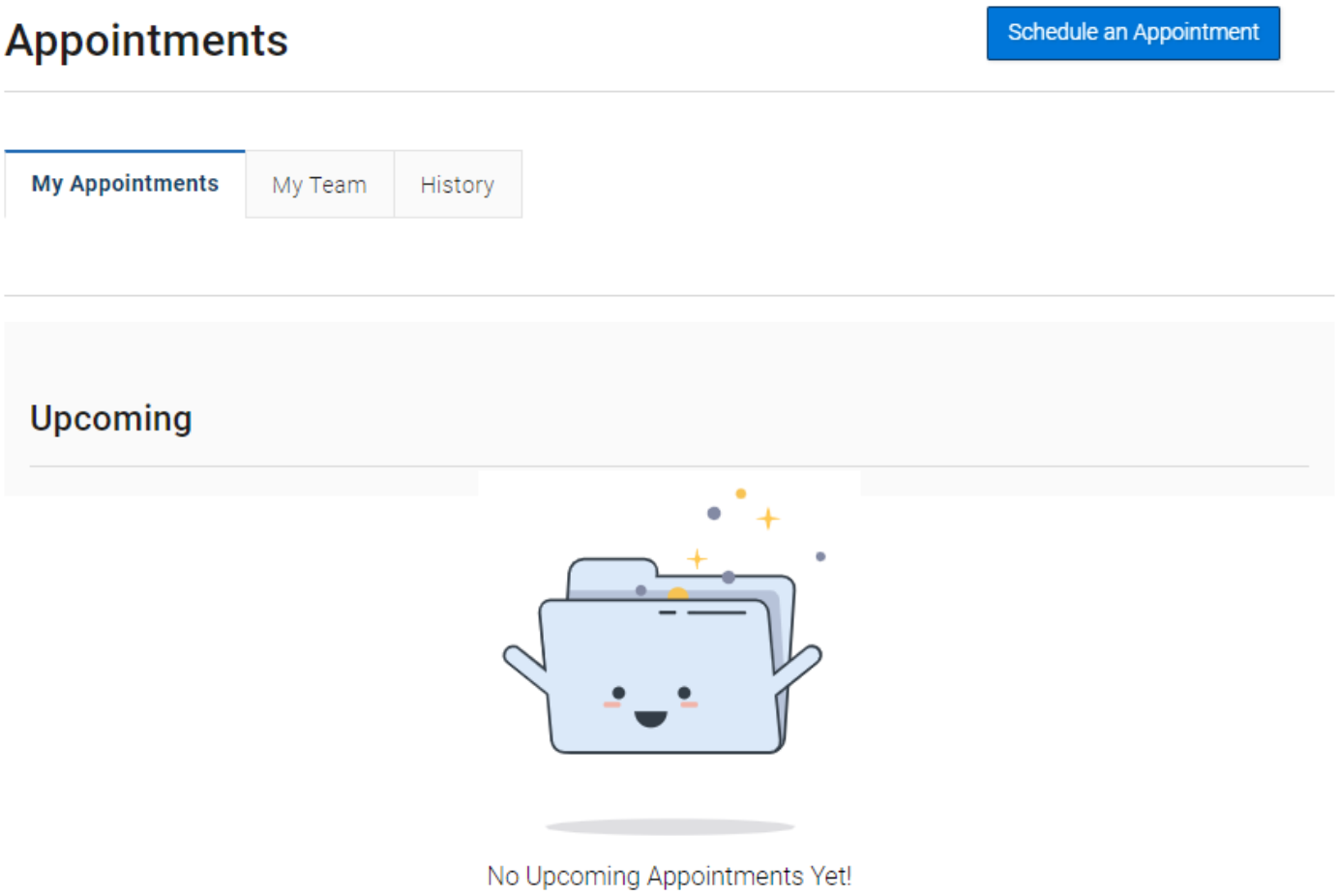
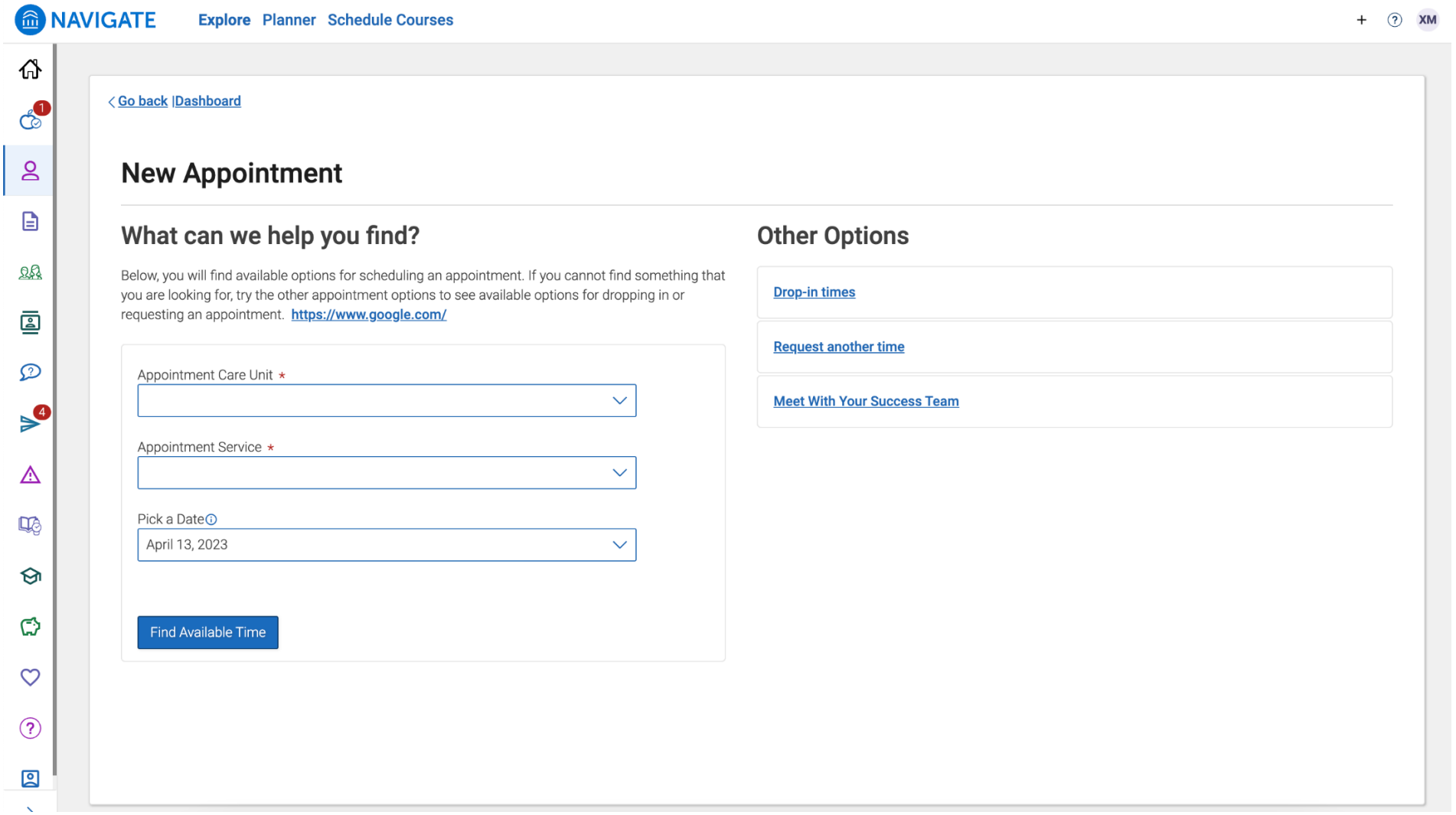
Scheduling a Tutoring Appointment in Navigate Student

Students can schedule appointments through the **Appointments tab** of their Navigate Student mobile app or desktop site.

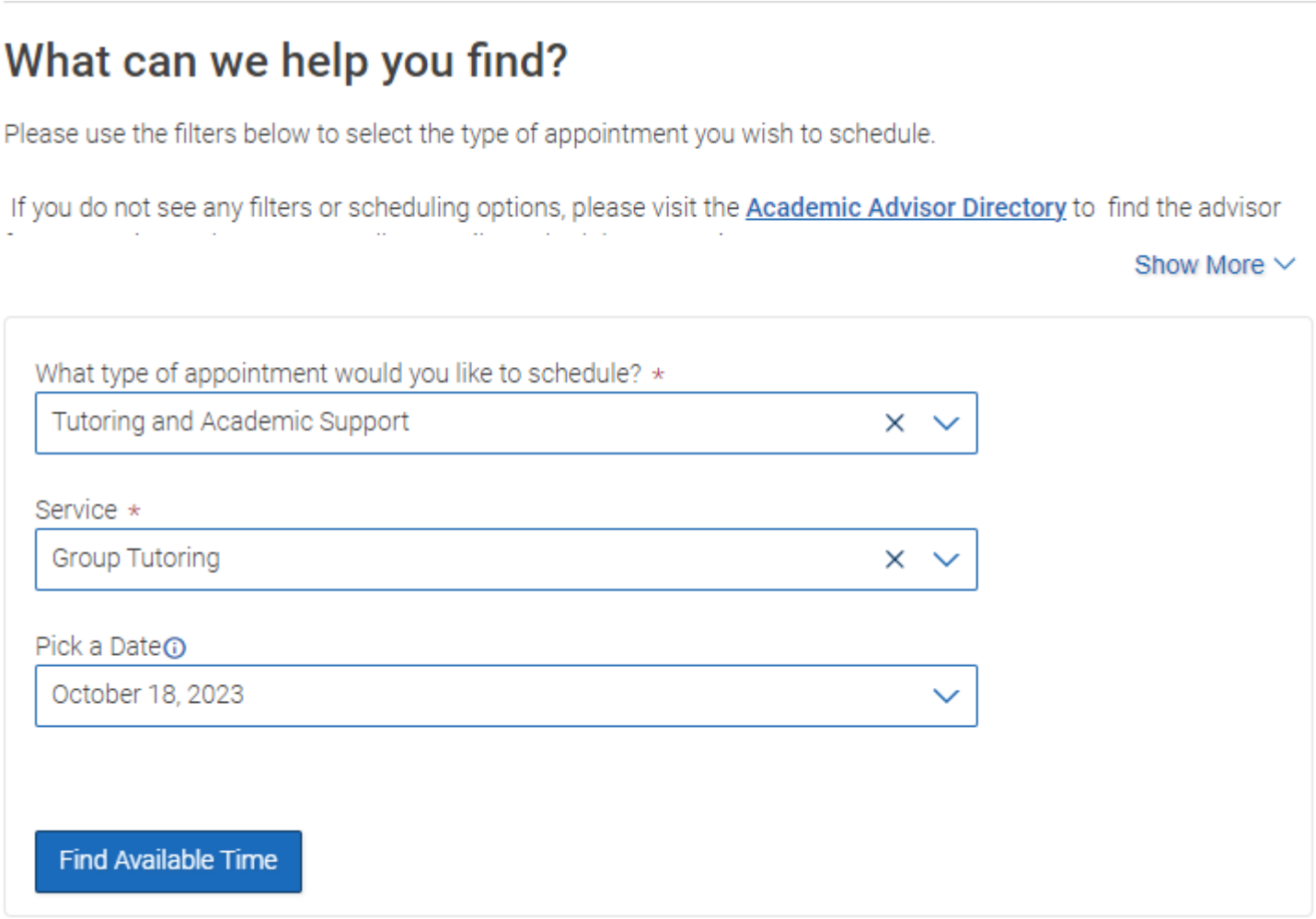


When students open the **Appointments** tab, they see a list of their upcoming appointments and appointment requests in the **Upcoming** panel. View past appointments by choosing the **History** tab.

To get started, click the **Schedule an Appointment** button. The **New Appointment** page opens.

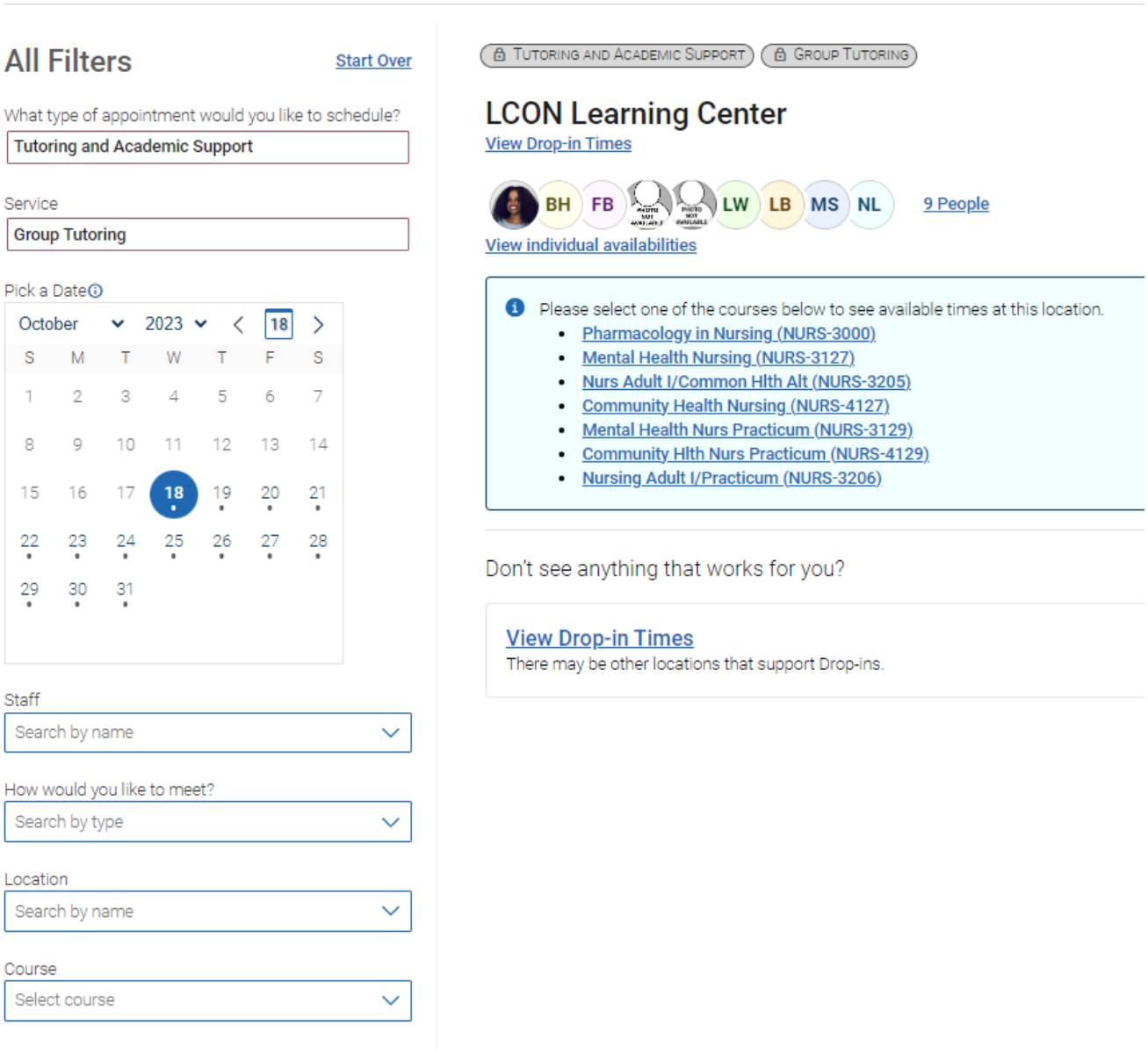


Students should choose the **Tutoring and Academic Support** option from the first dropdown menu and **Group Tutoring** or **Help With One of My Classes** option from the second dropdown menu.



After making these selections, the student chooses a date and clicks **Find Available Time**.

When the next page appears, students then chooses which course they would like to schedule a tutoring appointment for.



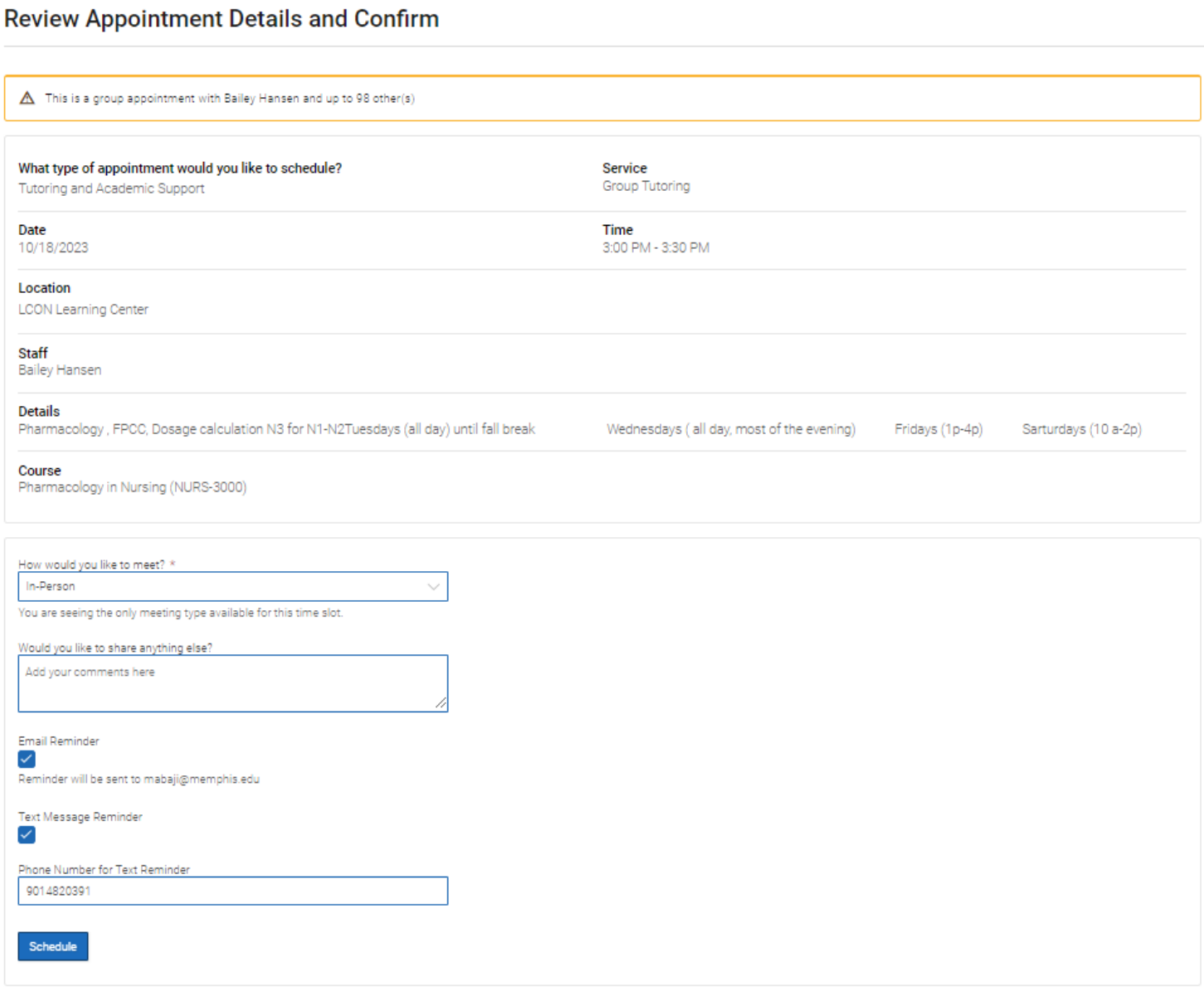
Important. When the student selects a date, the scheduling feature shows appointments from the start date until 30 days after the start date. Dates with available appointments will have a dot underneath them in the date picker calendar.

Students can select one of the time slots from the list. Students can also select the link that says **# People** to open a list of available tutors.

If the student chooses a tutor from the list, the appointment list shows only time slot that the tutor has available.

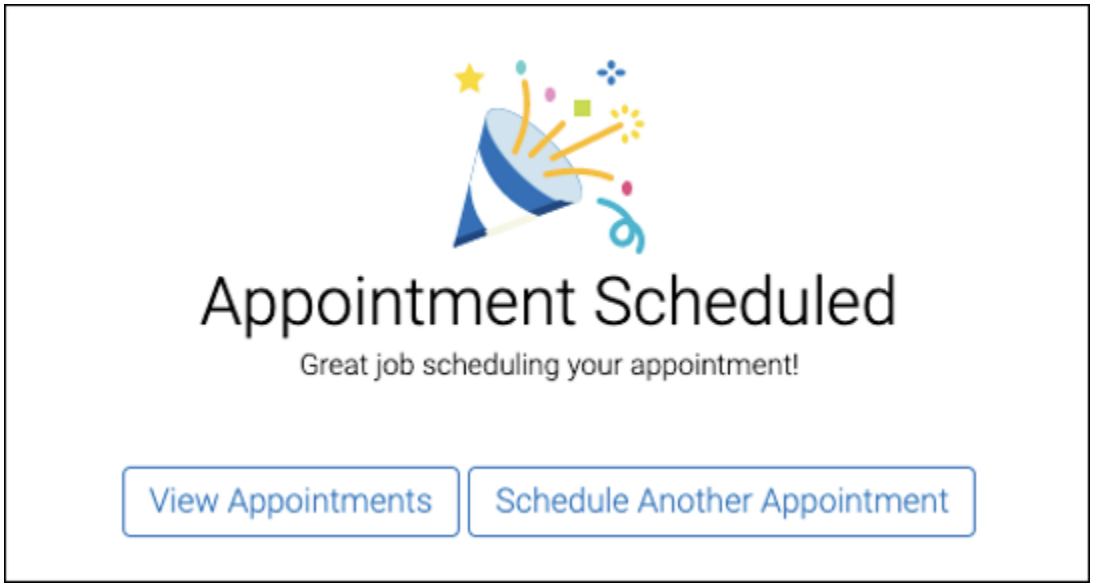
Note. Students can remove any option from their filters by clicking the **X** next to it.

When a student chooses an appointment time, the **Review Appointment Details and Confirm** page opens.



Students can enter a comment and decide if they want email or text reminders. Once all the options are set, students click **Schedule**. Students can also enter a phone number for the text reminder if the number displayed is incorrect or blank.

If their appointment is scheduled, students get a success message and the option to **View Appointments** or **Schedule Another Appointment**.



After the on-screen confirmation, students will also receive a confirmation email. They will also receive a text message reminder 2 hours before the appointment and an email reminder the day before the appointment if they selected the **Email Reminder** option on the **Review Appointment Details and Confirm** page.