



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.

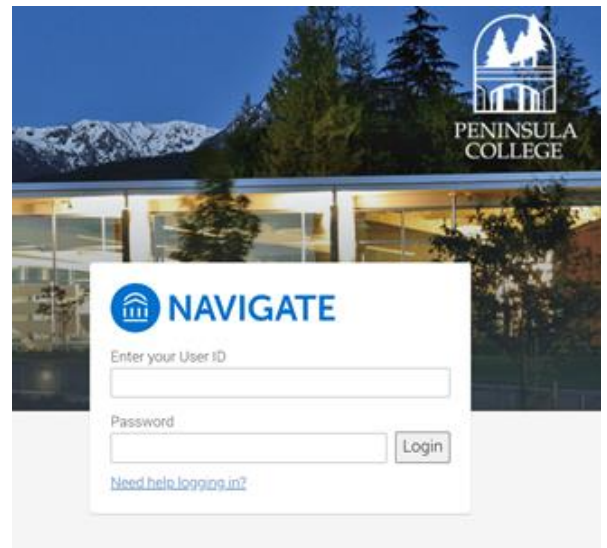
Log Into Navigate

- 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*).

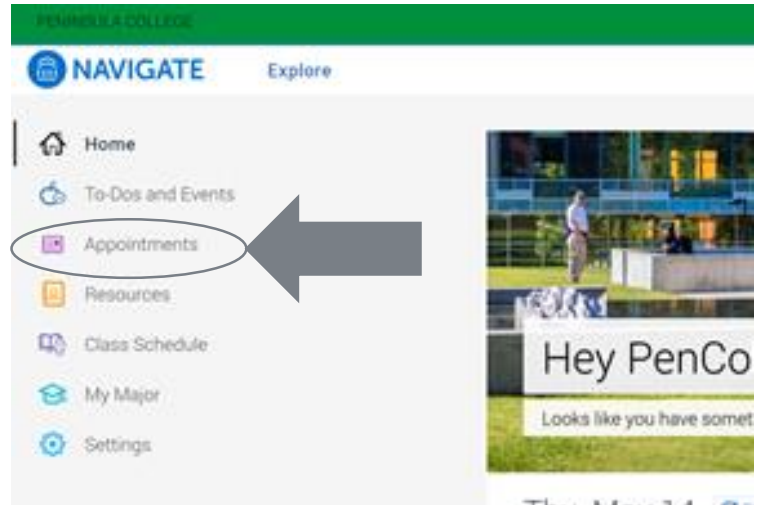
Tip: If you do not know your SID number, please contact our Student Services department at (360) 417-6340.



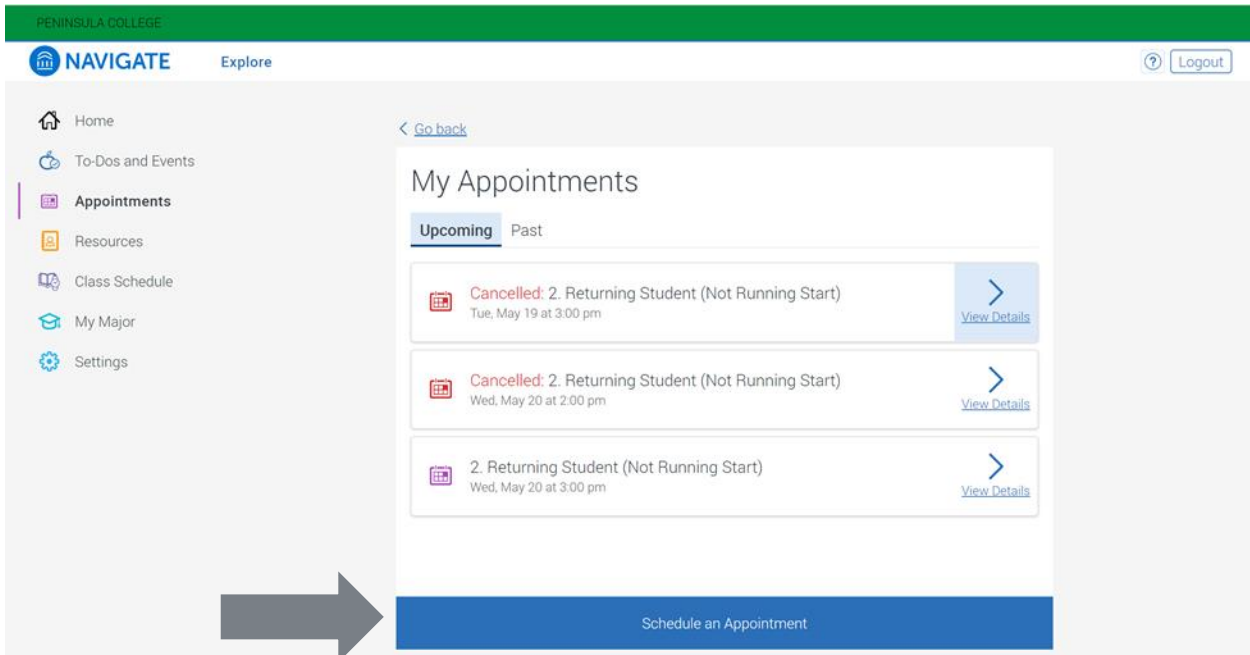


Schedule Appointment

- 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.”

Appointment Scheduling ✕ Exit

[Reason](#) [Location & Staff](#) [Available Times](#) [Confirm](#)

Reason Step 1

What type of appointment would you like to schedule? ➤ [Select](#)

[Continue to Location & Staff](#)

Appointment Scheduling ✕ Exit

[Back to Reason](#)

What type of appointment would you like to schedule?

Academic Advising Step 2

Admissions & Recruitment

Step 3

[Answer Next Question](#)

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

Appointment Scheduling

[Back to Reason](#)

What type of student are you?

1. New Student (Not Running Start)

2. Returning Student (Not Running Start)

3. Student of Color/Running Start Student of Color

4. DSHS (Workfirst/Bfet)

5. Athlete

[Done for Reason](#)

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

Appointment Scheduling ✕ Exit

[Reason](#) [Location & Staff](#) [Available Times](#) [Confirm](#)

Reason

What type of appointment would you like to schedule?

[Academic Advising](#) Edit

What type of student are you?

[2. Returning Student \(Not Running Start\)](#) Edit

[Continue to Next Step](#)



Select Your Location & Advisor

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

Appointment Scheduling

Reason Location & Staff Available Times Confirm

Location & Staff

Pick a Location for your Appointment

Select

Appointment Scheduling

Back to Location and Staff

Pick a Location for your Appointment

Online/Virtual Appointments

Phone Appointments

Answer Next Question

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

Tip: you may select multiple advisors.

Appointment Scheduling

Back to Location and Staff

Pick a Staff Member

(select one or more)

Engle, Cathleen

Santry, Jennifer (Your Staff)

Lauderback, Cynthia

Dieterle, Eric

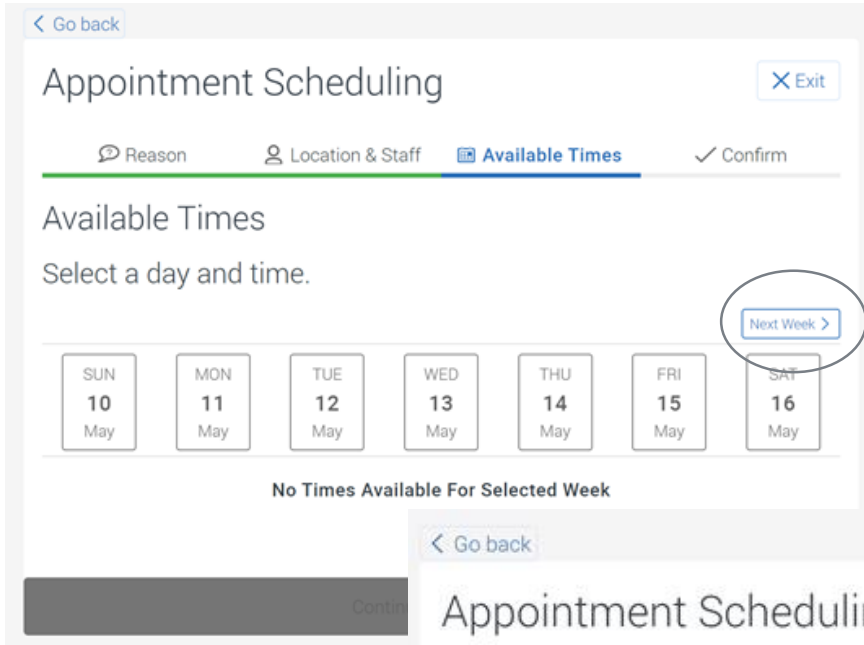
Manzer, Jessie

Done for Location and Staff



Select Appointment Date & Time

7 Now select your date & time for the appointment.

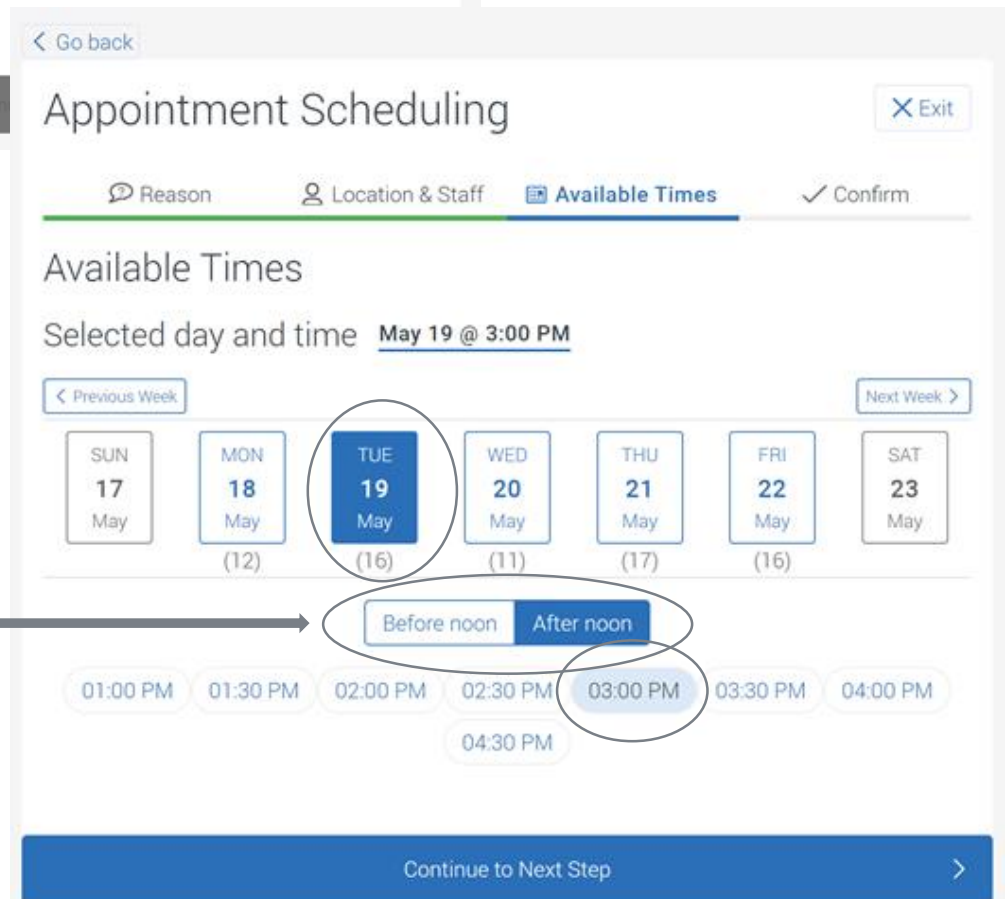


Tip: the appointment dates will light up blue when they are available. If none are blue, select "Next Week."

8 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.

The screenshot shows the 'Appointment Scheduling' interface. At the top, there are navigation options: '< Go back', 'Appointment Scheduling', and 'X Exit'. Below this is a progress bar with four steps: 'Reason', 'Location & Staff', 'Available Times', and 'Confirm' (which is highlighted with a checkmark). The main section is titled 'Confirm' and contains the following information:

- Appointment Title: 2. Returning Student (Not Running Start)
- Appointment Type: One Time Appointment
- Date: Tue, May 19
- Time: 3:00 - 3:30 pm
- Advisor: Eric Dieterle
- Location: Phone Appointments

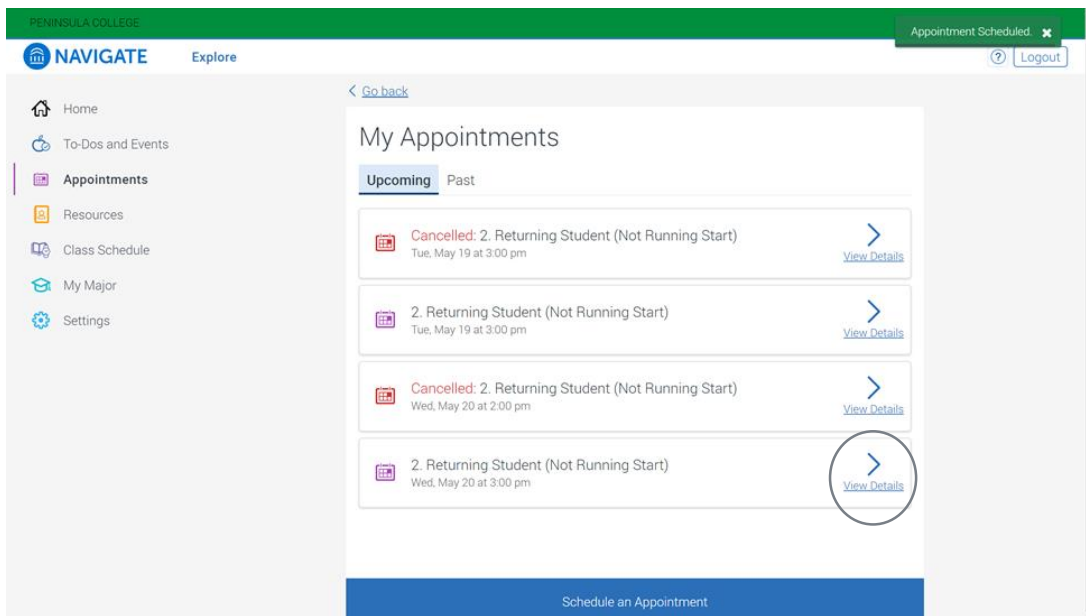
Below the appointment details, there is an 'Additional Details' section with the note: 'Calls will come from Google Voice, which will display an out-of-state number.' This is followed by a text input field for 'Anything specific you want to discuss?' with a placeholder 'Comments for your ...'. Underneath is the 'Appointment Reminder' section, which has two checked options: 'Send email to pencoltest1' and 'Send text message'. At the bottom of this section is the 'Add Phone number:' label and a text input field containing '1111111111'. A grey arrow points from the tip text to this field. The final step is a large blue button labeled 'Confirm Appointment' with a right-pointing chevron.



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.