



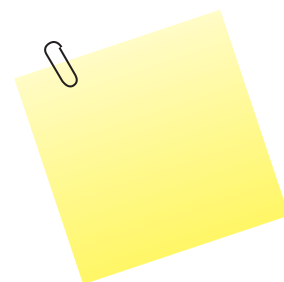
NAVIGATE

Monthly Newsletter

AUGUST 2019

REMEMBER YOU CAN UTILIZE "SPECIAL INSTRUCTIONS FOR STUDENTS" WHEN ENTERING AVAILABILITY

This will allow you to provide some additional instructions for students when they schedule an appointment with you. This could include your specific office location, items you would like students to bring to their appointment or directions to visit a particular website.



ADDITIONAL REFERRAL OFFICE

Study Abroad (Global Education Office) is now a referral unit under "Issue an Alert". Students should be referred to Study Abroad at any point they express an interest in learning more about study abroad. All referral offices can be found [HERE](#) with the reasons why you would refer to a particular office and protocol following the referral being made.



Top user within the platform for the month of July 2019 is Banks Blair from Academic Advising Initiatives with the most active time on Navigate!



NEED TRAINING?

If you or anyone in your unit needs training for Navigate please contact Lauren Thomas, lwthomas@vt.edu, and she can get that scheduled for you. We hope to begin offering online trainings beginning spring 2020. Stay Tuned!