

CITY COLLEGES[®] OF CHICAGO

Making Appointments in Navigate

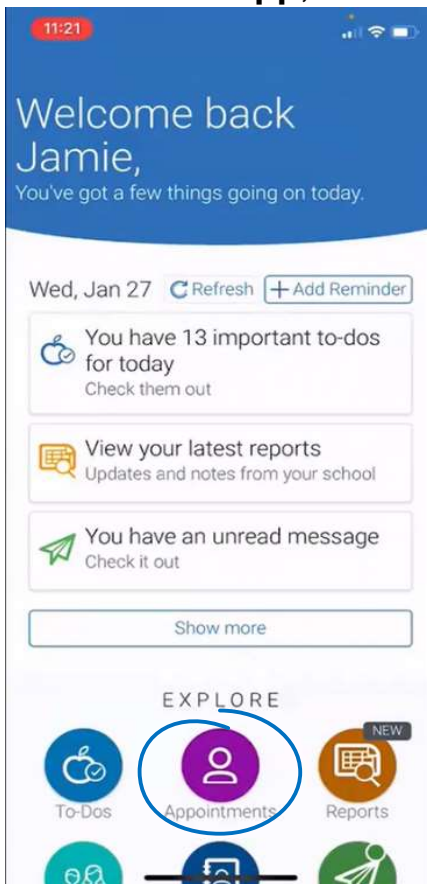
a Navigate Student Guide

You can schedule appointments through the Navigate **desktop site** or **mobile app**.

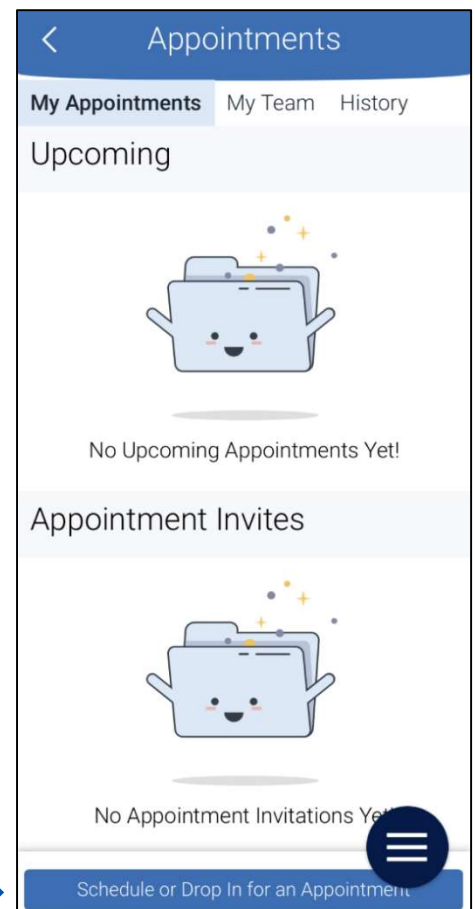
On the **desktop** site, click on the blue “Schedule an Appointment” button, on the right side of the screen.



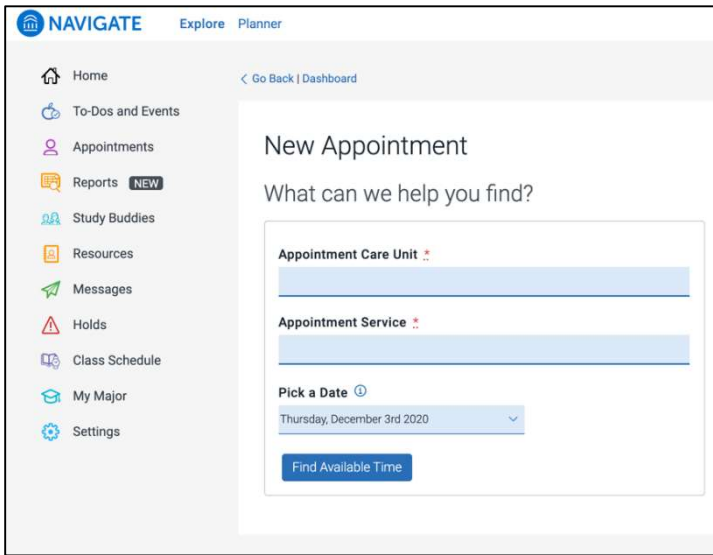
In the **mobile app**, click the “Appointments” icon.



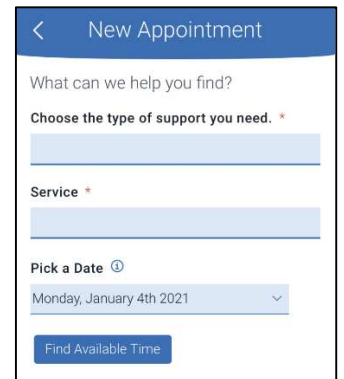
Then, click the blue button at the bottom of the screen



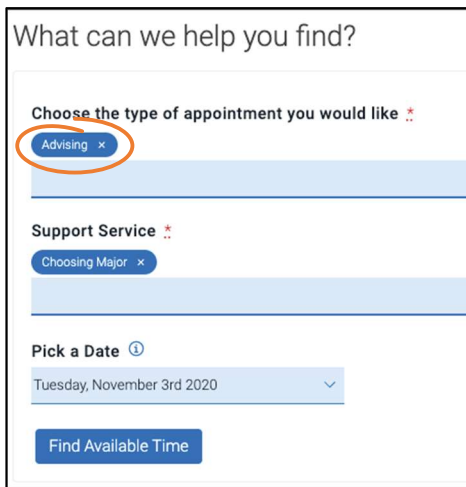
The **New Appointment** page opens.



The appearance and wording may be a little different, but the desktop site and mobile app work the same way.

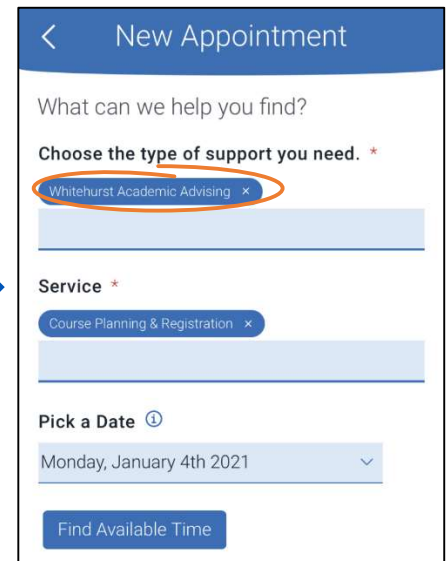


First, choose your Care Unit, or the kind of help you need. A Care Unit is like a department. Some common ones are Advising and Tutoring, but you can schedule with many other departments also!



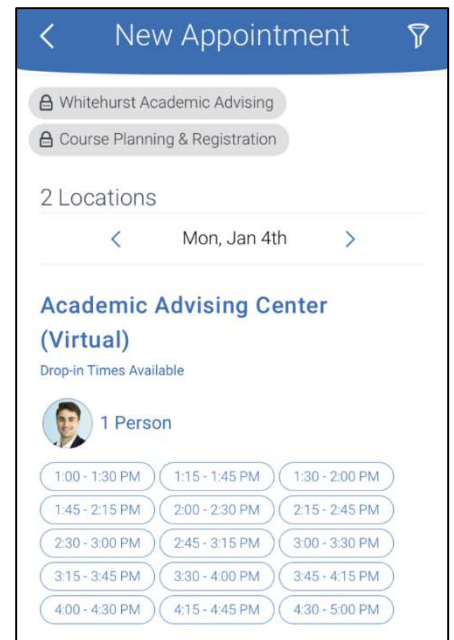
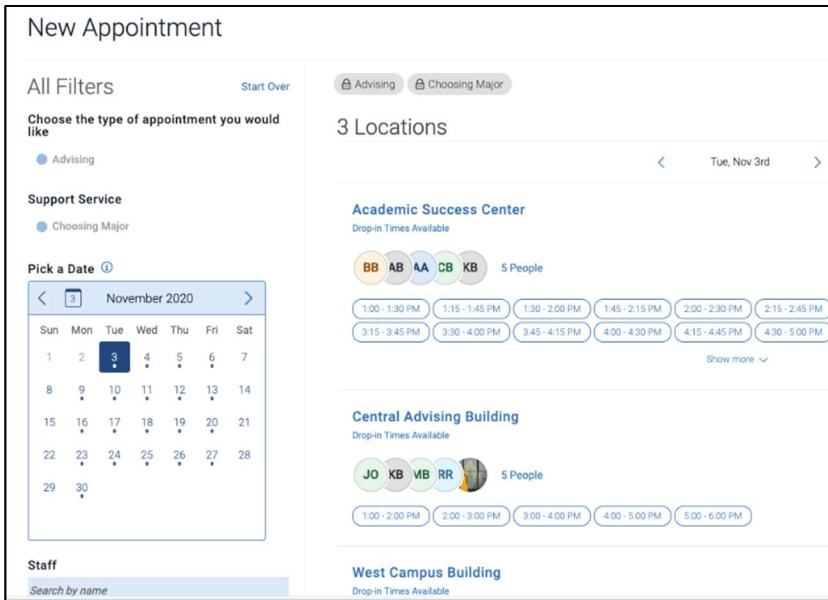
Next, choose a Service.

For Tutoring, if you aren't sure what service you need, start with "Academic Course Based Tutoring".



Then choose a date and click **Find Available Time**.

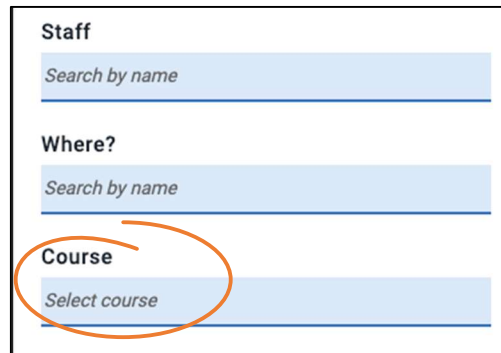
On the next screen, you will see all the available people, locations, and times.



You can filter by staff name, location, and course.

Dates with available appointments will have a dot underneath them in the date picker calendar.

Some services are course specific. Selecting the course will show you only the services related to that course.



When you find the right time, click **Schedule**. That's it!

Schedule

You will receive email and text reminders about your appointment. If you can't make it to your appointment, you can also cancel through Navigate.

See you soon!