Navigate Appointment Center

Using Appointment Center

BEFORE YOU USE APPOINTMENT CENTER:

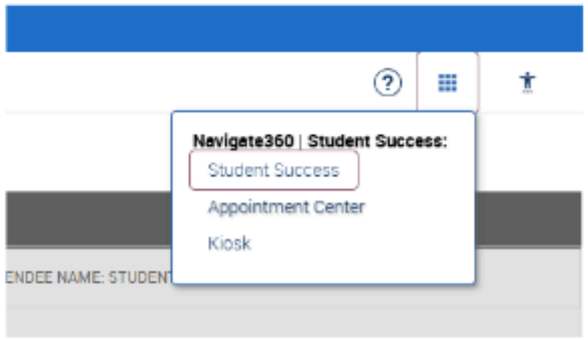
ADVISOR/PEER ADVISORS AVAILABILITY NEEDS TO BE SET

Actions ▾

	DAYS OF WEEK	TIMES	DATES	LOCATION	PURPOSE	CARE UNIT	PERSONAL LINK	MEETING TYPE	
☐	Sat	9:00am - 1:00pm	February 04, 2025 to May 31, 2025	SAC - Veterans & TriO Veterans Advising	Advising For: Drop-Ins	Advising	No	Online - Video Conference, In-Person	Edit
☐	Fri	8:00am - 12:00pm	February 04, 2025 to May 31, 2025	SAC - Veterans & TriO Veterans Advising	Advising For: Drop-Ins	Advising	No	Online - Video Conference, In-Person	Edit
☐	Tue	8:00am - 6:00pm	February 04, 2025 to May 31, 2025	SAC - Veterans & TriO Veterans Advising	Advising For: Drop-Ins	Advising	No	Online - Video Conference, In-Person	Edit
☐	Fri	1:30pm - 4:00pm	February 01, 2025 to May 31, 2025	SAC - Veterans & TriO Veterans Advising	Academic Probation/Dismissal, Advising, Campus/Community Referral Svc, Early Alert Intervention, Graduation Advising / Appl, SAP Appeal / Advising For: Appointments/Campaigns	Advising	No	Online - Video Conference, In-Person	Edit
☐	Wed	8:15am - 5:00pm	February 01, 2025 to May 31, 2025	SAC - Veterans & TriO Veterans Advising	Academic Probation/Dismissal, Advising, Campus/Community Referral Svc, Early Alert Intervention, Graduation Advising / Appl, SAP Appeal / Advising For: Appointments/Campaigns	Advising	No	Online - Video Conference	Edit
☐	Mon, Thu	8:15am - 5:00pm	February 01, 2025 to May 31, 2025	SAC - Veterans & TriO Veterans Advising	Academic Probation/Dismissal, Advising, Campus/Community Referral Svc, Early Alert Intervention, Graduation Advising / Appl, SAP Appeal / Advising For: Appointments/Campaigns	Advising	No	Online - Video Conference, In-Person	Edit

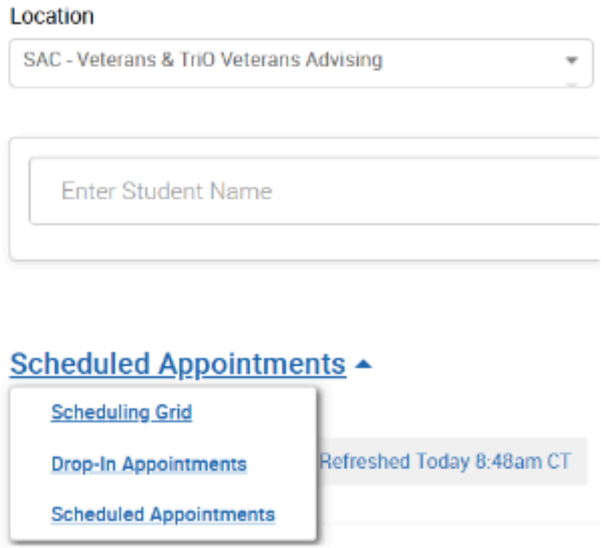
Setting Availability

Log into Appointment Center



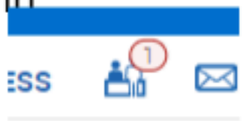


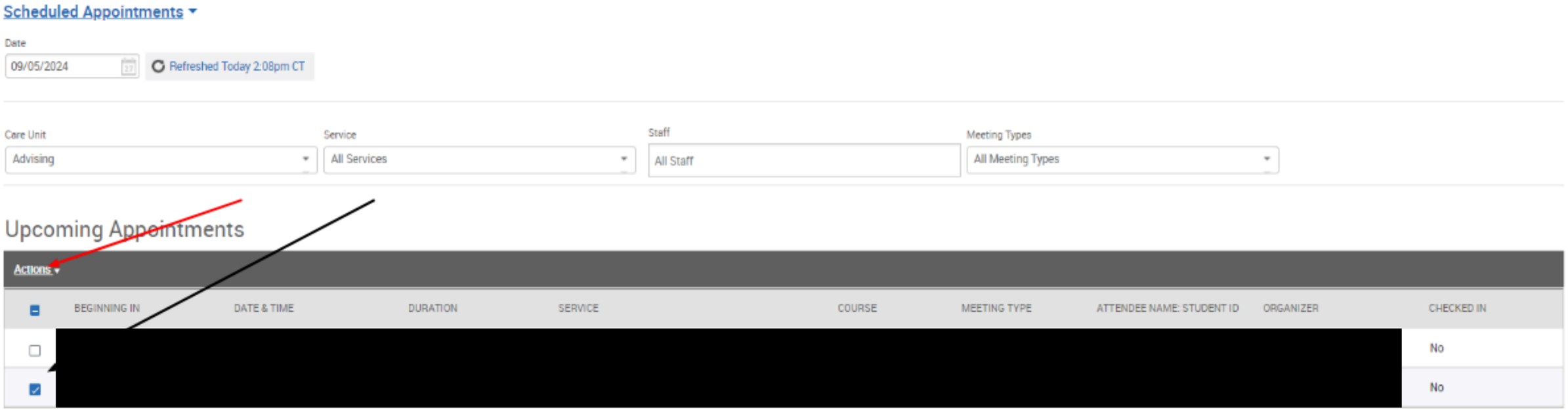
- Next Steps:
  - Select your Appointment Center Locations (Duplicate Window)
    - SAC Moody Learning Center
    - SAC Remote Advising
  - From Scheduling Grid select either
    - Drop-Ins or
    - Scheduled Appointments



Signing In Student for Appointment

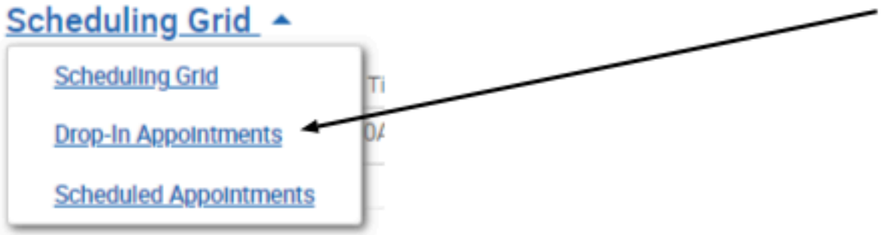
- Scheduled appointments will appear in the Upcoming Appointments box
- Select the student who is checking in
- Click on Actions and select Check-In
- Select Check In from the Check In Appointment box
- Assigned Advisor will automatically receive a notification on their Navigate account letting them know their appointment has arrived and is checked in





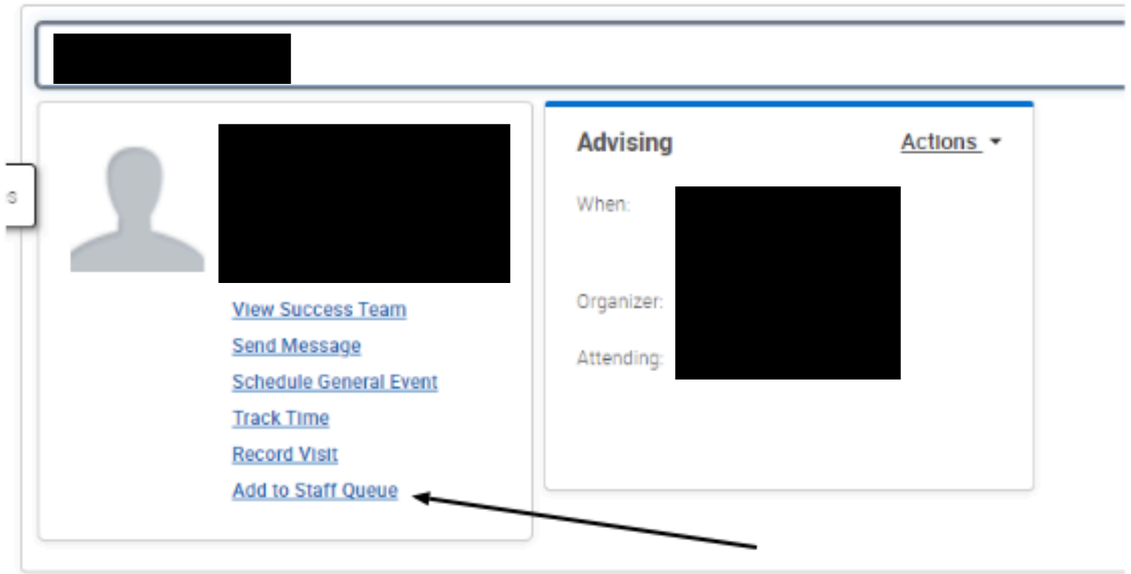
Signing In Student for Drop-In Days

From main page of Appointment Center select Drop-In appointments from Scheduling Grid drop down menu



In the Enter Student Name box –enter student ID# and select student

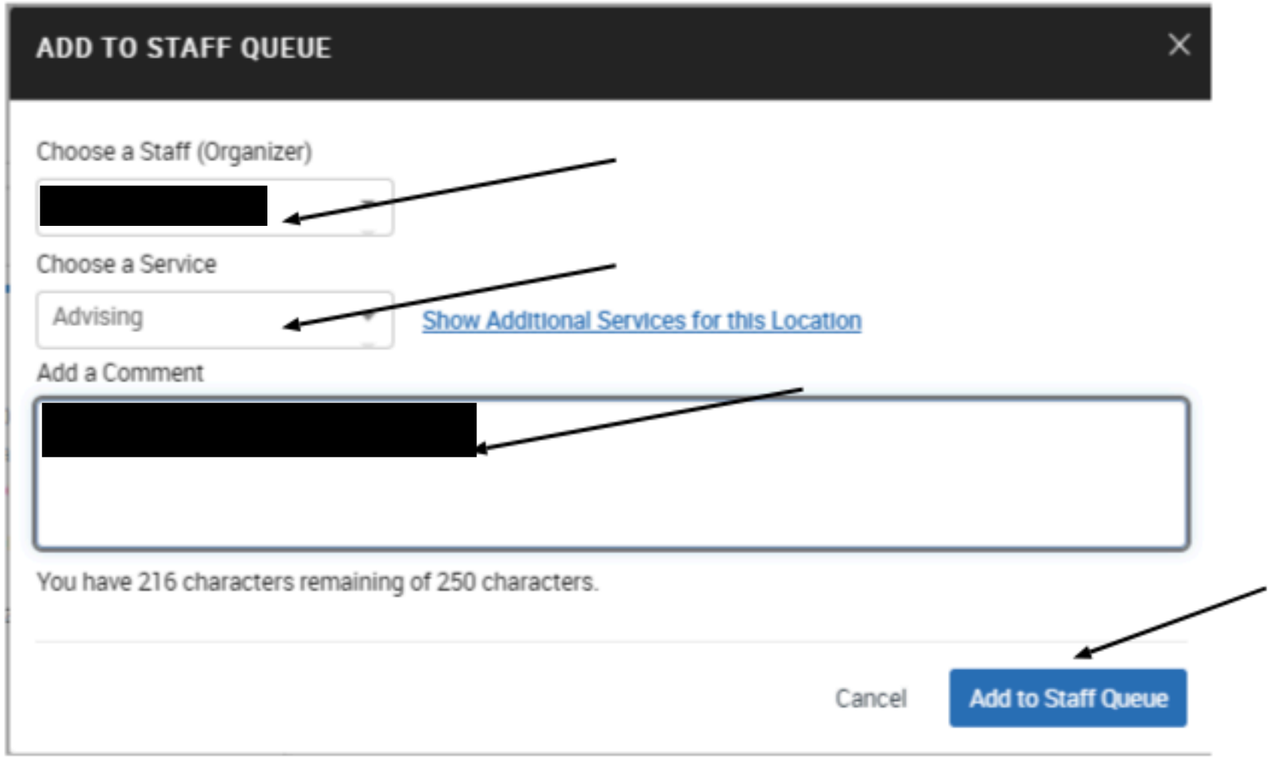
From the drop-down options select Add to Staff Queue



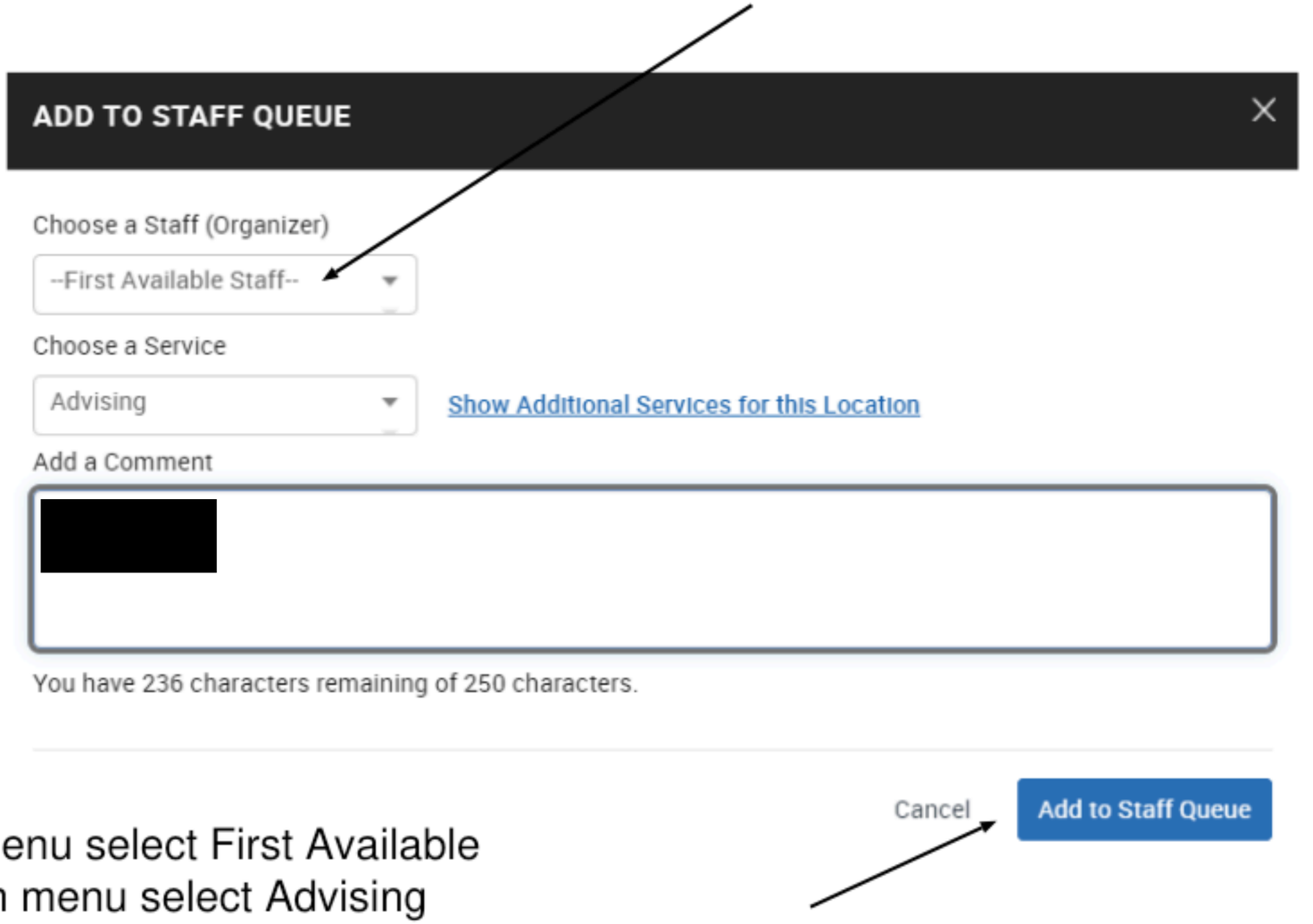
Add to Staff Queue

- Click on Add to Staff Queue

1. From the Choose a Staff drop-down menu select the staff
2. From the Choose a Service drop-down menu select Advising
3. Enter a note if needed
4. Select Add to Staff Queue



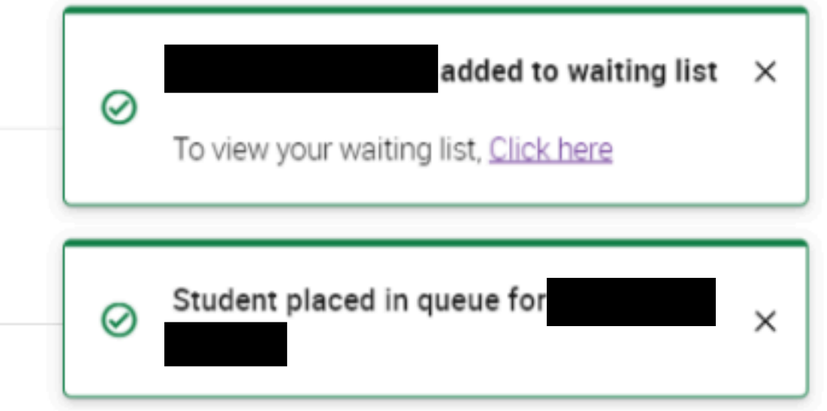
Drop In Days First Available



1. From the Choose a Staff drop-down menu select First Available
2. From the Choose a Service drop-down menu select Advising
3. Enter a note if needed
4. Select Add to Staff Queue

Advisor Notifications

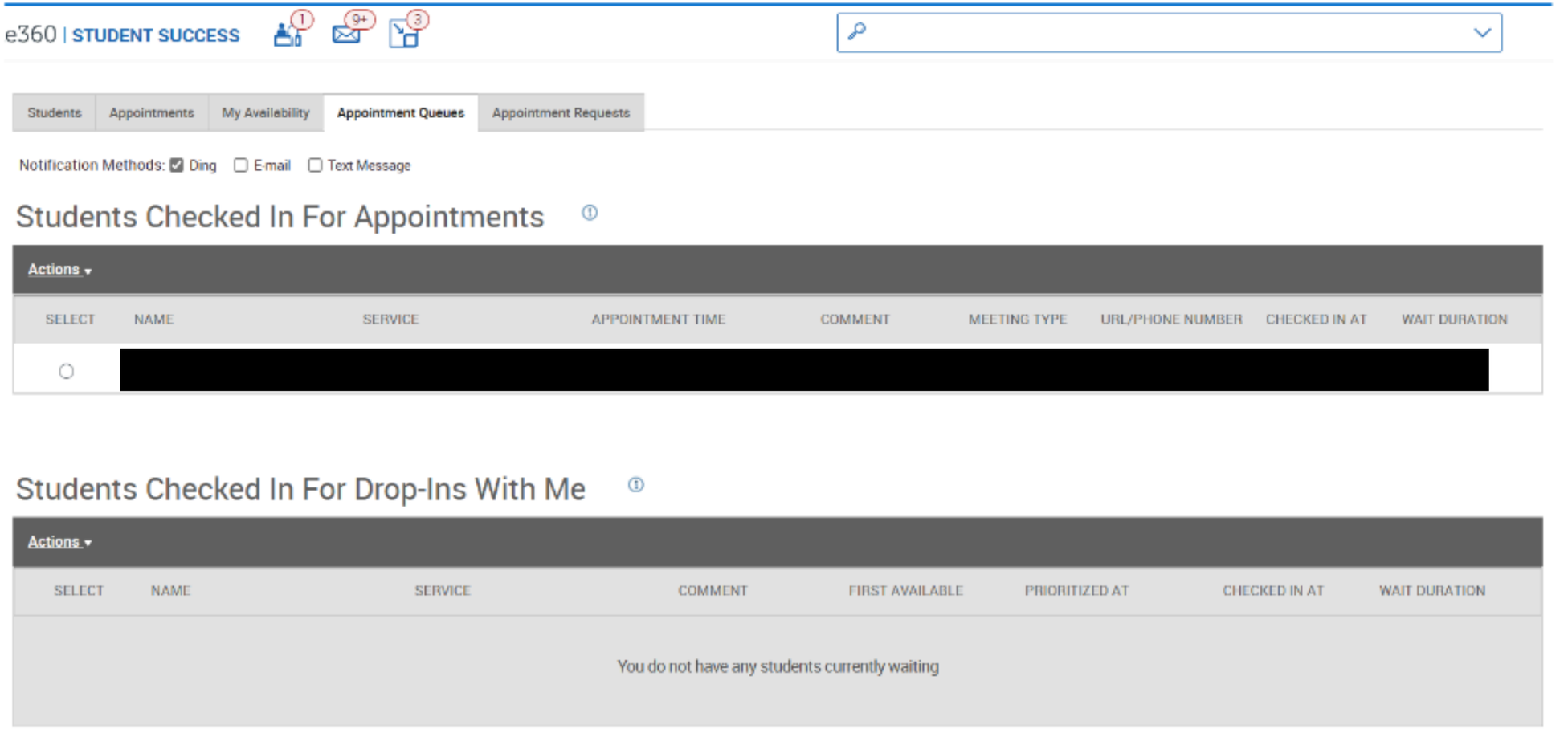
- Advisors will receive two types of notifications:
  - One indicating who just signed in
  - One indicating how many students in their queue





Advisor View for Check in Appointments

- Ø Click Action Menu to START Appointment
- Ø Appointment Report will Open Automatically



Questions?