Scheduling Tutoring Appointments in Navigate

From the Navigate homepage, under ‘Explore’ click on Appointments.

At the bottom of the page, click ‘Schedule an Appointment’.
Click on ‘What type of appointment would you like?’

Click “Tutoring” and click “Answer Next Question” at the bottom of the page.
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Click the type of tutoring you’d like to receive and then at the bottom of the page click “Done for Reason”.

Double check that your answers are correct, and click “Continue to next step” at the bottom of the page.

Pick a Service

- Subject Specific Course Content
- General Writing
- Overall College Success Skills

What type of appointment would you like to schedule?

Choose from the following options and click Next.
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Click ‘which location do you prefer?’

Click “Virtual Appointment with Tutoring at the Learning Commons” then click ‘Answer Next Question’.
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A list of courses you are registered for should appear. Click the class you would like to be tutored in and click ‘Answer Next Question’.

Review the information to ensure it is correct. If you have a tutor in mind, type their name in the last box, then click ‘Continue to Next Step’.
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Select a date and time for your appointment that works with your schedule and click ‘Continue to Next Step.’

Review all of the information to ensure it is correct. Make sure to include the specifics of what you want to discuss with your tutor, then click “Confirm Appointment”.

Make sure to include the specifics of what you want to discuss with your tutor. Be as specific as possible!
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Appointment Scheduled
Great job scheduling your appointment!

Schedule another appointment

Done