

# NAVIGATE

Monthly Newsletter



Questions? Send them to [StudentSuccess@uvm.edu](mailto:StudentSuccess@uvm.edu).

## **FREQUENTLY ASKED QUESTIONS WEBPAGE**

Users are great about sending questions to our internal Navigate Support Team. When common questions are voiced, they are added to our "Navigate FAQs for Advisors" page. See some of the most commonly asked questions on page 2.

## **NAVIGATE STUDENT APP**

You can help to encourage students to download the [Navigate Student App!](#) Access to the app allows students to schedule appointments, get important reminders and learn about campus events, view their course schedules and find study buddies. Downloads are FREE and can be done in Google Play or the App Store. (Desktop version available, too!)

## **USER SPOTLIGHT:**

**DR. JAY JACOBS,  
VICE PROVOST FOR ENROLLMENT  
MANAGEMENT**

The Division of Enrollment Management welcomed a new leader at the start of 2021. Dr. Jay Jacobs will serve as a Project Owner on the Navigate project.

## **WHATS NEW IN NAVIGATE**

New views within the Student Scheduler were revealed in the Navigate Student app (mobile and desktop versions) with the latest release from the Education Advisory Board. The updated views allow students to more quickly access the people with whom they want to establish appointments, i.e. assigned advisors, peer tutors, etc. Students now select the type of appointment, (i.e. Advising, Tutoring, Student Support), their desired service or appointment reason and the first available or a specific date before being directed to a listing of possible, upcoming meeting times. They are able to narrow their list by inputting the name of a particular staff/faculty member, a location and course (for Subject-Area Tutoring), if desired. A Dashboard page within Scheduler allows students to quickly access details about Upcoming Appointments and to see Appointment Invitations, including those connected to an active appointment campaign.



# FAQS FROM NAVIGATE USERS

**FAQ #1:** *Which students are included in Navigate? How can I find a particular student?*

Navigate displays academic information for active (i.e. enrolled) undergraduate students. Navigate does not include information for graduate and continuing education students who do not have undergraduate records. Students for whom you are the primary or secondary advisor in Banner will be displayed under "My Advisees" on your Staff Home.

Want to find a record for a student who isn't an advisee? Use the Quick Search option at the top of any Navigate screen. Note: Faculty/Professors will not be able to search for students outside of their current class rosters.

**FAQ #2:** *How can I determine if a student has enrolled for a future term?*

Use the Quick Search function (search bar at the top of screen) to find a student by name or NetID (i.e. tstudent). When you've reached the student's profile page, click in to the Class Info tab and scroll down to Term Details. (The information at the top of the page outlines currently enrolled classes for that student.)

Information about registration terms that are not yet underway will be listed first within the Term Details.

**FAQ #3:** *I am creating an appointment campaign to invite students to meet with me during a specific window of time. I do not see my name listed as an option for a campaign organizer within the campaign set up process. Why is that?*

There is likely a discrepancy between your availability and your campaign settings. Review your availability by selecting the "My Availability" tab on your Staff Home page. Pay close attention to the care unit, location, and service for which you are available. Ensure that the care unit, location and service you select match the details in your campaign settings. Once you are sure that the fields in availability and campaign details match, go back to "Select Staff" within the campaign. You should now see your name!

To see more FAQs, visit the [Navigate FAQs for Advisors](#) page. If you have a question that you think should be added to the list online and shared with other Navigate users, please email [StudentSuccess@uvm.edu](mailto:StudentSuccess@uvm.edu).



February 2021

# NAVIGATE USER SPOTLIGHT

**Dr. Jay Jacobs, Vice Provost for Enrollment Management**



Dr. Jay Jacobs assumed the role of Vice Provost for Enrollment Management at the start of January 2021. Jay will provide leadership for the Division of Enrollment Management comprised of Undergraduate Admissions, the Office of the Registrar, Student Financial Services, Orientation, and Strategic Retention.

Before coming to the University of Vermont (UVM), Dr. Jacobs most recently served as the Director of Enrollment Management and Admission Operations for the University of Miami in Coral Gables, Florida. Dr. Jacobs will co-chair the Navigate Advisory Committee, along with Dr. Jennifer Dickinson, Vice Provost for Academic Affairs. The Committee, made up of faculty and staff representation from each of the seven academic units, works to review new functionality and establish priorities related to the Navigate project.

Dr. Jacobs will also maintain the relationship between UVM and the vendor for the Navigate software, the Education Advisory Board (EAB). In addition to the Student Success Software and Solutions membership that UVM holds with EAB, the university also has access to their student affairs and undergraduate enrollment best practice research.