## 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.

💼 NAV	IGATE Explore Planner Schedule Courses	+	+ ?	XM
ጩ ලි	< <u>Go back  Dashboard</u>			
2	New Appointment			
	Determine the termination of termination of the termination of ter	Drop-in times         Request another time         Meet With Your Success Team		
<u>ل</u> ظ				

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.

Show More ~

## What can we help you find?

Please use the filters below to select the type of appointment you wish to schedule.

If you do not see any filters or scheduling options, please visit the Academic Advisor Directory to find the advisor

Tutoring and Academic Support	×
Service *	
Group Tutoring	× ~
Pick a Date	
October 18, 2023	~

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.

Tutoring and Academic Support							View Drop-in Times
Service Grou	e p Tuto	ring					BH FB C LW LB MS NL 9 People View individual availabilities
Pick a	Date	)					
Octo	ber	~	2023	< <	18	>	<ul> <li>Please selectione of the courses below to see available times at this</li> <li><u>Pharmacology in Nursing (NURS-3000)</u></li> </ul>
S	М	Т	W	Т	F	S	<u>Mental Health Nursing (NURS-3127)</u>
1	2	3	4	5	6	7	<u>Nurs Adult I/Common Hith Alt (NURS-3205)</u> Community Health Nursing (NURS-4127)
							Mental Health Nurs Practicum (NURS-3129)
8	9	10	11	12	13	14	<u>Community Hlth Nurs Practicum (NURS-4129)</u>
15	16	17	18	19	20	21	<ul> <li><u>Nursing Adult I/Practicum (NURS-3206)</u></li> </ul>
			Ū		•	•	
22	23	24	25	26	27	28	
20	20	21					Don't see anything that works for you?
	•	•					
							View Drop-in Times
							There may be other locations that support Drop-ins.
Staff							
Sear	ch by r	ame					
How w	ould y	ou lik	e to me	eet?			
Sear	ch by t	ype					
ocati	on						
Sear	ch by r	ame					
Jean	anoyi	ame					

**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.

## **Review Appointment Details and Confirm**

Vhat type of appointment would you like to schedule? utoring and Academic Support	Service Group Tutoring		
Date 0/18/2023	<b>Time</b> 3:00 PM - 3:30 PM		
ocation CON Learning Center			
ailey Hansen			
Petails Yharmacology , FPCC, Dosage calculation N3 for N1-N2Tuesdays (all day) until fall break	Wednesdays ( all day, most of the evening)	Fridays (1p-4p)	Sarturdays (10 a-2p)
Course harmacology in Nursing (NURS-3000)			
low would you like to meet? *			
In-Person			
Inuid you like to share anything else?			
Add your comments here			
mail Reminder			
aminder will be sent to mabaji@memphis.edu			
ext Message Reminder			
hone Number for Text Reminder 9014820391			

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.