

## Virtual Drop-in Student Guide

During the Add/Drop period, you can drop-in virtually to meet with an Academic Advisor on [Navigate via NEST](#).

Drop-Ins are designed for quick questions and pressing matters that need immediate attention. The typical drop-in session will last approximately 10-15 minutes, at a maximum.

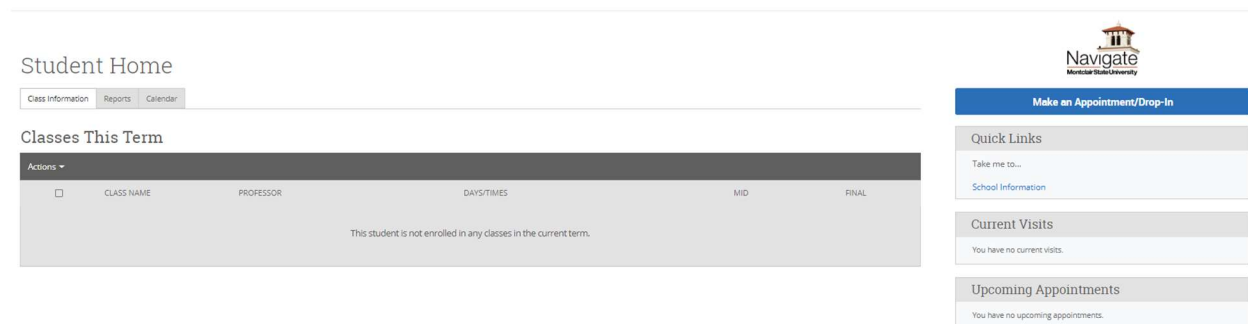
### What advisors can help you with during Virtual Drop-Ins VS Appointments:

Virtual Drop-Ins (During Add/Drop Period)	Appointments (After the Add/Drop period)
<ul style="list-style-type: none"> <li>• Adding or Dropping a course</li> <li>• Quick questions regarding your schedule</li> <li>• General concerns about Fall'20 semester</li> </ul>	<ul style="list-style-type: none"> <li>• Career / Graduate School Planning</li> <li>• Major Decision Making</li> <li>• Spring'21 registration planning</li> <li>• Full 4-year academic planning</li> </ul>

### Step-by-Step Instructions to access Virtual Drop-In Advising

Login to Navigate via Nest: <https://montclair.campus.eab.com/>

To meet with an Academic Advisor for Virtual “Drop-ins”, click on the blue **“Make an Appointment/Drop-in”** button in the upper right corner of your Navigate Homepage.



The screenshot shows the 'Student Home' interface. At the top left, there are tabs for 'Class Information', 'Reports', and 'Calendar'. Below these is a section titled 'Classes This Term' with a table header including 'Actions', 'CLASS NAME', 'PROFESSOR', 'DAYS/TIMES', 'MID', and 'FINAL'. A message states 'This student is not enrolled in any classes in the current term.' On the right side, there is a blue button labeled 'Make an Appointment/Drop-in'. Below this button are three sections: 'Quick Links' with links for 'Take me to...' and 'School Information'; 'Current Visits' with the message 'You have no current visits.'; and 'Upcoming Appointments' with the message 'You have no upcoming appointments.'

Next, in the dropdown for the type of appointment, select “**Academic Advising**”. Then for what you would like to discuss, select “**Drop-in Advising**”. Click “**Next**”.

## Schedule Appointment

What type of appointment would you like to schedule?

Academic Advising ▼

What would you like to discuss during your appointment?

Drop-In Advising ▼

Next ►

Select your relevant School or College in the drop down and then click “**Next**”.

## Schedule Appointment

What type of academic advising do you need?

Humanities and Social Sciences Advi... ▼

Who would you like to meet with? You may choose more than one person.

Any Staff

If you don't have a preference, just click Next.

◀ Back

Next ►

Choose “**Drop-In Online**” with “**First Available Staff**” to be added into the queue.

## Schedule Appointment

### Available Drop-In Times

#### Humanities and Social Sciences Advising

First Available Staff

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

Drop-In Online

Once you’ve checked in, you will see the confirmation below. Please note that wait times will vary and be longer during peak hours - please be patient, an advisor will be with you as soon as possible. You will receive an email and text message with a Zoom link from the next available advisor when you’re at the top of the list (queue).

### Success!

You have checked in to see the first available person for Drop-In Advising.

Look out for an email, text, or phone call for next steps!

What would you like to do now?

[Create Another Appointment](#)

[View My Calendar](#)

[Go Home](#)

If you must leave before an advisor is able to see you, please return to the Navigate Home Page and select **“Check Out”** under **“Current Visits”** on the right-hand side of the screen. This will take you out of the Drop-In list (queue) and you will not receive a message from the next available advisor.

## Student Home

Class Information Reports Calendar

### Classes This Term

Actions ▾					
<input type="checkbox"/>	CLASS NAME	PROFESSOR	DAYS/TIMES	MID	FINAL
This student is not enrolled in any classes in the current term.					

Make an Appointment/Drop-In

### Quick Links

Take me to...

[School Information](#)

### Current Visits



Drop-In Advising

With First Available

At Humanities and Social Sciences  
Advising

Checked-In at 08/21/2020 9:38am

ET

[Check Out](#)