Student Scheduling an Appointment in Navigate
Scheduling an Appointment Step by Step

1. Go to **Navigate Student**

2. Select the **Appointments** Tab

3. Click **Schedule an Appointment** icon on the right side of the screen. The **New Appointment** page will open.

4. What can we help you find?
   1. Choose the type of **Appointment**
      a. Admissions & Records, Disability Services, Financial Aid, Military and Veterans Services, Nursing or Student Services
   2. Choose the **Support Service**
      a. A different service will appear for each department. Example: if Admissions & Records was selected for appointment then the Service drop down selection would be Add or Drop Class, Admissions and Application, College Everywhere, Community First, etc.
   3. Pick a **Date**
      a. You can choose to skip this.
   4. Click **Find Available Time**
   5. Using the filter panel on the left side of the screen, narrow appointment options. Filter by staff name, location, and course and adjust those filters as needed. The main panel updates to reflect filtering automatically.
   6. Select a **time** from the available list or select a **staff member** from the list of available names.
      a. If a staff member is chosen, the appointment list will only show the time slot that the staff member has available.
   7. **Review Details**
   8. Click **Schedule**

For questions, please contact:

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