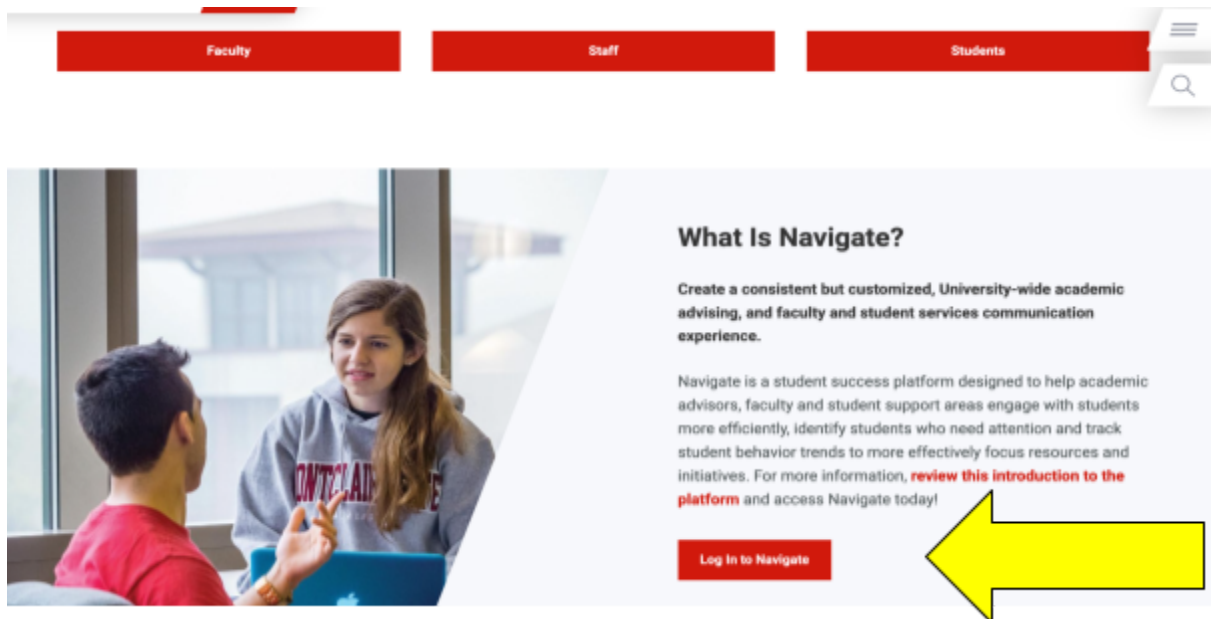


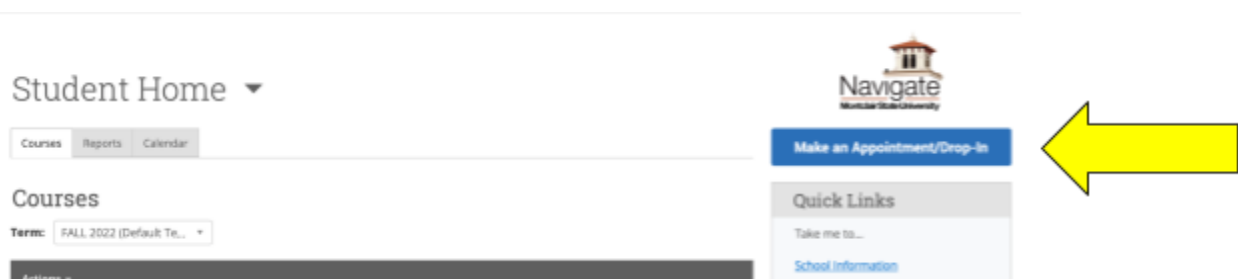
## How To Make An Appointment with Your Early Academic Coach

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)"


## New Appointment

### What can we help you find?

Below, you will find available options for scheduling an appointment. If you cannot find something that you are looking for, try the other appointment options to see available options for dropping in or requesting an appointment.

\*What type of appointment would you like to schedule?

\*Service

Pick a Date 

Thursday, September 29, 2022

[Find Available Time](#)

### Other Options

- [View Drop-In Times](#)
- [Meet With Your Success Team](#)

All times listed are in local browser timezone.

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

Care Unit

Academic Advising

Location

Early College Programs

Service

Please select a service

**Please select a service**

**These services do not require course**

- Early College Program - Individual Advising
- Early College Programs - Group Advising

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

SELECT	ORGANIZER	AVAILABLE TIMES
<input type="radio"/>	Zakrzewski, Samantha	<b>For: Appointments/Drop-Ins</b> Mon 4:00pm - 4:45pm ET (FALL 2022) <b>For: Appointments</b> Tue 12:15pm - 1:00pm ET (FALL 2022) <b>For: Appointments</b> Wed 1:15pm - 2:00pm ET (FALL 2022) <b>For: Appointments</b> Thu 4:00pm - 4:15pm ET (FALL 2022) <b>For: Appointments</b> Tue 1:15pm - 2:00pm ET (FALL 2022) <b>For: Appointments</b> Wed 2:30pm - 3:15pm ET (FALL 2022) <b>For: Drop-Ins</b> Tue 11:00am - 12:00pm ET (FALL 2022) <b>For: Appointments</b> Thu 4:15pm - 4:30pm ET (FALL 2022) <b>For: Appointments</b> Thu 4:30pm - 4:45pm ET (FALL 2022)