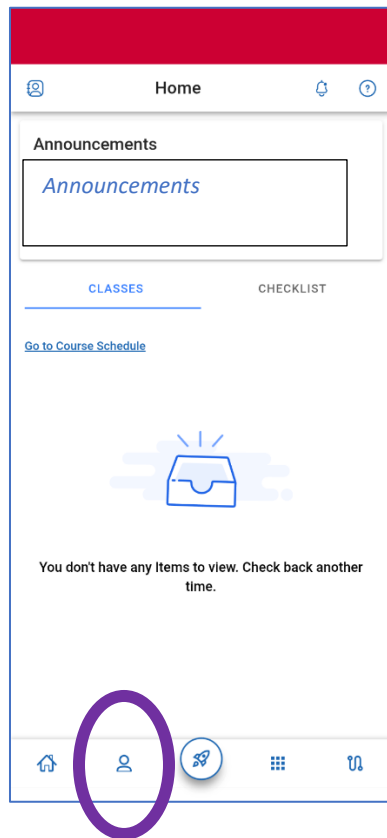
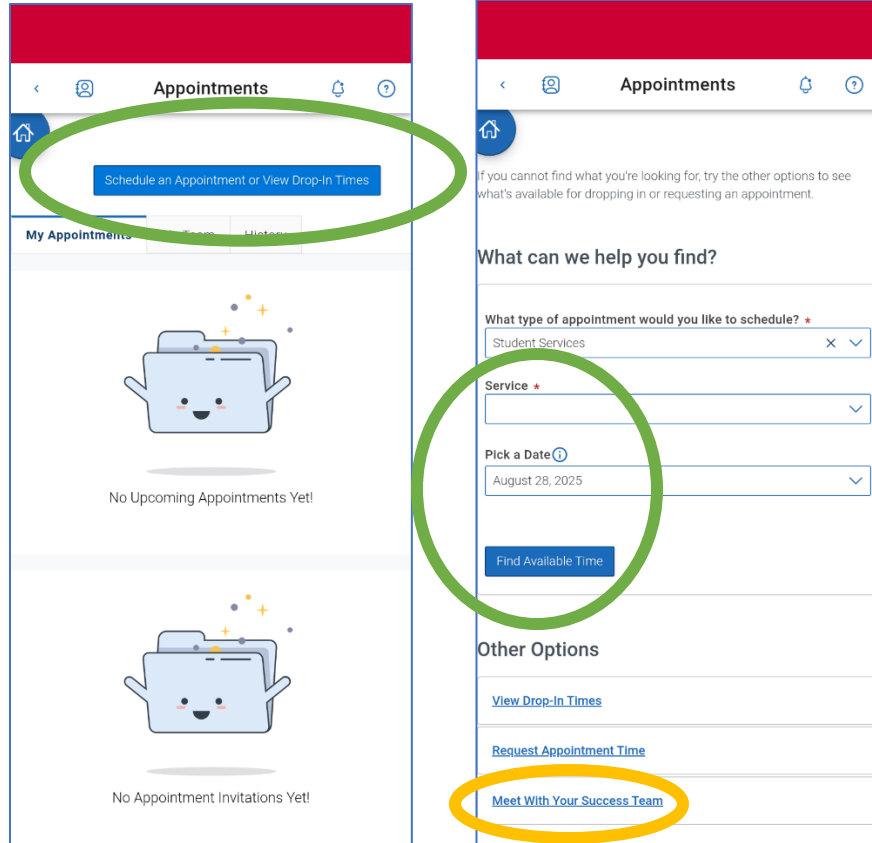


Scheduling an Appointment with Your Advisor

1. Using the Navigate360 app, select the person icon on the bottom of the home screen.



2. **Method 1: Click on *Schedule an Appointment or View Drop-in Times* on the top of the screen.**
 - a. Select the appropriate service
 - b. Pick a date
 - c. Click *Find Available Time*



Appointments

[Schedule an Appointment or View Drop-In Times](#)

My Appointments

No Upcoming Appointments Yet!

No Appointment Invitations Yet!

Appointments

If you cannot find what you're looking for, try the other options to see what's available for dropping in or requesting an appointment.

What can we help you find?

What type of appointment would you like to schedule? *
Student Services

Service *
[Dropdown]

Pick a Date ⓘ
August 28, 2025

[Find Available Time](#)

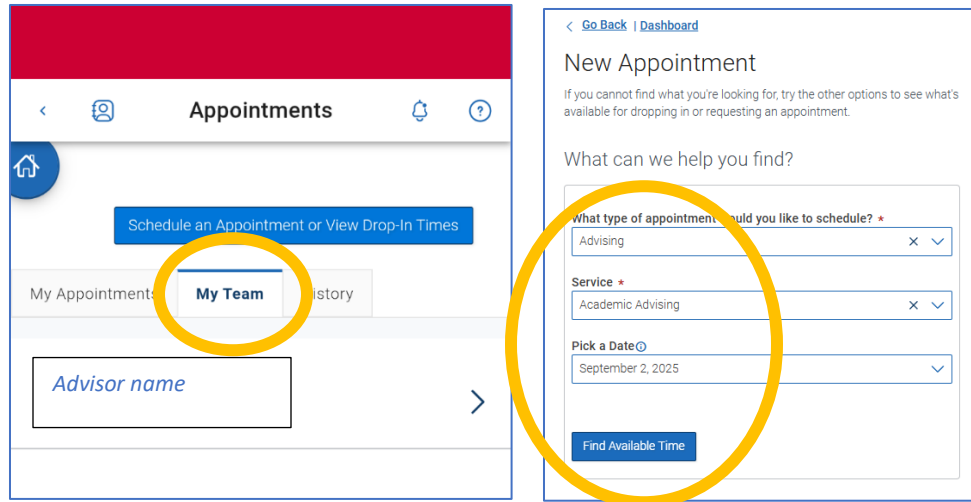
Other Options

[View Drop-In Times](#)

[Request Appointment Time](#)

[Meet With Your Success Team](#)

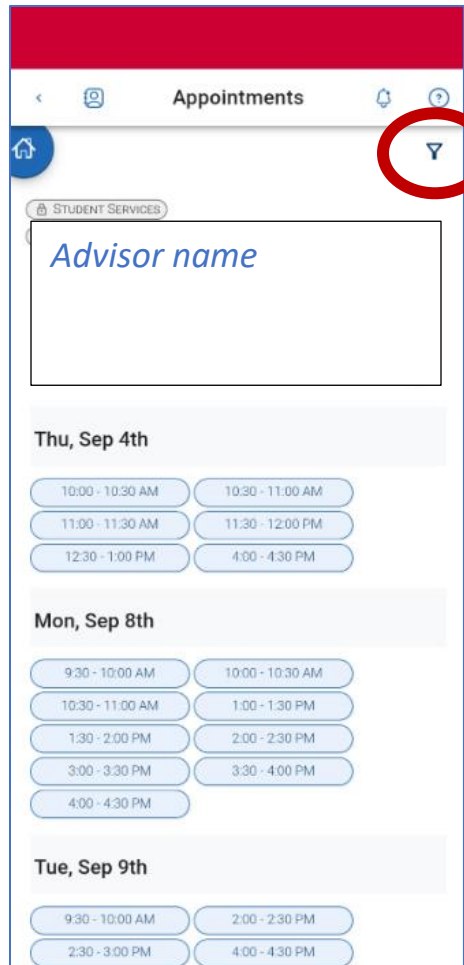
3. **Method 2: Click *Meet With Your Success Team*** (orange oval on the bottom of the screen above) **OR select *My Team*** at the top of the first screen to schedule an appointment with your advisor.
- Select the appropriate service
 - Pick a date
 - Click *Find Available Time*



The left screenshot shows the 'Appointments' screen. At the top, there is a red header bar. Below it, a navigation bar contains a home icon, a search icon, the title 'Appointments', a bell icon, and a help icon. A blue button labeled 'Schedule an Appointment or View Drop-In Times' is prominent. Below this, there are three tabs: 'My Appointment', 'My Team' (highlighted with a yellow circle), and 'History'. At the bottom, there is a box labeled 'Advisor name' with a right-pointing arrow.

The right screenshot shows the 'New Appointment' form. At the top, there are links for '< Go Back' and 'Dashboard'. The title is 'New Appointment'. Below the title, a message states: 'If you cannot find what you're looking for, try the other options to see what's available for dropping in or requesting an appointment.' The section 'What can we help you find?' contains four dropdown menus: 'What type of appointment would you like to schedule? *' (selected: Advising), 'Service *' (selected: Academic Advising), 'Pick a Date' (selected: September 2, 2025), and a 'Find Available Time' button at the bottom. The first three dropdowns and the button are circled in yellow.

4. For both Method 1 and Method 2:
 - a. Select a specific date and time to meet with your advisor.
 - b. Click on the filter button in the top right corner to choose a virtual or in-person appointment.



Appointments

STUDENT SERVICES

Advisor name

Thu, Sep 4th

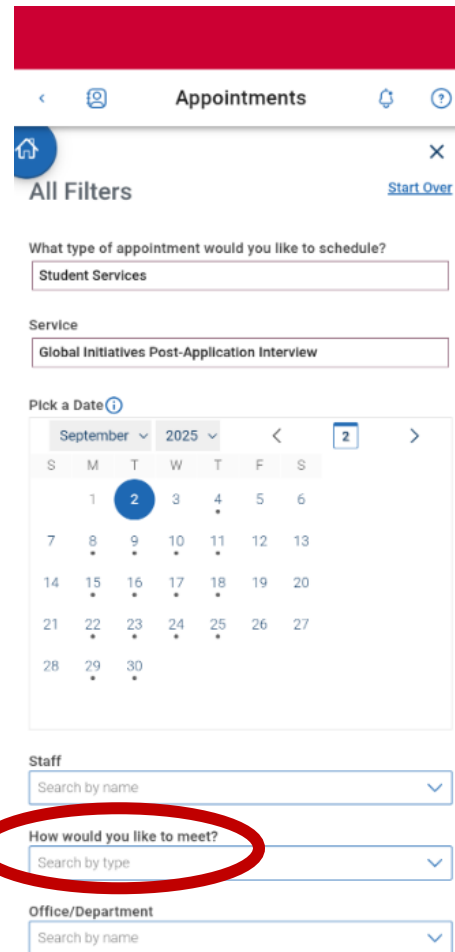
10:00 - 10:30 AM 10:30 - 11:00 AM
11:00 - 11:30 AM 11:30 - 12:00 PM
12:30 - 1:00 PM 4:00 - 4:30 PM

Mon, Sep 8th

9:30 - 10:00 AM 10:00 - 10:30 AM
10:30 - 11:00 AM 1:00 - 1:30 PM
1:30 - 2:00 PM 2:00 - 2:30 PM
3:00 - 3:30 PM 3:30 - 4:00 PM
4:00 - 4:30 PM

Tue, Sep 9th

9:30 - 10:00 AM 2:00 - 2:30 PM
2:30 - 3:00 PM 4:00 - 4:30 PM



Appointments

All Filters [Start Over](#)

What type of appointment would you like to schedule?
Student Services

Service
Global Initiatives Post-Application Interview

Pick a Date ¹

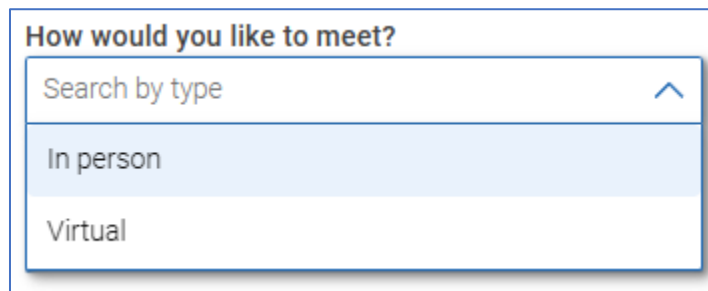
September 2025

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Staff
Search by name

How would you like to meet?
Search by type

Office/Department
Search by name



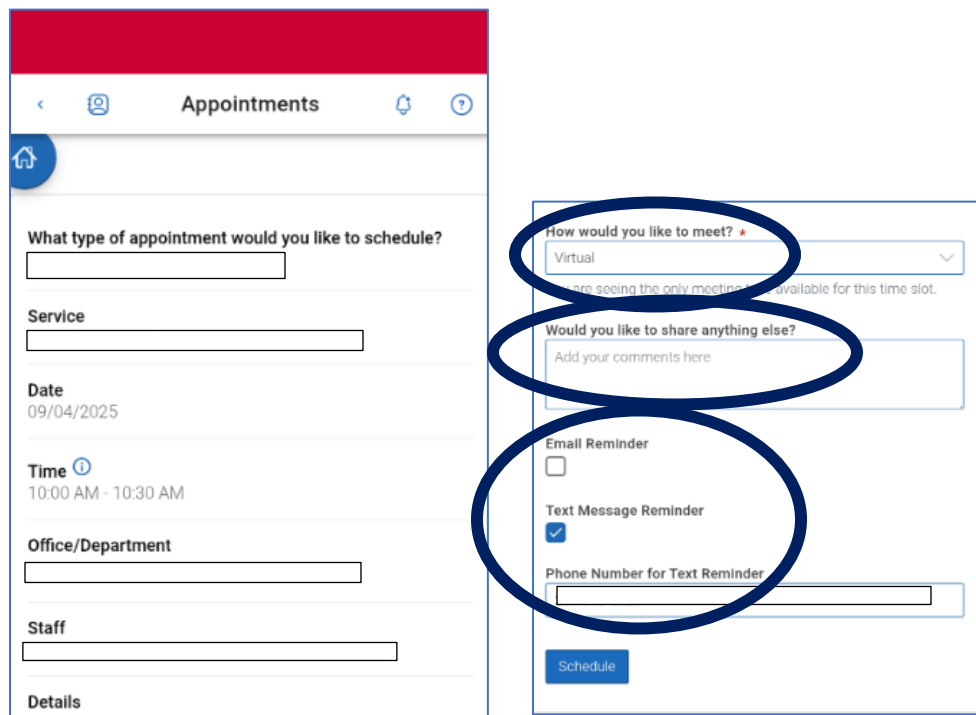
How would you like to meet?

Search by type

In person

Virtual

5. Once you select your desired appointment time, you can:
 - a. See the details of your appointment
 - b. Have another opportunity to choose between an in-person or virtual appointment
 - c. Include any information for your advisor about the reason for the appointment
 - d. Indicate if you would like to receive an email or text reminder prior to the appointment.



The screenshot shows the 'Appointments' scheduling interface. The main form on the left contains the following fields:

- What type of appointment would you like to schedule?** (Text input)
- Service** (Text input)
- Date** (09/04/2025)
- Time** (10:00 AM - 10:30 AM)
- Office/Department** (Text input)
- Staff** (Text input)
- Details** (Link)

The zoomed-in view on the right highlights the following sections:

- How would you like to meet?** (Dropdown menu, currently set to 'Virtual')
- Would you like to share anything else?** (Text area for comments)
- Email Reminder** (Checkbox, currently unchecked)
- Text Message Reminder** (Checkbox, currently checked)
- Phone Number for Text Reminder** (Text input)
- Schedule** (Button)

6. You will receive an email once your appointment has been confirmed.
7. Questions? Check out the resources at <https://go.rutgers.edu/navigate> or email us at student.success@newark.rutgers.edu