

Students can follow the steps below to make an appointment with a faculty/staff member in the NW Success 360.

- 1. Login to Northwest Success 360 via the Bearcat login page or Northwest Online.
- 2. After logging in to NW Success 360, click the "Advising Directory"

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<b>A</b>	Dashboard			
	Calendar		ACADEMICS	
4	Communication	ent →	Cumulative Overall GPA 2 Courses 0 Credits	Northwest Missouri State University UNDERGRADUATE
•	Advising Directory	.2021	Courses	Profile
\$	Settings	0 unread		

3. Then click "All Advisors and Faculty"

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	Directory MY ASSIGNED ADVISORS Find advisors/faculty based on office:	ALL ADVIS	CORS AND FACULTY	COLLEGE OR PROGI	5
• •			Leslie Interim D no biogra	e Abarr-Cuenca Director of Academic Success and Retention phy added	Message Schedule Appointment 660-562-1695 Student Success Center, Owens Library 800 University Drive Maryville, MO 64468 LCHAND@NWMISSOURI
			Casey Associat no biogra	/ Abington te Professor of Economics phy added	Message Schedule Appointment Colden Hall 2120 CASEY@NWMISSOURI.EDU



4. In the search bar, type in the name **(last name, first name)** of the faculty/staff member you would like to set up an appointment with and click on **Schedule Appointment**.

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	Find advisors/faculty based on college or office:	Q symonds, matt	Message
		no biography added	Concode Appointment

5. Select your preferred data range and click **Search**. Available appointment times will appear. Select the available appointment time that fits your needs and click **Schedule**.

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	Calendar Calendar View MY APPOINTMENTS & EVENTS SEARCH APPOINTMENTS								
•	Appointment Type								
	All     Schedule Ahead     Walk-In Appointments	Advisor(s) Symonds, Dr. M Start Date * 09/15/2021	atthew	End Date * 11/14/2021	-				
	Appointment Modality						CLEAR		
	<ul> <li>✓ All</li> <li>✓ In Person</li> </ul>	Result (32)							
	Phone Call	ADVISOR	DATE	TIME	TYPE	MODALITY	DETAILS		
	Virtual Meeting	Symonds, Dr. Matthew	Sep 22, 2021	2:00 PM - 2:15 PM	SCHEDULE	In Person	103 Foster		
		Symonds, Dr. Matthew	Sep 22, 2021	2:15 PM - 2:30 PM	SCHEDULE	In Person	103 Foster		
		Symonds, Dr. Matthew	Sep 22, 2021	2:30 PM - 2:45 PM	SCHEDULE	In Person	103 Foster		
		Symonds, Dr. Matthew	Sep 22, 2021	2:45 PM - 3:00 PM	SCHEDULE	In Person	103 Foster		
		Symonds, Dr. Matthew	Sep 29, 2021	2:00 PM - 2:15 PM	SCHEDULE	In Person	103 Foster		
		Symonds, Dr. Matthew	Sep 29, 2021	2:15 PM - 2:30	SCHEDULE	In Person	103 Foster		
		Symonds, Dr. Matthew	Sep 29, 2021	2:30 PM - 2:45			103 Foster		



6. After clicking Schedule, a pop up box will appear. Double-check to make sure the correct faculty/staff member is listed and that the desired appointment date/time is selected.

- Select the **appointment modality** from the options listed.
- Under **Session Topics**, choose one or more topic(s) you would like to discuss with the faculty/staff member (*note*: you are *required* to select at least **one** session topic in order to complete the booking.).
- You can also include a more detailed note or (4) attachments for your faculty/staff member to review before your appointment.
- When you have included all of the appropriate information, click **Schedule Appointment** to complete your booking.

=	CALENDAR VIEW MY APPOINTMENTS & EVENTS SEARCH APPOINTMENTS								
•	Appointment Type								
	All	Advisor(s) Symonds, Dr. Matthew		•					
۹.	Schedule Ahead								
•	Walk-In Appointments	09/15/2021	11/14/2021		Appointments				
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	Appointment Modality				- Select Advisor*	*			
۵	All	Result (32)							
	In Person					< Wedne	sday, September 2	2 2021 >	
	Phone Call	ADVISOR DATE	TIME	TYPE	TIME		STATUS	MODALITY	DETAILS
	Virtual Meeting	Symonds, Dr. Matthew Sep 22, 20	21 2:00 PM - 2:15 PM	SCHEDULE	2:00 PM - 2	2:15 PM	Available	In Person	103 Foster
		Symonds, Dr. Matthew Sep 22, 20	21 2:15 PM - 2:30 PM	SCHEDULE					
		Symonds, Dr. Matthew Sep 22, 20	21 2:30 PM - 2:45 PM	SCHEDULE	_				
		Symonds, Dr. Matthew Sep 22, 20	21 2:45 PM - 3:00 PM	SCHEDULE	2:30 PM - 2	2:45 PM	Available	In Person	103 Foster
		Symonds, Dr. Matthew Sep 29, 20	21 2:00 PM - 2:15 PM	SCHEDULE	2:45 PM - 3	3:00 PM	Available	In Person	103 Foster
		Sumanda Dr. Matthew. San 20, 20	21 - 2-15 DM - 2-20 DM	SCHEDULE	4				Þ
		Synonus, Dr. Matthew Sep 25, 20	21 2.10 PM - 2.00 PM	JOHEDOLL	Wednesday Sentember 22	2:00 PM - 2:15 PM			
		Symonds, Dr. Matthew Sep 29, 20	21 2:30 PM - 2:45 PM	SCHEDULE	- Appointment Modality *		Location		
		Symonds, Dr. Matthew Sep 29, 20	21 2:45 PM - 3:00 PM	SCHEDULE	In Person		¥ 100 Forts		
		Symonds, Dr. Matthew Oct 06, 20	21 2:00 PM - 2:15 PM	SCHEDULE	- Session Topics *				
		Symonds, Dr. Matthew Oct 06, 20	21 2:15 PM - 2:30 PM	SCHEDULE	Degree Planning		Ŧ		
		Symonds, Dr. Matthew Oct 06, 20	21 2:30 PM - 2:45 PM	SCHEDULE	- Session Note				
		Symonds, Dr. Matthew Oct 06, 20	21 2:45 PM - 3:00 PM	SCHEDULE	I would like to meet and	discuss my remaining deg	gree requirements and	anticipated graduation d	ate.
		Symonds, Dr. Matthew Oct 13, 20	21 2:00 PM - 2:15 PM	SCHEDULE					
		Symonds, Dr. Matthew Oct 13, 20	21 2:15 PM - 2:30 PM	SCHEDULE					
		Symonds, Dr. Matthew Oct 13, 20	21 2:30 PM - 2:45 PM	SCHEDULE	C ATTACH				
		Symonds, Dr. Matthew Oct 13, 20	21 2:45 PM - 3:00 PM	SCHEDULE				CANCEL	SCHEDULE APPOINTMENT

Upon booking your appointment, you will receive a confirmation email following your successful scheduling. Your meeting will include a Zoom link for a virtual meeting, a phone number for a phone appointment or a physical office location for an in-person appointment.