

# Academic Advising at WMU



Orientation**2025**

# **Academic Advising at Western Michigan University**

Orientation 2025

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Assistant Dean of Academic Advising

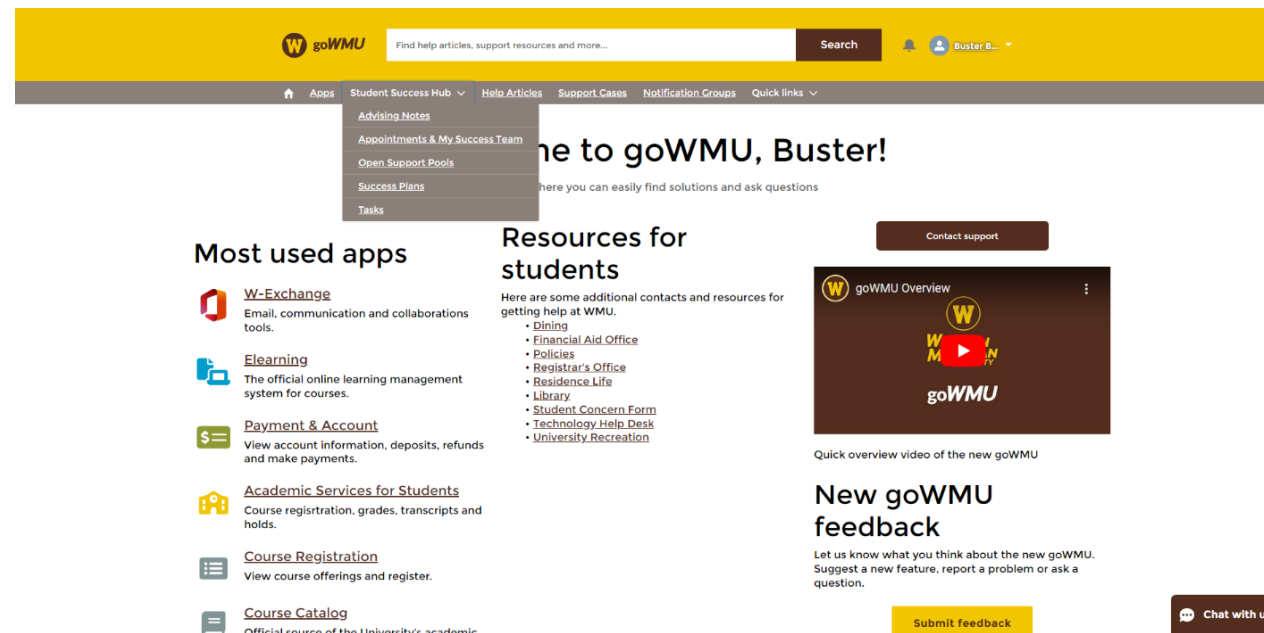
[wmich.edu/advising/contact](http://wmich.edu/advising/contact)

# **Using the Student Success Hub**

Orientation 2025

# Where can I find the Student Success Hub?

- Log in to goWMU with your Bronco NetID and password
  - Select “Student Success Hub” from the dropdown



# Menu Drop-down Options

- Advising Notes
  - View notes from advisors from previous meetings
- Appointment and My Success Team
  - Home page; view team members, appointments or schedule appointments
- Open Support Pools
  - Schedule an appointment with support staff that are not on your team
- Success Plans
  - View success plans assigned to you by support staff
- Tasks
  - View individual tasks or tasks from support plans assigned to you

🔔
👤 Buster B...

[Home](#)
[Apps](#)
[Student Success Hub](#)
[Help Articles](#)
[Support Cases](#)
[Notification Groups](#)
[Quick links](#)

## Advising Notes

Notes made by your advisors and members of your success team.

All Advising Notes ▾

1 item • Sorted by Subject • Filtered by All advising notes

	Subject ▴	Created By	Created Date	Note	
1	Degree Plan	CFC Andrew Advisor	3/6/2023, 3:57 PM	Met with student to modify degree plan. Assigned task to attend professor's office hours.	🗲

🔔
👤 Buster B...

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## Success Plans

Success plans and tasks may be assigned to you by members of your success team to help you succeed, thrive and prosper.

### My Success Plans

Plan Name	Status	Tasks	Created Date
Post-midterm success	Open	2	3/7/2023, 9:11 AM

[View All](#)

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## Tasks

Tasks may be assigned to you by members of your success team to help you remember important appointment follow-up actions and other items to help you succeed, thrive, and prosper in your journey

TODAY IS THURSDAY, APRIL 27, 2023

▾ No Due Date ②

Subject	Success Plan	Status	Priority	Due Date	
<input type="radio"/> Bronco Study Zone	Post-midterm success	Not Started	High		🗲
<input type="radio"/> Peer Coach	Post-midterm success	Not Started	High		🗲

▾ Completed ①

Subject	Success Plan	Status	Priority	Due Date	
<input type="radio"/> Attend Office Hours		Completed	Normal	3/31/2023	🗲

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# • Advising Notes

- View notes from advisors from previous meetings

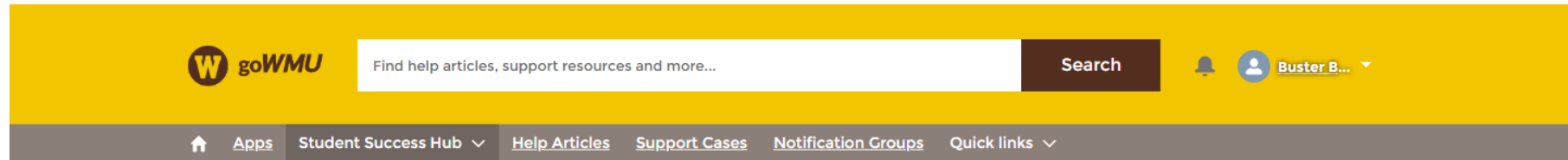
# • Success Plans

- View success plans assigned to you by support staff

# • Tasks

- View individual tasks or tasks from support plans assigned to you
- Update progress or status of tasks as you complete them

# Open Scheduling



## Open Scheduling for Advising and Student Success Services

You may schedule an appointment at any time with the following advising and success teams. Select an open support pool below to schedule an appointment with an available staff member.

Not sure which academic advisor to meet with?

[View Academic Advisors by Major and Minor](#)

### Open Support Pools

Pool Name

[Arts and Sciences Advising Team](#)

[Aviation Advising Team](#)

[Business Advising Team](#)

[Career and Student Employment Services](#)

# Open Support Pools

The screenshot shows the goWMU website interface. At the top is a yellow header with the goWMU logo, a search bar, and a user profile dropdown for 'Buster B...'. Below the header is a navigation bar with links: Home, Apps, Student Success Hub, Help Articles, Support Cases, Notification Groups, and Quick links. The main content area is titled 'Open Scheduling for Advising and Student Success Services'. It includes a paragraph stating that users can schedule appointments with advising and success teams. Below this is a yellow button labeled 'View Academic Advisors by Major and Minor'. The section 'Open Support Pools' lists several teams: Arts and Sciences Advising Team, Aviation Advising Team, Business Advising Team, and Career and Student Employment Services.

**Open Scheduling for Advising and Student Success Services**

You may schedule an appointment at any time with the following advising and success teams. Select an open support pool below to schedule an appointment with an available staff member.

Not sure which academic advisor to meet with?

[View Academic Advisors by Major and Minor](#)

**Open Support Pools**

Pool Name

- [Arts and Sciences Advising Team](#)
- [Aviation Advising Team](#)
- [Business Advising Team](#)
- [Career and Student Employment Services](#)

- Schedule an appointment with support staff that are not on your assigned team
- Meet with academic advisors for other majors and colleges
- Schedule appointments with other student services, including:
  - Career and Student Employment Services
  - Lee Honors College
  - Navigation Specialists
  - Signature Project



# Meeting with Academic Advisors

The screenshot shows the goWMU website interface. At the top is a yellow header with the goWMU logo, a search bar, and a user profile dropdown for 'Buster B...'. Below the header is a navigation bar with links: Home, Apps, Student Success Hub, Help Articles, Support Cases, Notification Groups, and Quick links. The main content area has a title 'Open Scheduling for Advising and Student Success Services'. Below the title is a paragraph: 'You may schedule an appointment at any time with the following advising and success teams. Select an open support pool below to schedule an appointment with an available staff member.' This is followed by the text 'Not sure which academic advisor to meet with?' and a yellow button labeled 'View Academic Advisors by Major and Minor'. Below this is a section titled 'Open Support Pools' with a table listing various advising teams.

Pool Name
<a href="#">Arts and Sciences Advising Team</a>
<a href="#">Aviation Advising Team</a>
<a href="#">Business Advising Team</a>
<a href="#">Career and Student Employment Services</a>

- Before scheduling an appointment, use the “View Academic Advisors by Major and Minor” to confirm who you should meet with
- Identify the designated advisor for the major or minor you are interested in, then schedule with them

# SSH Home Page

## Student Success Hub

Welcome to the Student Success Hub! Schedule appointments with the members of your student success team and view your advising notes, success plans, tasks, alerts and more.

[View my advising notes](#)[View my success plans](#)[View my tasks](#)[Open Support Pools](#)

## Appointments

[Schedule an Appointment](#)

[Upcoming](#) [Past](#) [Cancelled](#)



No appointments to show.

Something on your mind? Schedule an appointment to speak with someone.

## My success team



Success Team  
All Members



List



[CFG Andrew Advisor](#)  
SENIOR ACADEMIC ADVISOR  
Primary Advisor of Record



[CFG Gabe Advisor](#)  
HONORS ADVISOR  
Academic Advisor

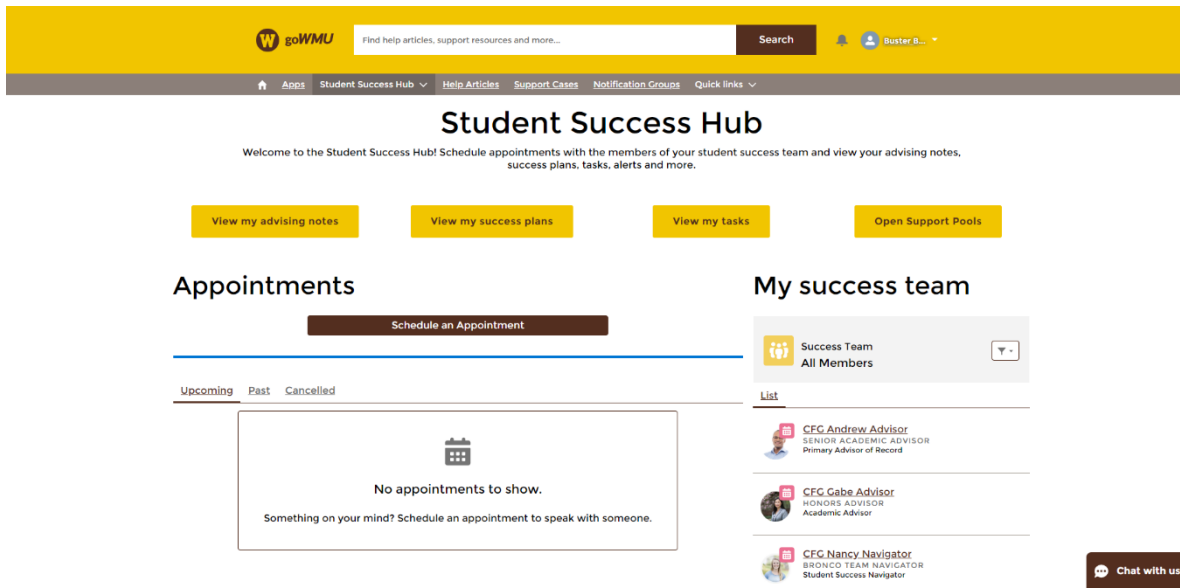


[CFG Nancy Navigator](#)  
BRONCO TEAM NAVIGATOR  
Student Success Navigator



Chat with us

# Home Page



- Accessed from the SSH dropdown menu, then selecting “Appointments & My Success Team”
- View upcoming, past, and canceled appointments
- Schedule new appointments
- View members of your success team and their info
- Access advising notes, success plans, tasks, and open support pools
- Provide feedback for the Student Success Hub

# How to Schedule Appointment

- 1. Navigate to SSH and click on **Appointments & My Success Team**
- 2. Click **“Schedule an Appointment”** A dark blue rectangular button with the text "Schedule an Appointment" in white.
- 3. Click **“Assigned”** to view your success team
  - You can also search for any support staff assigned to you
- 4. Select the support staff member you would like to meet with
- 5. Select a topic and a subtopic for the meeting you are scheduling
- 6. Select a date and time for your meeting
  - Make note of the type of meeting: **Drop-In, Scheduled, Group**
- 7. Confirm the meeting information on the **“Confirm Appointment”** page
- 8. If there are multiple locations offered, select the desired option from the list to finish scheduling your appointment


# Selecting Support Staff

Schedule an Appointment

Who would you like to meet with?

Search for a person or team...

Recent Assigned Teams

 CFG Andrew Advisor →


Schedule an Appointment


Who would you like to meet with?


Search for a person or team...


Recent Assigned Teams

All To... ▼

 CFG Andrew Advisor  
*Primary Advisor of Record* →

 CFG Gabe Advisor  
*Academic Advisor* →

 CFG Nancy Navigator  
*Student Success Navigator* Not Available

 CFG Paulo Peer  
*Peer Navigator* Not Available

## Recent

- Anyone you have met with recently
- This may not have any options

## Assigned

- Any support staff assigned directly to you
- You will find your peer navigators and advisors here


Schedule an Appointment


Who would you like to meet with?


Search for a person or team...


Recent Assigned Teams


All To... ▼


 Arts and Sciences Advising Team →

 Aviation Advising Team →

 Business Advising Team →

 Career and Student Employment Services →

 Education and Human Development Advising Team →

 Engineering and Applied Sciences Advising Team →

## Teams

- Open scheduling with advisor pools
- Meet with advisors from other departments
- Check for the college's designated advisor(s) for the major/minor you are interested in **before** scheduling an appointment

# Selecting an Appointment

Back

Select a Topic

With CFG Andrew Advisor

Academic Advising +

Career +

Wellness +

Select a Topic

With CFG Andrew Advisor

Academic Advising —

Degree Planning →

Course Authorization →

Semester Check In →

Course Challenges →

Graduation Audit →

Undergraduate Research →

Readmission and Probation →

New Student Advising →

## Select a Topic

- The main reason for the appointment

## Select a Subtopic

- View available subtopics by selecting a topic
- Select specific meeting topic based on your needs

Back

Select Date and Time

With CFG Andrew Advisor

Availability starts on Apr 27

Thursday, April 27, 2023

8:00 AM to 6:00 PM EDT Drop-In  
CFG Andrew Advisor  
Senior Academic Adv... 3 Locations

9:00 AM to 12:00 PM EDT Drop-In  
CFG Andrew Advisor  
Senior Academic Adv... 2 Locations

Friday, April 28, 2023

8:00 AM to 6:00 PM EDT Drop-In  
CFG Andrew Advisor  
Senior Academic Adv... 3 Locations

8:30 AM to 9:00 AM EDT Scheduled  
CFG Andrew Advisor  
Senior Academic Adv... 3 Locations

## Select Date and Time

- Select a time for the appointment
- Choices are separated by dates
- Keep note of the appointment types

## Appointment Types

- Drop-in – Cannot be scheduled; first-come, first-serve
- Scheduled – One-on-one appointment on a specific day/time
- Group – Multiple students will attend the same appointment

# Confirming an Appointment

- Confirm appointment topic, time, and support staff
- Enter any comments relating to the appointment
- Select a location for the appointment
  - Virtual appointments are accessed via weblink
  - Appointment link available on the SSH homepage

Upcoming   Past   Cancelled

SCHEDULED APPOINTMENT



**Semester Check In**  
FRIDAY, APRIL 28, 2023  
8:00 AM to 8:30 AM  
CFG Andrew Advisor  
WEB MEETING

Add Comments

Reschedule or Cancel

Join Web Meeting


Back

Confirm Appointment

Degree Planning


Scheduled

With


**CFG Andrew Advisor**  
Senior Academic Advisor

What would you like to talk about?


Select a location

Bernhard Center  
151  
Main, Bernhard,  
151

Schedule In-Person  
Appointment

By phone

Schedule Phone  
Appointment

Web Meeting

Schedule Virtual  
Appointment

# Questions?

Thank you.