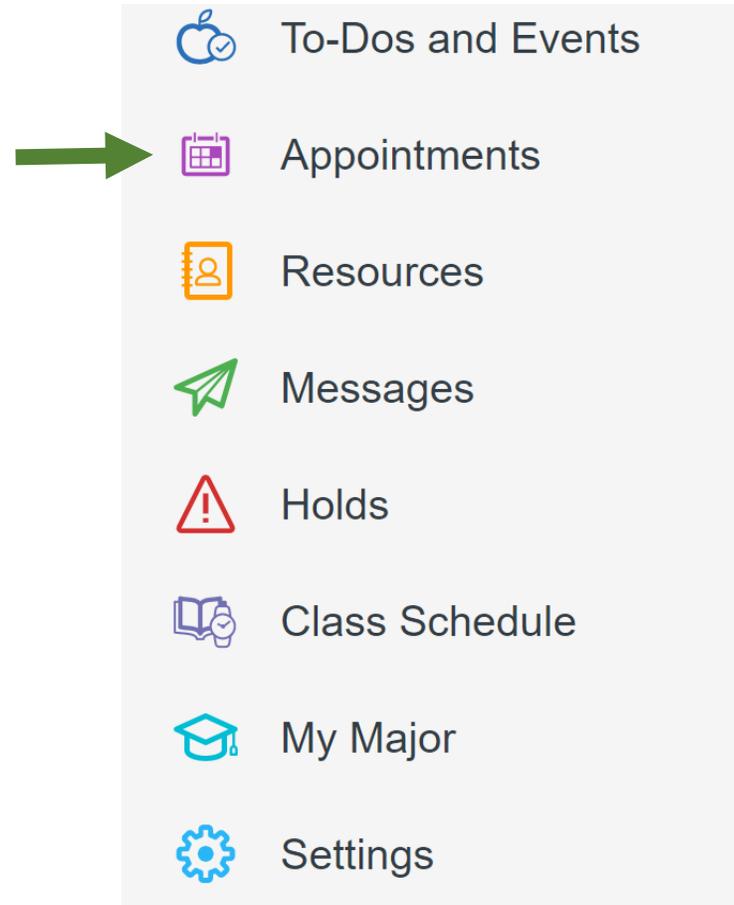

Using Navigate to Schedule an Advising Appointment

Step-by-Step Guide



Center for Student Success
and Retention

On the main screen, click on Appointments.



NOTE: This is what the desktop version looks like. The app will look slightly different, but there will still be a purple Appointments option.

Click on Schedule an Appointment

My Appointments

Upcoming Past

No upcoming appointments



[Schedule an Appointment](#)

Follow the prompts by clicking Select on each question

Appointment Scheduling ✕ Exit

Reason Location & Staff Available Times Confirm

Reason

What type of appointment would you like to schedule? > Select

Continue to Location & Staff >



Where do you need to go? Search your options and click the appropriate location.

Appointment Scheduling ✕ Exit

[← Back to Reason](#)

What type of appointment would you like to schedule?

- Mabee Library: Center for Student Success
- Peer Educators
- College of Arts & Sciences
- School of Applied Studies
- School of Business

[Answer Next Question](#) >

Click Answer
Next Question
when you are
ready.



Continue following the prompts, clicking Answer Next Question after each choice.

Appointment Scheduling ✕ Exit

[← Back to Reason](#)

Pick a Service Category

- Academic Advising & STAR
- First-Generation Office
- Mabee 304
- Tutoring
- Virtual Tutoring

Answer Next Question >

Continue following the prompts. Click done when complete.

Appointment Scheduling ✕ Exit

[← Back to Reason](#)

Pick a Service for your Appointment

- Add/Drop Class
- Complete Withdrawal
- Degree Audit
- Educational Plan
- Enrollment Advising

Done for Reason >

Review your answers. Click Continue to Next Step when ready to move on.

Appointment Scheduling ✕ Exit

[Reason](#) [Location & Staff](#) [Available Times](#) [Confirm](#)

Reason

What type of appointment would you like to schedule?
Mabee Library: Center for Student Success > Edit

Pick a Service Category
Academic Advising & STAR > Edit

Pick a Service for your Appointment
Enrollment Advising > Edit

[Continue to Next Step](#) >

Choose your location. (Follow the same steps as you did for the Reason.)

Appointment Scheduling ✕ Exit

[Reason](#) **[Location & Staff](#)** [Available Times](#) [Confirm](#)

Location & Staff

Pick a Location for your Appointment > Select

Continue to Next Step >

Appointment Scheduling ✕ Exit

[Back to Location and Staff](#)

Pick a Location for your Appointment

Virtual & Phone Appointments

Answer Next Question >

Choose your advisor. Click Done when ready to move to next step.

Appointment Scheduling

[X Exit](#)

[< Back to Location and Staff](#)

Pick a Staff Member

(select one or more)

- Cornelius, Jeannie
- Patry, Chrissie
- Smejdir, Meagan
- Emperley, Kaydee**
- Case, Collin

Done for Location and Staff [>](#)

Review your answers. Click Continue when you are ready to move on.

Appointment Scheduling ✕ Exit

Reason **Location & Staff** Available Times Confirm

Location & Staff

Pick a Location for your Appointment

Virtual & Phone Appointments

>
Edit

Pick a Staff Member

Emperley, Kaydee

>
Edit

Continue to Next Step >

Choose a meeting time. Click Continue when done.

The dates with available meeting options should appear blue (see right image). If there are no times available, click on the Next Week link.

Appointment Scheduling ✕ Exit

Reason Location & Staff **Available Times** Confirm

Available Times

Select a day and time.

SUN 29 Mar	MON 30 Mar	TUE 31 Mar	WED 01 Apr	THU 02 Apr	FRI 03 Apr	SAT 04 Apr
------------------	------------------	------------------	------------------	------------------	------------------	------------------

[Next Week >](#)

No Times Available For Selected Week

Choose a date that shows available times. Choose to schedule in the morning or evening. Choose a meeting time.

Appointment Scheduling ✕ Exit

Reason Location & Staff **Available Times** Confirm

Available Times

Selected day and time Apr 9 @ 1:00 PM

[< Previous Week](#) [Next Week >](#)

SUN 05 Apr	MON 06 Apr	TUE 07 Apr	WED 08 Apr (1)	THU 09 Apr (4)	FRI 10 Apr	SAT 11 Apr
------------------	------------------	------------------	-------------------------	-----------------------------------	------------------	------------------

[Before noon](#) **[After noon](#)**

[01:00 PM](#) [02:00 PM](#) [03:00 PM](#)

[Continue to Next Step >](#)

Review the appointment information. Click Confirm when ready.

Confirm

Enrollment Advising
One Time Appointment

 Thu, Apr 09	 1:00 - 2:00 pm	 Kaydee Emperley
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 Virtual & Phone Appointments

Additional Details:
Be sure to let me know whether you would like to meet via video chat or phone.

Anything specific you want to discuss?

Comments for your ...

Appointment Reminder

Send email to jennifer.grauer@washburn.edu

Send text message

Add Phone number:
3033190581

Confirm Appointment >

Your appointment is scheduled!

Click done when you get to this screen.

Appointment Scheduling



Appointment Scheduled
Great job scheduling your appointment!

 Schedule another appointment

 Done

You will see your scheduled appointments once you click done.

My Appointments

Upcoming Past

 Enrollment Advising
Thu, Apr 9 at 1:00 pm [View Details](#)

[Schedule an Appointment](#)

If you have any questions, please be sure to reach out to your academic advisor.

You can also contact the Academic Advising Office at
(785) 670-1942

advising@washburn.edu

Problems with Navigate?

Contact christina.foreman@washburn.edu



Center for Student Success
and Retention