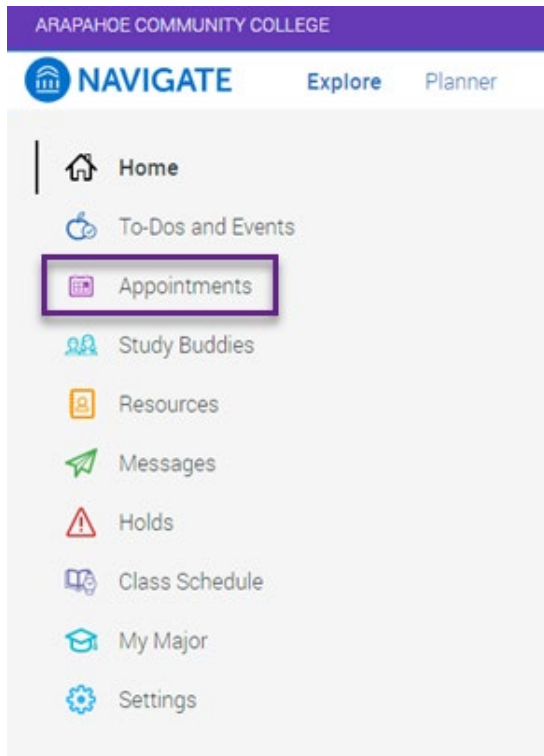
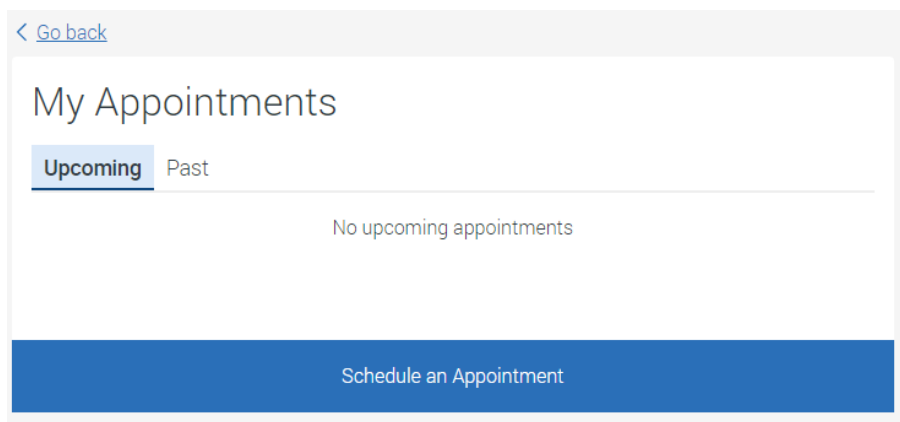


Scheduling an Appointment in Navigate

1. Log in to [Navigate](#)
 - a. If at any time you need technical assistance with Navigate, please use the question mark icon in the upper right corner to request "Technical Help." In the mobile app, "Technical Help" is under "Settings".
2. Select Appointments



3. Click "Schedule an Appointment"
 - a. Note: between some of the following steps you will be asked to confirm your selections, these screenshots are not included below.



4. Click "Select"

The screenshot shows the 'Appointment Scheduling' interface. At the top, there is a 'Go back' button on the left and an 'Exit' button on the right. Below the title, there are four tabs: 'Reason' (which is selected and underlined), 'Location & Staff', 'Available Times', and 'Confirm'. The 'Reason' section contains a text input field with the placeholder text 'What type of appointment would you like to schedule?'. To the right of this field is a 'Select' button with a right-pointing arrow, which is highlighted with a purple square.

5. There are several options under "what type of appointment". Please note that not all options may be available for appointments. If you do not see a department, please contact the department directly or use the question mark icon in the upper right corner of Navigate to request "Technical Help."
- Advising – schedule an appointment or view drop-in availability with your academic advisor
 - Career & Transfer – schedule an appointment or view drop-in availability with a Career & Transfer advisor to discuss career planning or transferring to a 4-year institution
 - Disability Access Services – schedule an appointment with Disability Services to discuss accommodations
 - Financial Aid – schedule an appointment with Financial Aid
 - High School (Concurrent Enrollment) – if you are a high school student, schedule an appointment with a Concurrent Enrollment Specialist
 - Instruction & eLearning – schedule an appointment with your professor or with eLearning to get help with D2L.
 - Tutoring, Labs & Bookstore - schedule an appointment or view drop-in availability with various [areas of tutoring](#) (i.e., Math, Writing Center, Art & Design, Biology Study Lab, Student Success Center, etc.), to gain access to one of the labs (i.e., computer, ceramics, etc.) or other services.
 - Veteran Services – if you are connected to the military, schedule an appointment with a staff member for assistance

The screenshot shows the 'Appointment Scheduling' interface. At the top, there is a 'Go back' button on the left and an 'Exit' button on the right. Below the title, there is a 'Back to Reason' button. The main content area contains a text input field with the placeholder text 'What type of appointment would you like to schedule?'. Below this field, there are two radio button options: 'Advising' and 'Tutoring & Labs'. A vertical scrollbar is visible on the right side of the list.

6. Some of the above selections may further breakdown options as a "category" based on subject or type of service offered.

The screenshot shows the 'Appointment Scheduling' page. At the top right is an 'X Exit' button. Below the title is a '< Back to Reason' button. The main content area is titled 'Pick a Service Category' and contains three radio button options: 'Art & Design', 'Biology Study Lab', and 'Computer Lab Access'. A vertical scrollbar is visible on the right side of the options list.

7. Once you have selected the area and service, it is time to select the appointment type. Please note that appointment types vary by area. Some appointment types will be restricted based on your course schedule, location service is available, or advisor/staff assignment.

The screenshot shows the 'Appointment Scheduling' page. At the top right is an 'X Exit' button. Below the title is a '< Back to Reason' button. The main content area is titled 'Pick a Service for your Appointment' and contains a single text input field.

8. Select the location and/or staff for your appointment. These options will vary depending on availability of service.

The screenshot shows the 'Appointment Scheduling' page. At the top right is an 'X Exit' button. Below the title is a progress bar with four steps: 'Reason' (with a question mark icon), 'Location & Staff' (with a person icon and highlighted in blue), 'Available Times' (with a calendar icon), and 'Confirm' (with a checkmark icon). Below the progress bar is the title 'Location & Staff'. The main content area is titled 'Pick a Location for your Appointment' and contains a text input field. To the right of the input field is a purple-bordered button with a right-pointing chevron and the text 'Select'.

This is an example of locations and is not a complete list.

Appointment Scheduling

✕ Exit

[← Back to Location and Staff](#)

Pick a Location for your Appointment

- Littleton Art & Design
- Littleton Student Success Center/Computer Lab
- Parker Campus
- Sturm Collaboration Campus

9. Select the day and time that meets your availability. Days with a number in parentheses reflect the number of available time slots. Selecting "Previous Week", "Next Week", "Before noon" or "After noon" may provide other options. Please note: some appointments may be a "group appointment" meaning more than 1 person, within a designated limit, may schedule for that time.

Appointment Scheduling

✕ Exit

[Reason](#)

[Location & Staff](#)

[Available Times](#)

[Confirm](#)

Available Times

! This is a group Appointment.

Selected day and time Jun 30 @ 1:00 PM

[← Previous Week](#)

[Next Week >](#)

| | | | | | | |
|------------------|------------------|-------------------------|--------------------------|------------------|------------------|------------------|
| SUN 28 Jun | MON 29 Jun | TUE 30 Jun (6) | WED 01 Jul (10) | THU 02 Jul | FRI 03 Jul | SAT 04 Jul |
|------------------|------------------|-------------------------|--------------------------|------------------|------------------|------------------|

[Before noon](#) **[After noon](#)**

[12:00 PM](#) [12:30 PM](#) **[01:00 PM](#)** [01:30 PM](#) [02:00 PM](#) [03:30 PM](#)


Continue to Next Step





10. Example of details for your appointment. Select "Confirm Appointment" to complete scheduling.

Appointment Type Scheduled


One Time Appointment


Tue, Jun 30


1:00 - 1:30 pm



Staff or Department

 Littleton Art & Design

Additional Details:

This information will vary and may include:
A URL or phone number on how to access your appointment
Special instructions on how to access a lab or what to have prepared for your appointment.

Anything specific you want to discuss?

Comments for your ...

If you are meeting with a staff member, add a couple of sentences on what you would like discuss during your meeting.

Appointment Reminder

- Send email to

your student email
- Send text message

Add Phone number:

your mobile number

Confirm Appointment


Did you know?

Navigate also has a mobile app. Download the app in the [Apple App Store](#) or [Google Play Store](#) and [Navigate](#) your way to academic success.


Virtual Check-In

Scheduled appointments are visible in Appointments, in the Upcoming Appointments section. The Check-in Online button appears on the day of the scheduled appointment from midnight until the scheduled end time of that appointment.

Upcoming Appointments



[Academic Challenges](#)
With Andrew McCarrell
06/19/2020 4:30pm ET
[Check-in Online](#)



[AService with Course, English](#)
5 attendees
06/20/2020 2:30pm ET
Online Check-in is Not Available

Once the button is clicked, a notification will appear informing you that you have checked in and to look out for an email, text, or phone call. Please note: the current notification is not configurable, please follow the information that was included in your appointment notification/reminder.

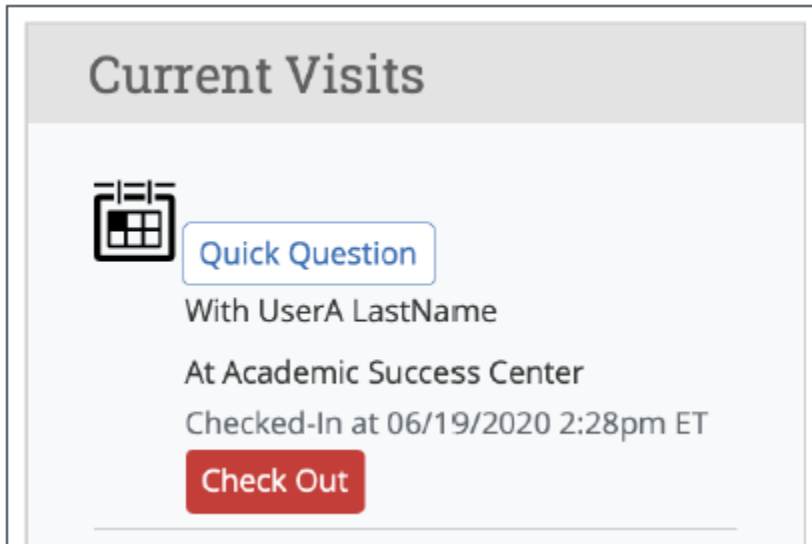
CHECK-IN NOTIFICATION

You have checked in to see Andrew McCarrell for Academic Challenges.
Look out for an email, text, or phone call for next steps!

Okay, got it!

Checking Out of Drop-ins or Appointments

In Appointments, look for "Current Visits" or "Active". When you have completed your visit, click the "Check Out" button.



Once the button is clicked, a notification will appear informing you that you have checked out.

