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

Why Virtual Drop-Ins during the COVID-19 Pandemic?

The Advising, Retention and Career Center serves nearly all undergraduate students at UW-Eau Clare. Due to the nature of drop-ins and the configuration of our physical space virtual drop-ins are the safest for both students and staff.

Prior to Checking-In

1. On a laptop or computer, open Microsoft Teams using your UWEC account. This is how the advisor will contact your 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 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 the 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 “Advising” under “What type of appointment would you like to schedule?” Then select the reason for seeking assistance from an advisor. Once you have selected a reason, select “Next”.
   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.

4. Select “ARCC Drop-Ins” under “What location do you prefer?”
   a. **Note:** If you do not see “ARCC Drop-Ins” you likely selected an option that is not available for drop-in service. You are welcome to select “ARCC Virtual/Phone Appointment” to schedule an appointment with your assigned advisor.

5. Select “Next”.

![Schedule Appointment](image1)

![Schedule Appointment](image2)

![Schedule Appointment](image3)
6. Select “Drop-in Online” next to First Available Staff. You are not able to choose a specific advisor to see.
   a. **Note:** If the “Drop-in Online” 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](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.