How To Make An Appointment with Your Early Academic Coach

Here are the steps to make an appointment with your Early Academic Coach via Navigate:

1) Login to Navigate
   a) From this page, you should scroll down under “What is Navigate?” to the “Login to Navigate” button (in a red box)

2) Once logged in, you should see a blue “Make an Appointment/Drop-In” box on the right side of the screen. It is located under the Navigate logo and above the “Quick Links” box.

3) Once on the “New Appointment” page, you will then be asked questions. Answer them with the responses below:
   a) “What type of appointment would you like to schedule?”
i) “Academic Advising”

b) “Service”
   i) Choose either “Individual Advising” or “Group Advising”
   ii) This question is personal preference!

c) “Meeting Type”
   i) Another personal preference option. You can either select “In-Person” or “Virtual (eg Zoom)”

4) Once on the “New Appointment” page, you will then be asked questions. Answer them with the responses below.
   a) “Care Unit’
      i) Choose “Academic Advising”
   b) “Location”
      i) Choose “Early College Programs”
   c) “Meeting Type”
      i) You can either select “In-Person” or “Virtual (eg Zoom)”
   d) “Service”
      i) You can either select “Individual Advising” or “Group Advising.” This question is personal preference!
   e) “Course”
      i) You can leave that blank
On the right side of the screen, you should see my name “Zakrzewski, Samantha.” You would select that option. Once you click that option, a calendar will appear at the bottom of the screen showing the available days/times. You will then click on whichever one works best for you!

Select An Organizer

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<thead>
<tr>
<th>SELECT</th>
<th>ORGANIZER</th>
<th>AVAILABLE TIMES</th>
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<tbody>
<tr>
<td></td>
<td>Zakrzewski, Samantha</td>
<td><strong>For: Appointments/Drop-ins</strong> Mon 4:00pm - 4:45pm ET (FALL 2022)</td>
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<td><strong>For: Appointments</strong> Tue 12:15pm - 1:00pm ET (FALL 2022)</td>
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<td><strong>For: Appointments</strong> Wed 1:15pm - 2:00pm ET (FALL 2022)</td>
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<td><strong>For: Appointments</strong> Thu 4:00pm - 4:15pm ET (FALL 2022)</td>
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<td><strong>For: Appointments</strong> Tue 1:15pm - 2:00pm ET (FALL 2022)</td>
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<td><strong>For: Appointments</strong> Wed 2:30pm - 3:15pm ET (FALL 2022)</td>
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<td><strong>For: Drop-ins</strong> Tue 11:00am - 12:00pm ET (FALL 2022)</td>
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<td><strong>For: Appointments</strong> Thu 4:15pm - 4:30pm ET (FALL 2022)</td>
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<td><strong>For: Appointments</strong> Thu 4:30pm - 4:45pm ET (FALL 2022)</td>
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