Making an Appointment Through Navigate Student

*Student View*

Students can make appointments with anyone in their Success Network as long as that faculty/staff member has set up availability. To make an appointment, log into your Navigate Student app.

This is the home screen of the Navigate Student app. To begin making setting up an appointment, click on the *Appointments* icon:

On this screen you will see any upcoming or past appointments you have made through the Navigate Student app. If your advisor or another staff member has made an appointment with you through the Navigate platform, those appointments will also show on this screen.

To create a new appointment, click *Schedule an Appointment*.
The app will then ask you a series of questions about the appointment you’re trying to create:

1. **What type of appointment would you like to schedule?**

   Hit *Select* to see what options are available to you through the app. Types of appointments available to you depend on which of your campus connections have set up availability for appointments through the Navigate system.

   Below is an example of what you may see:

   ![Appointment scheduling screen](image)

   If you don’t see any options listed, none of your campus connections have set up availability for you to make an appointment with them in the Navigate Student app.

2. **Choose from the following appointment options.**

   The app will then prompt you to choose the reason you want an appointment. Here, you are able to only select one reason type, so choose the option that best relates to why you want to meet.

   ![Appointment options screen](image)
Once you select your reason, the app will show you a summary of the options you have selected up to this point. You can always click on *Edit* to go back and change your selection.

To go to the next screen, click *Continue to Next Step*.

3. **What location do you prefer?**

Next, you will need to select the location of where you would like your meeting. Most faculty and staff on campus will only have one location option. If your campus connection has multiple offices, you may be able to choose your location.

Below is an example of what you may see:

If you have more than one campus connection related to the type of appointment you’re choosing, you will be able to select which person you want to make an appointment with at this time. (Example: If you want to make an advising appointment and have two advisors, you can select with which person you want to make the appointment.)
4. Available Times

Finally, select the appointment time that works best for you. You can select the day, time of day (before noon or after noon), and then a specific time.

Note: The app will not allow you to schedule an appointment during a time where you should be in class.

If you selected a type of an appointment that does not currently have any availability, scroll through the next upcoming weeks to see if future weeks have open appointment slots.

If you are not finding any open appointment times, you can also view the walk-in times your campus connection is available:

5. Confirm your appointment details

The last screen you will view shows a summary of the appointment you are about to schedule. Add in a brief description of what you want to discuss in the Comments section.

When you’re ready to book the appointment, click Confirm Appointment.