Student Scheduling an Appointment in Navigate

Scheduling an Appointment

The scheduling workflow has been upgraded to make it easier to get appointments. The user interface is built to provide a fully accessible framework for student scheduling. See this section to understand the changes.

Click **Appointments**.

The **New Appointment** page opens.

Click **Schedule an Appointment** on the right-hand side of the screen.
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Select a Care Unit and Service. Choose the type of appointment you would like and Service.

Once the Care Unit and Service are chosen, choose a date and click Find Available Time. The next page will appear.

There are several new elements on this page. At the top of the page, students see the options they chose on the previous page. These options cannot be changed unless they select the Start Over link.

These options are shown as “locked”.
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On the left is a filter panel that also shows the filters chosen, a calendar to pick a date for the appointment, and more filters to narrow appointment options. Students can narrow by staff name, location, and course and adjust those filters as needed. The main panel updates to reflect filtering automatically.

**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.

The main panel of the scheduling page shows available locations with appointment slots.

Students can select one of the time slots from the list.

Students can also select the link that says **View individual availabilities** to open a list of staff members.
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If the student chooses a staff member from the list, the appointment list shows only time slots that the staff member has available.

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

Review Detail 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. If their appointment is scheduled, students get a success message and the option to View Appointments or Schedule Another Appointment.
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Scheduling an Appointment with Your Success Team

Click **Appointments**.

The **New Appointment** page opens

Click **Meet With Your Success Team**

If you have been assigned a Success Team, the staff(s) member name will be displayed under **Meet Your Success Team**.

Click on your Success Team member’s name.

If you have not been assigned a Success Team click **Schedule an Appointment** to create a **New Appointment**.
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New Appointment

What can we help you find?  

- What type of appointment would you like to schedule?
  - Student Services

- Service
  - Counseling

Pick a Date:
  - Wednesday, February 3rd 2021

Find Available Time

The **Appointment** and **Service** will automatically be filled in based on the Success Team members availability.

Click **Find Available Time**.

Only available days and times for your **Success Team** member will display.

Select **day and time**

Review Detail 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**. If their appointment is scheduled, students get a success message and the option to View Appointments or Schedule Another Appointment.
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Scheduling an Appointment Step by Step

1. Go to Navigate Student

2. Select the Appointments Tab

3. Click Schedule an Appointment icon on the right side of the screen. The New Appointment page will open.

4. What can we help you find?
   1. Choose the type of Appointment
      a. Admissions & Records, Disability Services, Financial Aid, Military and Veterans Services, Nursing or Student Services
   2. Choose the Support Service
      a. A different service will appear for each department. Example: if Admissions & Records was selected for appointment then the Service drop down selection would be Add or Drop Class, Admissions and Application, College Everywhere, Community First, etc.

3. Pick a Date
   a. You can choose to skip this.

4. Click Find Available Time

5. Using the filter panel on the left side of the screen, narrow appointment options. Filter by staff name, location, and course and adjust those filters as needed. The main panel updates to reflect filtering automatically.

6. Select a time from the available list or select a staff member from the list of available names.
   a. If a staff member is chosen, the appointment list will only show the time slot that the staff member has available.

7. Review Details

8. Click Schedule

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