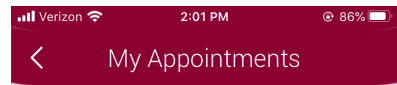
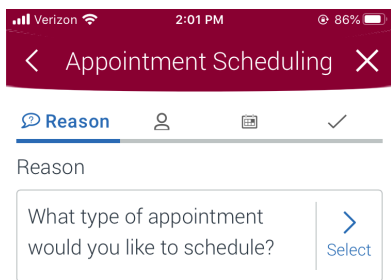
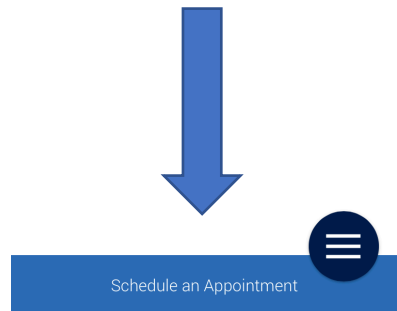


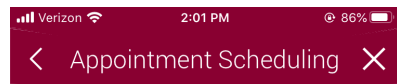
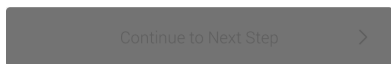
Step 1: Click on the Appointment tab in the Navigate app



Step 2: Click on "Schedule an Appointment"

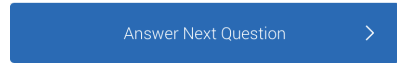


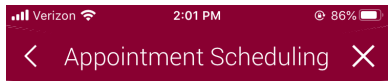
Step 3: Click on "Select"



Step 4: Click on "Advising"

Step 5: Click on "Answer Next Question"





[< Back to Reason](#)

Choose from the following options and click Next.

General Academic Advising

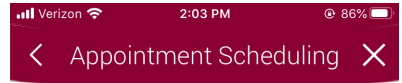
Graduation Audit



Step 6: Click on "General Academic Advising"



Step 7: Click on "Done for Reason"



[Reason](#)

Reason

What type of appointment would you like to schedule?

Advising

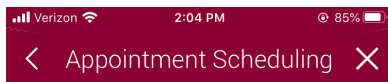
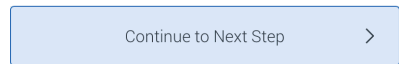
[> Edit](#)

Choose from the following options and click Next.

General Academic Advising

[> Edit](#)

Step 8: Click on "Continue to Next Step"



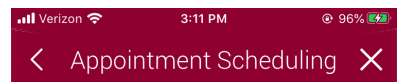
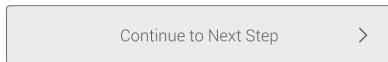
[Location & Staff](#)

Location & Staff

What location do you prefer?

[> Select](#)

Step 9: Click on "Select"

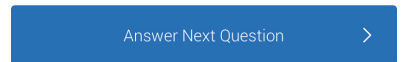
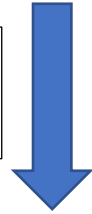


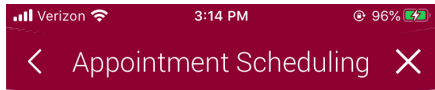
[< Back to Location and Staff](#)

What location do you prefer?

FIRST AND SECOND YEAR ADVISING

Step 10: Click on "Answer Next Question"





[Back to Location and Staff](#)

Who would you like to meet with? You may choose more than one person.

(select one or more)

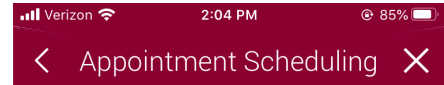
Lauren (Your Staff)

Step 11: Click on your advisor's name



Step 12: Click on "Done for Location and Staff"

Done for Location and Staff >



[Location & Staff](#)

Location & Staff

What location do you prefer?

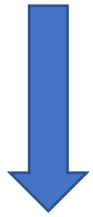
FIRST AND SECOND YEAR ADVISING

> Edit

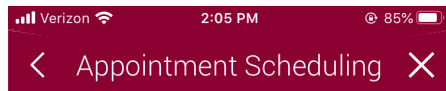
Who would you like to meet with? You may choose more than one person.

> Edit

Step 13: Click on "Continue to Next Step"



Continue to Next Step >



[Available Times](#)

Available Times

Selected day and time **Oct 6 @ 9:00 AM**

[Previous Week](#)

[Next Week](#)

SUN	MON	TUE	WED	THU	FRI	SAT
04 Oct	05 Oct	06 Oct	07 Oct	08 Oct	09 Oct	10 Oct
		(3)	(6)	(3)	(7)	

Before noon After noon

09:00 AM

Other Options

[View drop-in times](#)

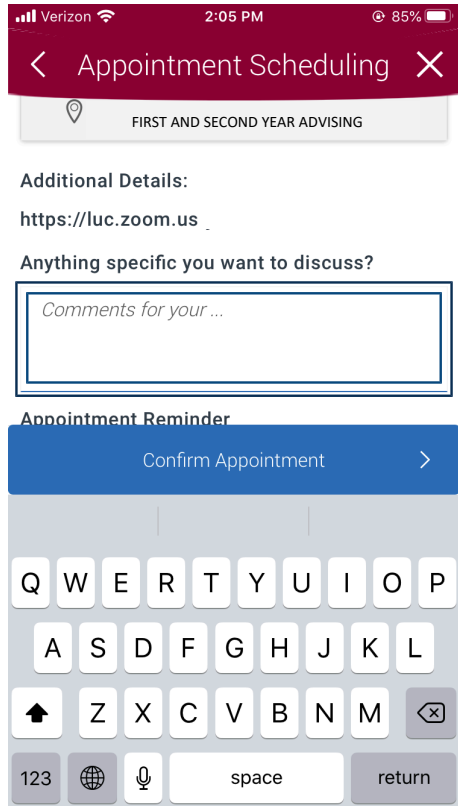
Step 14: Click on the date and time you would like your appointment to be



Continue to Next Step >

Step 15: Click on "Continue to Next Step"

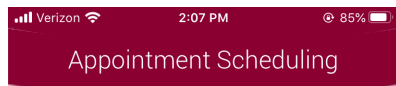





NOTE: If a zoom link is not present under "Additional Details", one will be emailed to you prior to your appointment.

Step 16: Type in what your appointment will be about

Step 17: Select "Confirm Appointment"



Appointment Scheduled
Great job scheduling your appointment!

 Schedule another appointment

 Done

Step 18: Select "Done" or "Schedule another appointment"

