

Overview

Student Scheduler is the page all students use to create appointments and drop-in visits through the Navigate360. The user interface ensures accessibility for all.

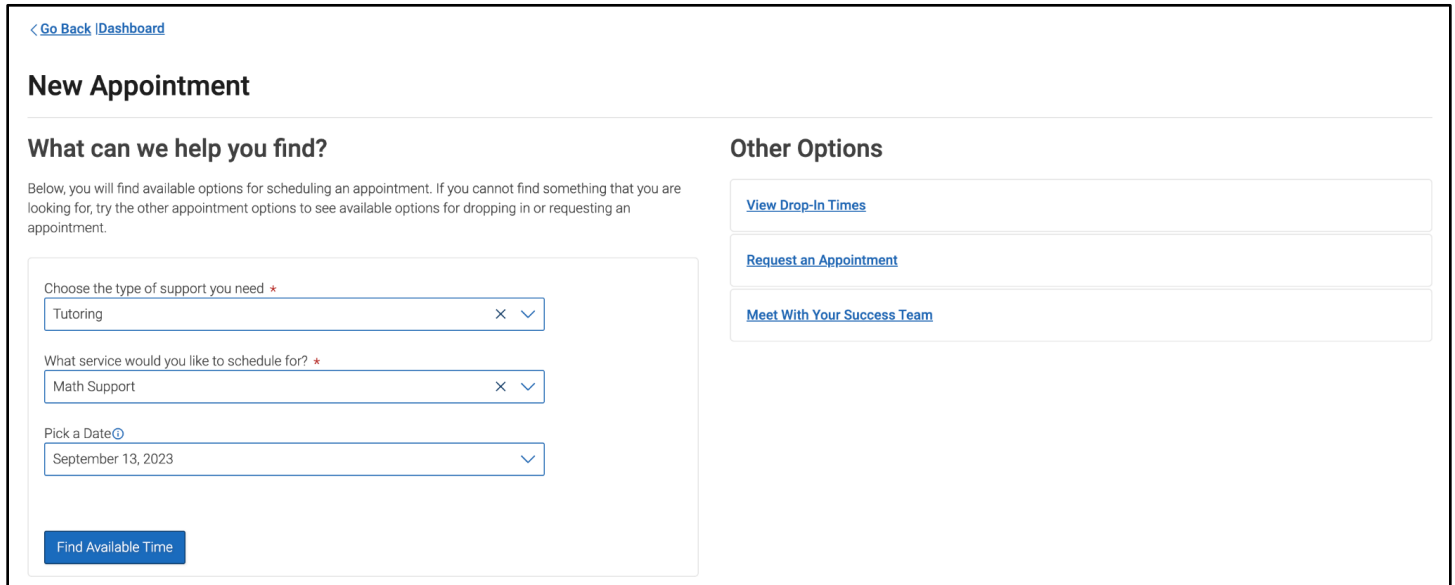
Student Home opens when students log into Navigate360. To open the scheduler, students select the **Get Assistance** button.

Scheduling an Appointment

1. Click the blue **Get Assistance** button on the top right of the home page to begin scheduling an appointment:



You will then be redirected to the **New Appointment** page:

A screenshot of the "New Appointment" page. At the top left, there is a link "< Go Back | Dashboard". The main heading is "New Appointment". Below this, there is a section titled "What can we help you find?" with a sub-heading "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 dropping in or requesting an appointment." This section contains three dropdown menus: "Choose the type of support you need *" with "Tutoring" selected, "What service would you like to schedule for? *" with "Math Support" selected, and "Pick a Date" with "September 13, 2023" selected. A blue button labeled "Find Available Time" is at the bottom of this section. To the right, under the heading "Other Options", there are three buttons: "View Drop-In Times", "Request an Appointment", and "Meet With Your Success Team".

- Begin by selecting the type of support you need, such as advising or academic support, followed by the type of service needed, and then the date for the appointment. You can only select one type of support and/or service.

Choose the type of support you need *

Tutoring
✕
▾

What service would you like to schedule for? *

Math Support
✕
▾

Pick a Date📅

September 13, 2023
▾

Find Available Time

- Once the options are selected from the fields above, click on the blue **Find Available Time** button.

You will then be redirected to following page:

New Appointment

All Filters [Start Over](#)

Choose the type of support you need

Advising
✕
▾

What service would you like to schedule for?

General Advising
✕
▾

Pick a Date📅

September 2023 < 11 >

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
▾

ADVISING
GENERAL ADVISING

3 Locations

< Mon, Sep 18th >

Adams Mill Tutoring

Drop-in Times Available

AA
JA
JG
KA
NG
RB
S4

8 People

8:00 - 8:30 AM

8:15 - 8:45 AM

8:30 - 9:00 AM

8:45 - 9:15 AM

9:00 - 9:30 AM

9:15 - 9:45 AM

9:30 - 10:00 AM

9:45 - 10:15 AM

10:00 - 10:30 AM

10:15 - 10:45 AM

10:30 - 11:00 AM

10:45 - 11:15 AM

11:00 - 11:30 AM

11:15 - 11:45 AM

11:30 - 12:00 PM

Show More ▾

Library, 2nd Floor

SJ

1 Person

8:00 - 9:00 AM

9:00 - 10:00 AM

10:00 - 11:00 AM

11:00 - 12:00 PM

12:00 - 1:00 PM

1:00 - 2:00 PM

2:00 - 3:00 PM

3:00 - 4:00 PM

4:00 - 5:00 PM

All times listed are in local browser timezone.

Notice the options you selected on the previous page. These choices are locked in and cannot be modified unless you click on the **Start Over** link. Below is what the locked options may look like:

🔒 Advising

🔒 Choosing Major

Author: Jesus Macias
2024 Waubonsee Community College
Updated September 10, 2024

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- On the left side, under the **All Filters** section, select any additional filters to refine your desired appointment.

Note. When a date is selected, the scheduling feature shows appointments from the start date until 30 days after the start date. Dates with available appointments will have a dot underneath them in the calendar.

All Filters [Start Over](#)

Choose the type of support you need

What service would you like to schedule for?

Pick a Date 🕒

September 2023 < 11 >

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

How would you like to meet?

Office

Course

The main panel of the scheduling page shows available locations with appointment slots. Notice a description under the location, it may contain important information:

[Aurora Downtown](#)

Select your primary campus/location and then your preferred meeting type. On campus, phone, or virtual appointments are available.

[Drop-in Times Available](#)

8:00 - 9:00 AM
9:00 - 10:00 AM
10:00 - 11:00 AM
11:00 - 12:00 PM
12:00 - 1:00 PM
1:00 - 2:00 PM
2:00 - 3:00 PM
3:00 - 4:00 PM
4:00 - 5:00 PM

In some cases, you can select the link that says **# People** next to the staff member's initials.

3 Locations < Tue, Nov 3rd >

Academic Success Center
Drop-in Times Available

BB
AB
AA
CB
KB
5 People

1:00 - 1:30 PM

1:15 - 1:45 PM

1:30 - 2:00 PM

1:45 - 2:15 PM

2:00 - 2:30 PM

2:15 - 2:45 PM

2:30 - 3:00 PM

2:45 - 3:15 PM

3:00 - 3:30 PM

3:15 - 3:45 PM

3:30 - 4:00 PM

3:45 - 4:15 PM

4:00 - 4:30 PM

4:15 - 4:45 PM

4:30 - 5:00 PM

Show more ▾

Central Advising Building
Drop-in Times Available

JO
KB
MB
RR
5 People

1:00 - 2:00 PM

2:00 - 3:00 PM

3:00 - 4:00 PM

4:00 - 5:00 PM

5:00 - 6:00 PM

West Campus Building
Drop-in Times Available

LA
RB
TR
3 People

1:00 - 1:30 PM

1:30 - 2:00 PM

2:00 - 2:30 PM

2:30 - 3:00 PM

3:00 - 3:30 PM

3:30 - 4:00 PM

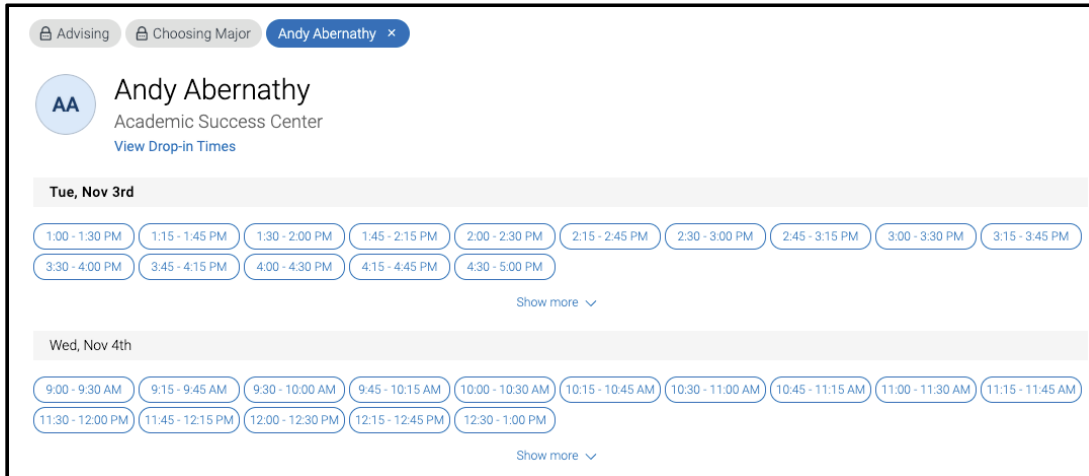
4:00 - 4:30 PM

4:30 - 5:00 PM

Clicking the link will display a list of staff members:

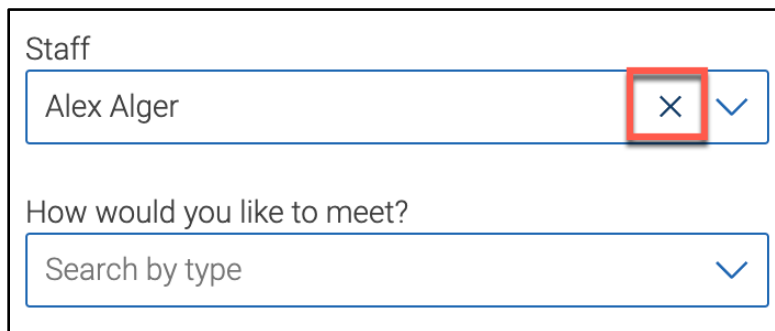
BB	<p>Bruce Bins</p> <p>Advisor</p>	>
AB	<p>Alice Boehm</p>	>
AA	<p>Andy Abernathy</p>	>
CB	<p>Clotilde Blanda</p>	>
KB	<p>Karson Boehm</p>	>

If a staff member is selected from the list, the appointment schedule will display only the available time slots for that specific staff member.



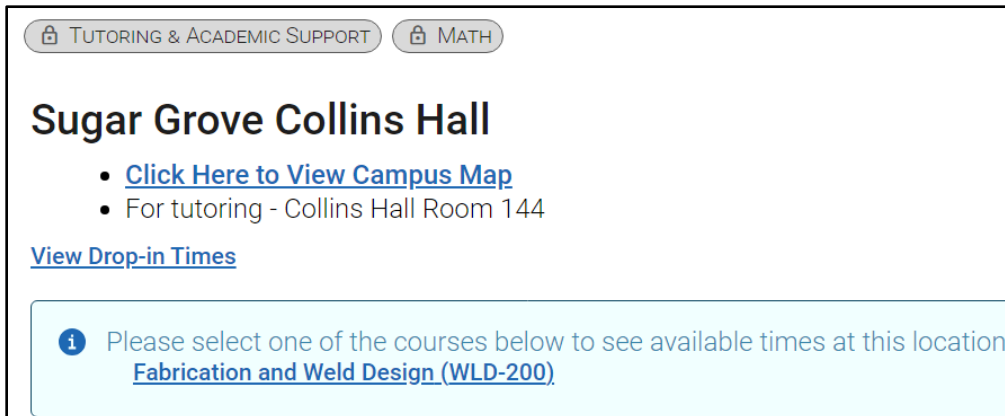
The screenshot shows a user interface for scheduling an appointment. At the top, there are three tabs: "Advising", "Choosing Major", and "Andy Abernathy" (which is selected and has a close 'X' button). Below the tabs is a profile card for Andy Abernathy, Academic Success Center, with a "View Drop-in Times" link. The main area displays a calendar for "Tue, Nov 3rd" and "Wed, Nov 4th". Under "Tue, Nov 3rd", there are two rows of time slots: 1:00-1:30 PM, 1:15-1:45 PM, 1:30-2:00 PM, 1:45-2:15 PM, 2:00-2:30 PM, 2:15-2:45 PM, 2:30-3:00 PM, 2:45-3:15 PM, 3:00-3:30 PM, 3:15-3:45 PM, 3:30-4:00 PM, 3:45-4:15 PM, 4:00-4:30 PM, 4:15-4:45 PM, and 4:30-5:00 PM. A "Show more" link is below the slots. Under "Wed, Nov 4th", there are two rows of time slots: 9:00-9:30 AM, 9:15-9:45 AM, 9:30-10:00 AM, 9:45-10:15 AM, 10:00-10:30 AM, 10:15-10:45 AM, 10:30-11:00 AM, 10:45-11:15 AM, 11:00-11:30 AM, 11:15-11:45 AM, 11:30-12:00 PM, 11:45-12:15 PM, 12:00-12:30 PM, 12:15-12:45 PM, and 12:30-1:00 PM. A "Show more" link is below the slots.

If you would like to remove a filter, click on the **X** in the corresponding field:



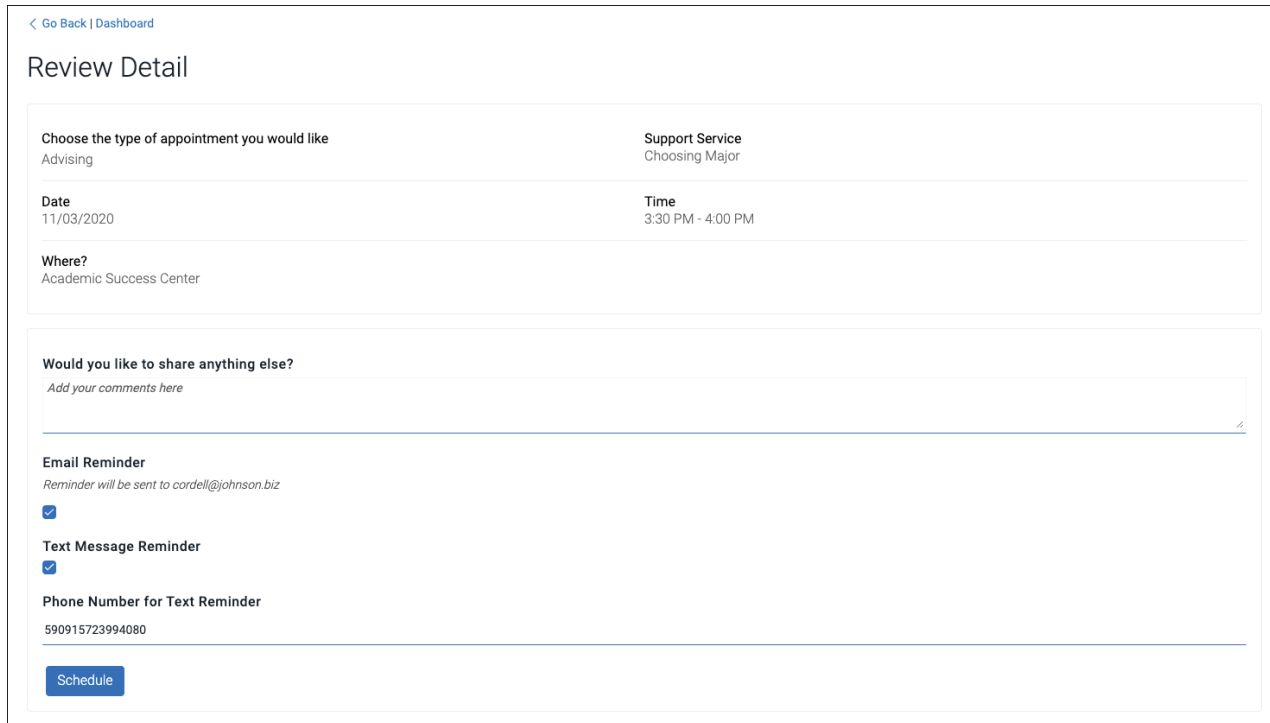
The screenshot shows a "Staff" filter dropdown menu. The selected option is "Alex Alger". A red box highlights the "X" icon next to the name, which is used to remove the filter. Below the "Staff" filter is another dropdown menu labeled "How would you like to meet?" with the selected option "Search by type".

If there are services that require a course, such as math tutoring, you will be prompted with a message and will need to select a course before you are able to view the available time slots:



The screenshot shows a page for "Sugar Grove Collins Hall". At the top, there are two tabs: "TUTORING & ACADEMIC SUPPORT" and "MATH". Below the tabs is the title "Sugar Grove Collins Hall". There are two bullet points: "Click Here to View Campus Map" and "For tutoring - Collins Hall Room 144". Below the bullet points is a link "View Drop-in Times". At the bottom, there is a message box with an information icon and the text: "Please select one of the courses below to see available times at this location. [Fabrication and Weld Design \(WLD-200\)](#)".

5. After selecting an appointment time slot, review the appointment details in the **Review Detail** page.



< Go Back | Dashboard

Review Detail

Choose the type of appointment you would like Advising	Support Service Choosing Major
Date 11/03/2020	Time 3:30 PM - 4:00 PM
Where? Academic Success Center	

Would you like to share anything else?
Add your comments here

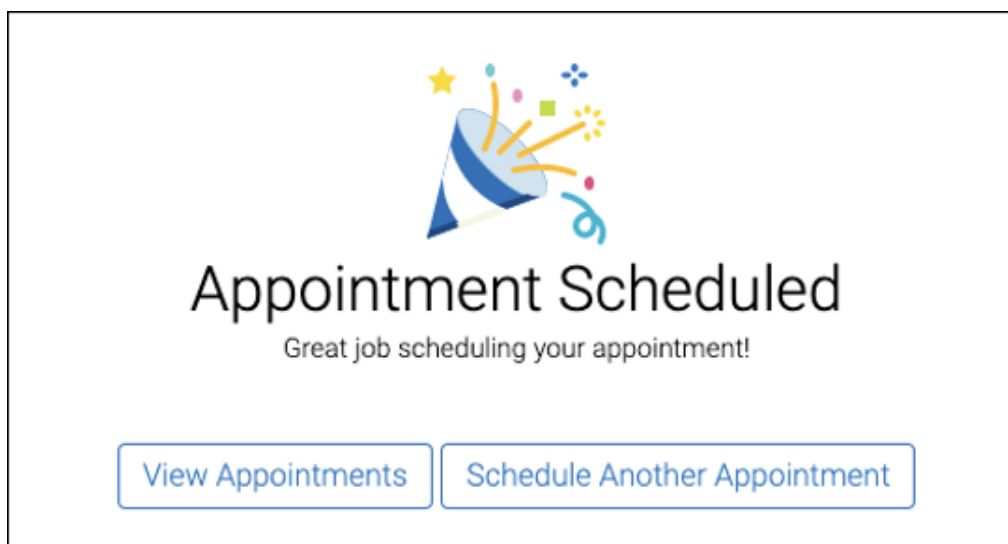
Email Reminder
Reminder will be sent to cordell@johnson.biz

Text Message Reminder

Phone Number for Text Reminder
590915723994080

[Schedule](#)

6. Enter any comments and check the email or text reminders checkboxes if desired. Once all the options are set, click **Schedule**. You should see a success message and the option to **View Appointments** or **Schedule Another Appointment**.



Repeat the process to schedule another appointment.