

## Navigate360 – Student Application

### How To Book an Appointment

#### Introduction to Appointments:

Overview:

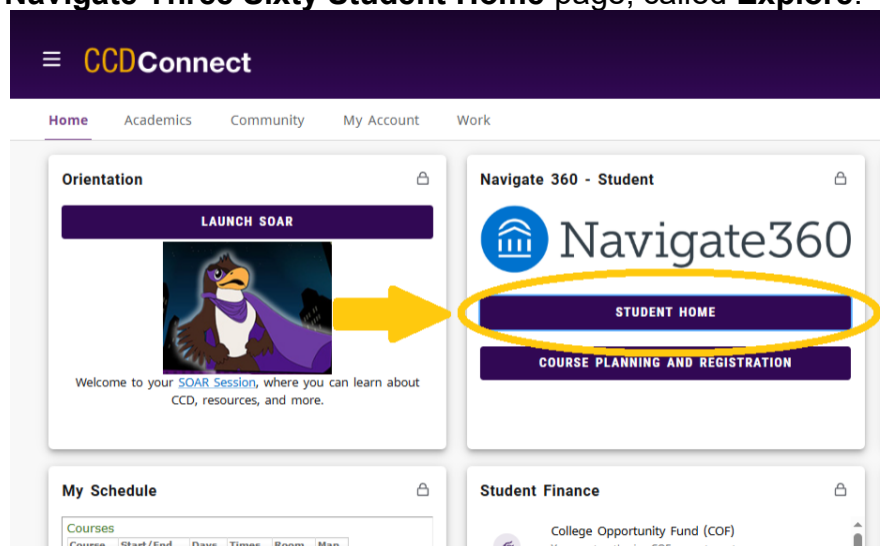
The **Appointments** feature allows students to select appointment types, services, and available time slots. With additional options like Drop-in links and Success Team appointments, the system streamlines the booking process and provides reminders for confirmed appointments.

#### Getting Started with Appointments:

##### 1. Accessing the Appointments Feature on Desktop

###### 1.1. Access Navigate Three Sixty

On the **C-C-D Connect dashboard**, click **Navigate Three Sixty - Student Home**. This will take you to the **Navigate Three Sixty Student Home** page, called **Explore**.

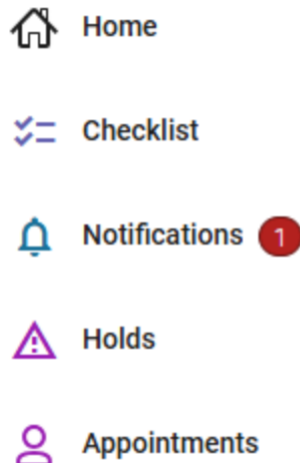


###### 1.2. Access the Appointments Section

On the left-hand side, select the Appointments icon to open the appointments section.

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### 1.3. Browse the Appointments Dashboard

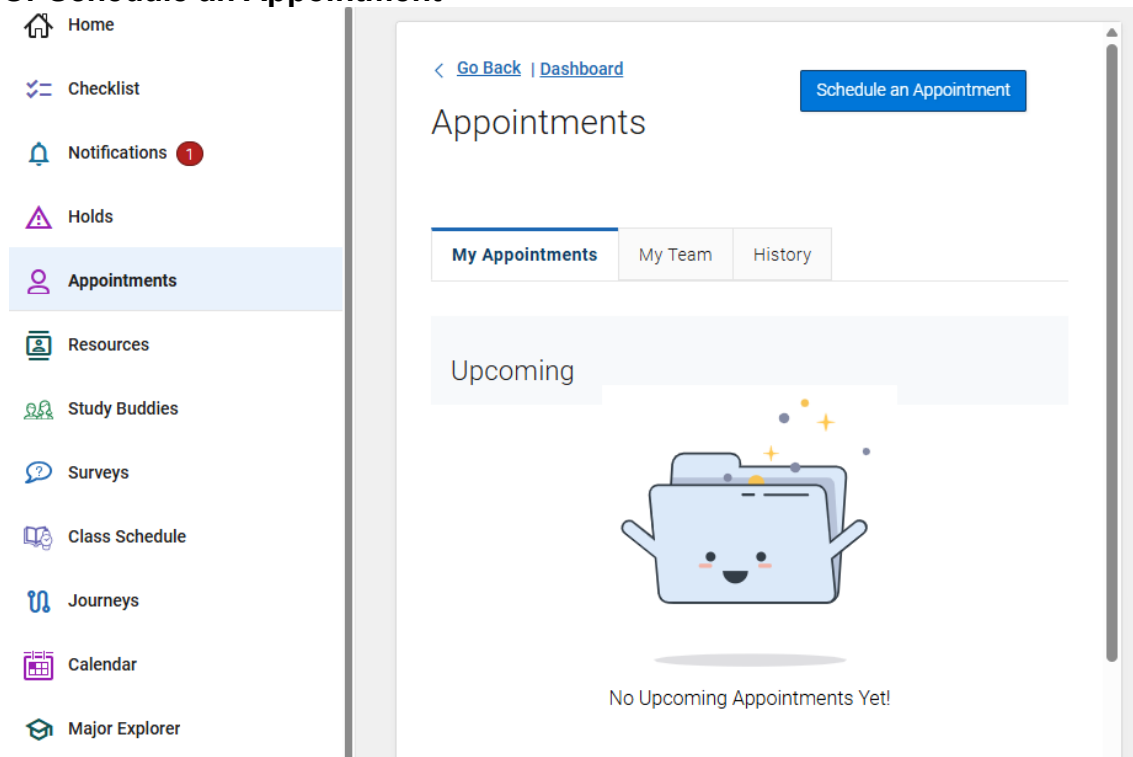
The appointments section will take you to the appointments screen where you can view:

**My Appointments**

**My Team**

**History**

**Or Schedule an Appointment**



### 1.4. Schedule an Appointment

In the top left, click **Schedule Appointment** to go to the scheduling page.

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Schedule an Appointment

### 1.5. Choose Appointment Type, Service, and Date

Use the drop-down menus to select **Appointment Type** (which office), **Service** (what the appointment is for), and **Date** (when you want the appointment). **Optional: Drop-in:** If available, use this link for instant availability, and **Success Team:** If you have an assigned advisor, select a **Success Team for appointment availabilities**.

The screenshot shows the 'New Appointment' interface. On the left is a sidebar with navigation icons for Home, Checklist, Notifications, Holds, Appointments, Resources, Study Buddies, Surveys, Class Schedule, Journeys, Calendar, and Major Explorer. The main content area has a header 'New Appointment' and a sub-header 'What can we help you find?'. Below this are three dropdown menus: 'What type of appointment would you like to schedule?' (set to 'Advising'), 'Service' (set to 'General Advising'), and 'Pick a Date' (set to 'July 24, 2025'). A 'Find Available Time' button is at the bottom. To the right, under 'Other Options', there are three links: 'View Drop-In Times', 'Request a FAFSA Appointment', and 'Meet With Your Success Team'.

### 1.6. Select a Time Slot

After you choose your appointments type, service, and date, a calendar will display available time slots. Choose a time and, if necessary, select a staff member you prefer to meet.

### 1.7. Confirm Appointment

Enter any comments and select your reminder preferences, click schedule, and a confirmation message will appear with an option to View Your Appointment.

## 2. Accessing Appointments on Mobile

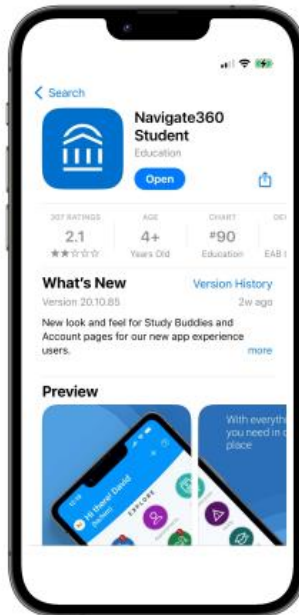
### 2.1. Access Navigate Three Sixty Mobile Application

Download our mobile app from the app store.

Once downloaded, select the application from your mobile device.

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### 2.2. Access the Appointments Section

Select the Appointments icon to open the appointments section.



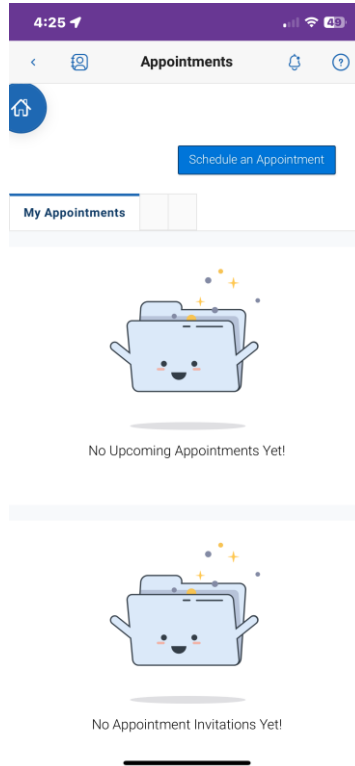
### 2.3. Browse the Appointments Dashboard

The appointments section will take you to the appointments screen where you can view:

- My Appointments**
- My Team**
- History**
- Or Schedule an Appointment**

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### 2.4. Schedule an Appointment

In the top left, click **Schedule Appointment** to go to the scheduling page.

### 2.5. Choose Appointment Type, Service, and Date

Use the drop-down menus to select **Appointment Type** (which office), **Service** (what the appointment is for), and **Date** (when you want the appointment). **Optional: Drop-in:** If available, use this link for instant availability, and **Success Team:** If you have an assigned advisor, select a **Success Team for appointment availabilities**.

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The screenshot shows the 'Appointments' page in the Navigate360 mobile application. At the top, there is a purple header with the time '4:25' and battery status '49'. Below the header is a navigation bar with a back arrow, a home icon, the title 'Appointments', a notification bell, and a help icon. A blue home button is visible on the left. The main content area contains a message: 'Below, you will find available options for scheduling an appointment. If you cannot find something that you are looking for, try the other appointment options to see available options for' followed by a 'Show More' link. Below this is a section titled 'What can we help you find?' containing a search form with three dropdown menus: 'What type of appointment would you like to schedule?', 'Service', and 'Pick a Date' (with a calendar icon). The date dropdown is currently set to 'August 21, 2025'. A blue button labeled 'Find Available Time' is at the bottom of the form. Below the search form is an 'Other Options' section with two links: 'View Drop-In Times' and 'Request a FAFSA Appointment'.

### 2.6. Select a Time Slot

After you choose your appointments type, service, and date, a calendar will display available time slots. Choose a time and, if necessary, select a staff member you prefer to meet.

### 2.7. Confirm Appointment

Enter any comments and select your reminder preferences, click schedule, and a conformation message will appear with an option to View Your Appointment.

## Additional Resources:

Provide links to additional resources, such as YouTube videos and email to contact for further help.

- Tutorial Video: [CCD – Navigate360 – How To Book an Appointment with an Advisor](#)