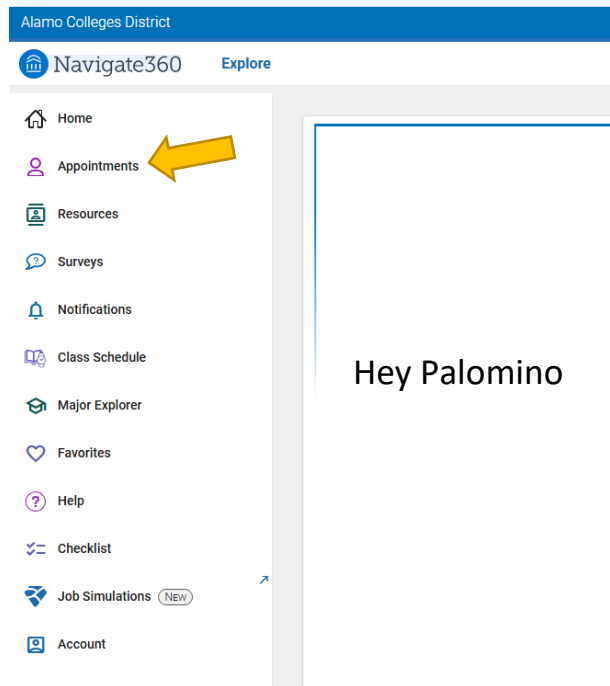
### STEP 4: NAVIGATE 360 OPENS – CLICK ON 'LOGIN WITH YOUR SCHOOL ACCOUNT'



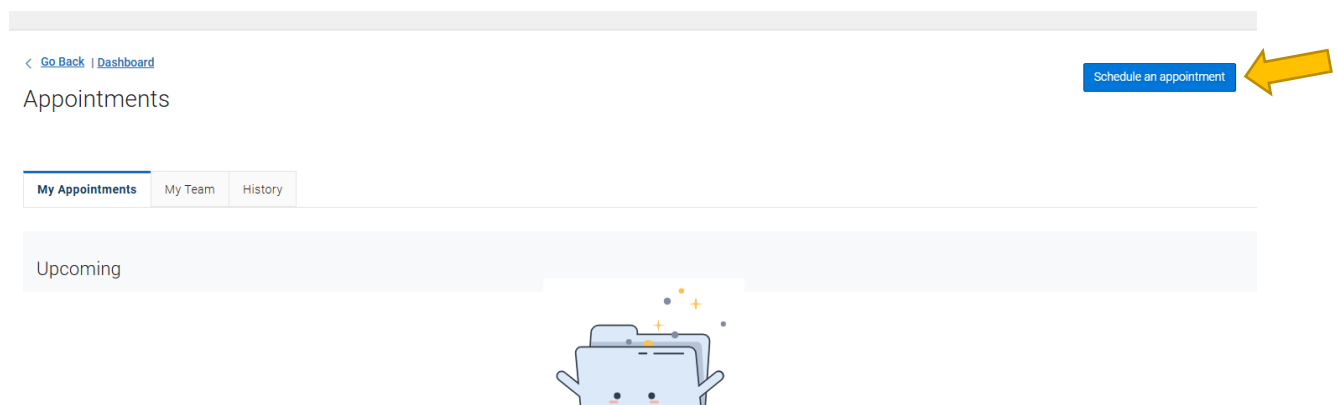


## HOW TO SCHEDULE AN ADVISING APPOINTMENT

### STEP 5: CLICK ON 'APPPOINTMENT'



### STEP 6: CLICK ON 'SCHEDULE AN APPOINTMENT' ON FAR RIGHT





## HOW TO SCHEDULE AN ADVISING APPOINTMENT

### STEP 7: CLICK ON THE DROP-DOWN MENU TO SELECT THE FOLLOWING:

- APPOINTMENT TYPE: ADVISING
- SELECT SERVICE NEEDED
- PICK A DATE

○ TIP: YOU MAY NEED TO SELECT VARIOUS DAYS TO FIND AVAILABILITY

[Go Back](#) | [Dashboard](#)

### New Appointment

Only students Currently Registered for Classes will be able to make Advising appointments through AlamoNAVIGATE.

*New Students - you will not be able to make advising appointments through the AlamoNAVIGATE app until you have been assigned to an advisor. Advisors are assigned to New Students by Census Date of your first term of enrollment. Please visit <https://www.alamo.edu/admission-aid/how-to-apply/> for more info on completing the enrollment process.*

[Show Less](#) ^

What can we help you find?

What type of appointment would you like to schedule? \*

Advising x v

Service \*

Advising x v

Pick a Date

September 15, 2025 v

Find Available Time

Other Options

[View Drop-In Times](#)

[Meet With Your Success Team](#)

### STEP 8: SELECT THE DAY/TIME THAT WORKS WITH YOUR SCHEDULE

[Go Back](#) | [Dashboard](#)

### New Appointment

All Filters

[Start Over](#)

What type of appointment would you like to schedule?

Advising

Service

Advising

Pick a Date

September 2025 < 4 >

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

Advising Advising

PAC - Central Advising

Rio Grande - Room 106A

[Map](#)

[View Drop-In Times](#)

Mon, Sep 15th

10:00 - 11:00 AM

11:00 - 12:00 PM

12:00 - 1:00 PM

Tue, Sep 16th

12:00 - 1:00 PM

2:00 - 3:00 PM

3:00 - 4:00 PM

Wed, Sep 17th

9:00 - 10:00 AM

11:00 - 12:00 PM

12:00 - 1:00 PM

2:00 - 3:00 PM

3:00 - 4:00 PM

Mon, Sep 22nd

10:00 - 11:00 AM

11:00 - 12:00 PM

12:00 - 1:00 PM

Tue, Sep 23rd

12:00 - 1:00 PM

2:00 - 3:00 PM

3:00 - 4:00 PM

Wed, Sep 24th



## HOW TO SCHEDULE AN ADVISING APPOINTMENT

### STEP 9: REVIEW/CONFIRM APPOINTMENT DETAILS

- SELECT 'HOW YOU WOULD LIKE TO MEET'
- ADD ADDITIONAL DETAILS UNDER 'WOULD YOU LIKE TO SHARE ANYTHING ELSE'
- CONFIRM PHONE # FOR TEXT REMINDER
- CLICK 'SUBMIT'

[Go Back](#) | [Dashboard](#)

#### Review Appointment Details and Confirm

<b>What type of appointment would you like to schedule?</b> Advising	<b>Service</b> Advising
<b>Date</b> 09/15/2025	<b>Time</b> ⓘ 10:00 AM - 11:00 AM
<b>Location</b> PAC - Central Advising Rio Grande - Room 106A <a href="#">Map</a>	

**How would you like to meet? \***

Search by type

You are seeing the meeting types available for this time slot.

**Would you like to share anything else?**

Add your comments here

**Email Reminder**

☒ Reminder will be sent to vviesca@student.alamo.edu

**Text Message Reminder**

☒

**Phone Number for Text Reminder**

2102137776

**Schedule**

### STEP 10: WHAT HAPPENS NEXT?

- We'll send a confirmation email to your **@student.alamo.edu** address as soon as you book your appointment. This will include the date, time and meeting link.
- You'll receive a courteous phone call from our Advising team confirming the details of your appointment.
- Once final confirmation has been completed, an additional email/text confirmation sent to your ACES email.
- Show up to your appointment! Appointments slots will fill up so don't miss it!