Scheduling an Appointment in Navigate

1. Log in to Navigate

If at any time you need technical assistance with Navigate, please use the question mark icon in the upper right corner to request “Technical Help.” In the mobile app, “Technical Help” is under “Settings”.

2. Select Appointments

From this screen you will be able to see both upcoming appointments and appointment invitations from staff.

“My Team” will provide a list of staff assigned to you as part of your “success team”. “History” will show any past appointments.
3. Click “Schedule an Appointment”

4. Select the area, service, and date you wish to schedule. Click “Find Available Time”

5. There are several options under “what type of appointment”. Please note that not all options may be available for appointments. If you do not see a department, please contact the department directly.

- Advising – Includes: Academic Advising, Career Advising and Financial Aid

- Student Success – if you a student that is part of TRIO, COSI, LSAMP or NSF schedule an appointment for the service you need.
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6. Select your service:

What can we help you find?

* What type of appointment would you like to schedule?

* Service:

- **Academic Advising**
  - Academic Advising

- **Career Advising**
  - Career Counseling
  - Internship/Job Assistance
  - Interview Coaching
  - Resume Development

- **Financial Aid Advising**
  - Financial Aid Advising

**Academic Advising**: Academic Advising supports you in planning educational goals, completing degrees, and achieving successful transfer to four-year colleges and universities.

**Career Advising**: Career services supports needs regarding choosing a guided pathway, designing a career plan, job/internship search, resume writing, and interview preparation.

**Financial Aid Advising**: dedicated to providing support to students and their families in meeting the costs of a college education. We can support you in filling out a FAFSA.

**NOTE:**

If you do not get the **Academic Advising** option this could mean you do not have an assigned advisor yet or you are listed under Undeclared for your program of study. Please email Advising@CCAurora.edu or call (303) 360-4929 to make an appointment.
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7. Once you have made your selections, Click “Find Available Time”

8. Select the time for your appointment. These options will vary depending on availability of service and location.

Location Options:
In-person CentreTech: means an in person appointment at the CentreTech Location Admin Building
In Person Lowry Student Services mean in person at West Quad Lowry Campus
Online Advising means phone or zoom appointments
9. Select “Schedule” at the bottom of this screen. This is an example of details for your appointment.

Review Appointment Details and Confirm

<table>
<thead>
<tr>
<th>What type of appointment would you like to schedule?</th>
<th>Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advising</td>
<td>Academic Advising</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
</tr>
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<tbody>
<tr>
<td>05/24/2021</td>
<td>8:30 AM - 9:15 AM</td>
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<table>
<thead>
<tr>
<th>Location</th>
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<tbody>
<tr>
<td>In-Person; Lowry Student Services at West Quad</td>
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</tbody>
</table>

Would you like to share anything else?

*Add your comments here*

- Email Reminder
- Text Message Reminder

**Phone Number for Text Reminder**

**Schedule**

Questions:

Email [Advising@CCAurora.edu](mailto:Advising@CCAurora.edu)

Call (303) 360-4929 to make an appointment.