



Scheduling an appointment with your academic advisor

Students can set up meetings with academic advisors that have appointment scheduling enabled in Northwest Success 360.

Step 1: Log in to Northwest Success 360

- Log in with your Northwest username and password through the Bearcat Login page <https://www.nwmissouri.edu/login/>
- Or log in directly through Northwest Online


The image shows two screenshots from the Northwest Missouri State University website. The left screenshot is a course page for 'FALL 2016 - SPORT MANAGEMENT I'. It lists the instructor as Mrs. Allison Hoffmann and provides a course description and prerequisites. A blue arrow points from the 'NW Success 360' link in the left-hand navigation menu to the 'Northwest Success 360' link on the main website. The right screenshot is the main website's dashboard, featuring various service tiles. A blue arrow points from the 'Bearcat Login' tile to the 'Northwest Success 360' tile, which is circled in blue.

Step 2: When you get to your Success Network page, you will see your connections listed below. Choose the drop-down menu next to your advisor, then “schedule.”

The image shows a screenshot of the 'My Success Network' page. At the top, there is a search bar with the text 'Search services and people'. Below this is a section titled 'How can we help?' with a dropdown menu that is open, showing options: 'Schedule', 'Email', 'Call', and 'View Profile'. The 'Schedule' option is circled in blue. Below this is a section titled 'Your Connections' which lists two advisors: 'Jamie Campbell, NW Academic Advisor' and 'Doni Mollus, NW Secondary Advisor'. Each advisor entry has a small dropdown arrow to its right, and the arrow for Jamie Campbell is circled in blue.

Step 3: Choose the reason for your appointment, and click “continue.”

Schedule Appointment

 **Jamie Campbell**
NW Academic Advisor

What do you need help with?


Advising

Course Withdrawal Discuss Withdrawal

Financial Aid First-year advising

[CANCEL](#) [CONTINUE](#)

Step 4: Find a day and time that works for you and click “continue.”

 **Jamie Campbell**
Instructor, NW Academic Advisor, NW Professional Advisor, NW Secondary Advisor, NW Service Provider - Basic

What day and time works for you?

10-08-2018 → 10-10-2018

← **October 2018** →

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |


Monday, October 08 6 available

9:00 am - 9:30 am
Colden Hall 2920 30m

9:30 am - 10:00 am
Colden Hall 2920 30m

[BACK](#) [CONTINUE](#)

Step 5: Indicate the reason for your appointment, and click “CONFIRM.”

 **Jamie Campbell**
Instructor, NW Academic Advisor, NW Professional Advisor, NW Secondary Advisor, NW Service Provider - Basic

Date and Time
Monday, October 08
9:00 am – 9:30 am

Location
Colden Hall 2920
Knock and wait

Reason for Visit
First-year advising [Change](#)

If you want, tell us a little bit about what's going on so we can help
I would like to discuss my schedule for Spring.

[BACK](#) [CONFIRM](#)

For assistance on making appointments in Northwest Success 360,
stop by the Student Success Center, 2nd floor, Owen’s Library.

Updated 10-8-18