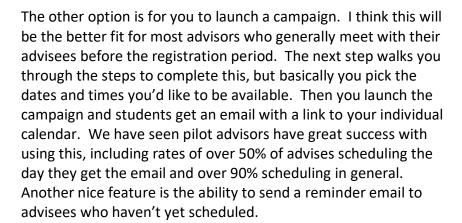
There are two ways you can use the scheduling function in Navigate. The first is just called appointments. This works by having you sync your calendar, and then adding available times for the entire semester. This option will not be the best choice for all instructors, as they do not schedule appointments during the course of the entire semester. Further, students will need to know to use the 'workflow' to find you for an appointment. This means you would need to educate them to follow the path below to find your calendar.

Advising->Academic Planning/Concern->My Faculty's Office->Your name
With regular appointments you can't just send them your personal calendar, they will need to login to the system or have the app (launching this summer) to schedule an appointment.

With all that said, I will share that the Academic Advising Center and other on campus offices successfully used the system to schedule over 4,000 appointments during the Fall 2019 semester. So...students do figure it out.



Schedule an Appointment

Quick Links

Take me to...

School Information

Upcoming Appointments

You have no upcoming appointments.

Your Success Team

Step 4a walks you through how to set up appointments if you'd like to go that route. Step 4b walks you through how to set up campaigns. Please note that you can choose to use neither option, or both, if it works for you.