How to Sign Up Online for Drop-In Advising

1. During scheduled drop-in times, log into your student portal and select “Make an Appointment” on the right-hand side of the home page.

2. This will take you to the Scheduling page of our student success platform, Navigate.

3. Select “Academic Advising” in the first drop-down list.
4. Select “CAM Undergraduate Advising” on the second drop-down list.

5. On the third drop-down list, select the reason for your drop-in, and then select “Next”: 
6. Choose the location of your appointment. Since this office is currently virtual, the option will be “The Virtual College of Arts & Media Advising”.

7. Since this is for drop-ins, leave the staff box as is and select “Next”:
8. To view drop-in times, click “View Drop-in Times” in the yellow banner at the bottom of your screen:

![Drop-in Times Calendar]

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

9. Select “Drop-In Online” to the right of “First Available Staff”:

![Drop-In Times Panel]

**The Virtual College of Arts & Media Advising**

First Available Staff
(this will add you to the queue for the first available staff user at this location)

Drop-In Online

When your turn arrives, an advisor will contact you at your CU Denver email address with a Zoom link for your drop-in advising appointment.