Student Scheduling an Appointment in Navigate

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

For questions, please contact:
Alicia Landes-Sweetser  
Retention Specialist  
Email: alandes@germanna.edu  
Phone: 540-423-9121

Dr. Sarah Somerville  
Assistant Dean of Student Development  
Email: ssomerville@germanna.edu  
Phone: 540-423-9139