Using Virtual Drop-Ins in the Advising, Retention and Career Center

Prior to Checking-In

1. On a laptop or computer, open Microsoft Teams using your UWEC account. This is how the advisor will contact you for the drop-in meeting. You can access Teams by visiting http://teams.uwec.edu. Using Microsoft Teams will allow you and the advisor to share screens.
2. If you do not have access to a computer (or the computer does not have a microphone), the drop-in advisor will call you at your mobile number listed on CampS. Please ensure that your phone number in CampS is up-to-date (https://www.uwec.edu/blugold-central/academic-planning/registration-changes/update-information/) – we want to reach you and not someone else!
3. Please keep in mind that the advisor you work with on drop-ins may not be your assigned advisor.

Checking-in for Drop-Ins

1. Log in to Navigate at https://uwec.campus.eab.com
2. Click on Schedule An Appointment or Use Drop-Ins
3. Select “View Drop-In Times” under “Other Appointment Options”
4. Select “Advising” under “What type of appointment would you like to schedule?” Then select the reason (“Service”) for seeking assistance from an advisor. Once you have selected a reason, select “Find Available Time”.
   a. Please note, some reasons require an appointment with your advisor and are not available for drop-ins. The following services are available for drop-ins:
i. Change Schedule-Add/Drop/Swap
ii. Registration Problems
iii. Transfer Questions
iv. Withdrawing from UW-Eau Claire
v. Other

b. If you are looking for assistance changing your major/minor, doing major/career exploration, degree planning, registration planning/PAC, planning study abroad/NSE, please schedule an appointment with your advisor.

5. Select “ARCC Drop-Ins”
6. Select "Check-in with first available". You are not able to choose a specific advisor to see.
   a. Note: If the “Check-in with first available” button does not appear, it means that there are no drop-ins currently available. To find latest drop-in time information, please visit our Blugold Insider page at https://universityofwieauclaire.sharepoint.com/sites/arcc/Pages/Students.aspx

7. You will then be brought to a confirmation page. An advisor will reach out to you via Microsoft Teams. If you are not logged in to Microsoft Teams, an advisor will reach out to you via the mobile phone number listed in CampS.
   a. Note: During busier times of the semester (especially the first two weeks and during priority registration) our office experiences heavy use of drop-ins. Please be patient as advisors work to reach out to you.
8. If you need to cancel your drop-in, you can click “Check Out” under your current visits on your Navigate home page.