Appointments in Navigate

Current students can now self-schedule appointments with Student Development advisors in Navigate!

Please note: if you are a new student (or newly returning student), you will not be able to schedule an appointment in Navigate. If you are a new/returning student, please call our Student Services front desk at (360) 417-6340 (option #2 on our phone tree) to schedule an advising appointment.

Log Into Navigate

1. You can find Navigate by searching for “Navigate” in our search bar or by scrolling down to “Quick Links” on our main website page: http://pencol.edu.

2. You will need your Student ID (SID) number & global pin to log in (your global pin is your birthdate in this format: mmddyy).

Tip: If you do not know your SID number, please contact our Student Services department at (360) 417-6340.
Schedule Appointment

1. Once logged in, you will see “Appointments” on the left-hand side of the page.

2. Next, click on appointments & then click on “Schedule an Appointment”.
Select “Academic Advising” & Student Type

3 Click on “Select.” Then choose “Academic Advising” as your apt. type & select “Answer Next Question.”

4 Next, select what type of student you are & click “Done for Reason.”

On the next page, click “Continue to Next Step” or “Go back” if you need to change your student type.
Select Your Location & Advisor

5 Select whether you want an online/virtual appointment or a phone appointment, then click “Answer Next Question.”

Next, select the advisor(s) you would like to meet with & then click “Done for Location & Staff.”

Tip: you may select multiple advisors.
Select Appointment Date & Time

Now select your date & time for the appointment.

Tip: the appointment dates will light up blue when they are available. If none are blue, select “Next Week.”

Click on the date you would like to have an appointment.

You may select “Before noon” or “After noon” to get more appointment times.

Tip: You will need to select the appointment time in order to click “Continue to Next Step.”
Confirm Appointment

9 Review the appointment before confirming.

Tip: Check the date, time, advisor’s name & type of appointment before confirming the appointment.

10 Add any comments for the advisor & sign up for email/text reminders. Then click “Confirm Appointment.”

Tip: if you would like text reminders, you must add your phone number here.
Appointment Confirmed

11 Once you have confirmed the appointment, “Appointment Scheduled” will appear.

12 Next, click “Done” to return to “My Appointments” page. Your appointment should be listed.

Tip: if you need to cancel your appointment, select “View Details,” and then click on “Cancel Appointment.”

Navigate will prompt you to answer questions to cancel your appointment.

For help scheduling appointments, please contact our Student Services department at: (360) 417-6340 or sservices@pencol.edu.