

# **Guide: How to schedule an appointment with a CJ or PA adviser using Navigate.**



## Schedule Appointment

Location & Staff > Select Time > Confirm

Select "Advising" from the drop-down options

What type of appointment would you like to schedule?

- please choose one --
- please choose one --
- Advising
- Tutoring

NAVIGATE 136

Fall 2020

Home Envelope Calendar

# Schedule Appointment

What type of appointment would you like to schedule?

Advising

To help you find a time, please tell us why you'd like to see someone.

Academic Advising

Choose from the following options and click on the time you want to schedule.

-- please choose one --

- Englemyer Questions
- General Education (GE) Advising
- Graduation Process Advising
- Leadership Development
- Major Advising
- Major/Minor Exploration/Change
- Minor Advising
- Peer Advising

First, select "Academic Advising" from the drop-down options

Then, select the reason why you need to see your major adviser

Only the following services are available at the School of Public Affairs:

- Major Advising
- Major/Minor Exploration/Change (select this if you are not a current CJ major or PA major or minor)
- Minor Advising

The screenshot shows the NAVIGATE web application interface. At the top, the NAVIGATE logo is on the left, a notification badge with '136' is in the center, and a 'Fall 2020' dropdown menu is on the right. A red sidebar on the left contains icons for a home, email, and calendar. The main heading is 'Schedule Appointment'. Below it, a form asks 'What location do you prefer?' with a dropdown menu showing three options: '-- please choose one --', '-- please choose one --', and 'PSFA: Public Affairs'. A blue callout box points to the 'PSFA: Public Affairs' option. To the left of the dropdown is a 'Back' button. To the right of the form is a 'Next' button. A second blue callout box points to the 'Next' button. A large blue callout box on the far left contains text about the meeting location and Zoom sessions.

NAVIGATE 136

Fall 2020

Staff > Select Time > Confirm

## Schedule Appointment

What location do you prefer?

- please choose one --
- please choose one --
- PSFA: Public Affairs

Back

Next

The actual location of the meeting will be listed on the confirmation email. The location selected here only serves to identify your adviser. All advising sessions are currently conducted via Zoom.

Select the “PSFA: Public Affairs” for the location.

Then, click on “Next”

This defaults to any staff. Please note that depending on the service you selected, you may meet with a peer adviser who is trained to provide that service.

The screenshot shows a web browser window with a red notification bubble in the top left corner containing the number '136'. The browser's address bar shows 'Fall 2020'. The page title is 'Make Appointment'. The breadcrumb navigation is 'Service > Location & Staff > Select Time > Confirm'. The main form has two sections: 'What location do you prefer?' with a dropdown menu showing 'PSFA: Public Affairs', and 'Who would you like to meet with? You may choose more than one person.' with a text input field containing 'LEYVA, NORA'. Below the form are two buttons: 'Back' and 'Next'. A green arrow points from the blue callout box to the 'LEYVA, NORA' text. Another green arrow points from the 'Then, click on "Next"' callout box to the 'Next' button.

Service > Location & Staff > Select Time > Confirm

## Make Appointment

What location do you prefer?

PSFA: Public Affairs

Who would you like to meet with? You may choose more than one person.

LEYVA, NORA

Back

Next

Then, click on "Next"

NAVIGATE

Summer 2019

Home

Mail

Calendar

# Schedule Appointment

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Times From August 06 To August 10

>

Tue, Aug 06	Wed, Aug 07	Thu, Aug 08	Fri, Aug 09	Sat, Aug 10
Morning N/A	Morning N/A	Morning 1 Available	Morning N/A	Morning N/A
Afternoon N/A	Afternoon N/A	Afternoon N/A	Afternoon N/A	Afternoon N/A

\* All times listed are in Pacific Time (US & Canada).

refreshed at 1:41pm PDT.

Don't see the time you are looking for?

View Drop-in Times

 or 

Request Appointment

< Back

Next

Days with availability are in blue. Select a day that works with your schedule.

If none of these dates work or there is no availability during the current week, check our availability on following weeks.

Do NOT select either of these options.

Then, click on "Next"

NAVIGATE

Summer 2019

Home

Mail

Calendar

# Schedule Appointment

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Times From August 06 To August 10

>

<div>Tue, Aug 06</div> <div>Morning N/A</div> <div>Afternoon N/A</div>	<div>Wed, Aug 07</div> <div>Morning N/A</div> <div>Afternoon N/A</div>	<div>Thu, Aug 08</div> <div>Close</div> <div>9:30am</div>	<div>Fri, Aug 09</div> <div>Morning N/A</div> <div>Afternoon N/A</div>	<div>Sat, Aug 10</div> <div>Morning N/A</div> <div>Afternoon N/A</div>
--	--	---	--	--

\* All times listed are in Pacific Time (US & Canada).

refreshed at 1:41pm PDT.

Don't see the time you are looking for?

View Drop-in Times

 or 


Request Appointment

< Back

Next >

Select a time that works with your schedule.

Then, click on "Next"

 SAN DIEGO STATE  
UNIVERSITY  
School of Public Affairs



## Schedule Appointment

Your appointment has not been scheduled yet. Please review and click Confirm Appointment to complete.

### Appointment Details

**Who:** NORA LEYVA with  
**Why:** Major Advising

**When:** Thursday, August 08  
9:30am - 10:00am  
**Where:** College of Professional  
Arts

### Additional Details

Location: 4103  
If you have two majors, please bring a printed copy of a manual degree evaluation.  
here: [https://advising.sdsu.edu/advising/manual\\_degree\\_evaluations](https://advising.sdsu.edu/advising/manual_degree_evaluations)

Is there anything specific you would like to discuss with NORA?

Comments for your staff...

- ☒ Send Me an Email  
☐ Send Me a Text

Do you want to receive email or text reminders? If so, check the appropriate boxes.

◀ Back

Confirm Appointment

Then, click on "Confirm Appointment"





## Schedule Appointment

Success! Your Appointment Has Been Created

### Appointment Details

**Who:** with NORA LEYVA

**Why:** Major Advising

**When:** Thu Aug 08, 2019 09:30 am - 10:00 am

**Where:** College of Professional Studies and Fine Arts

#### Additional Details:

Location: 4103

If you have two majors, please bring a printed copy of a manual degree evaluation. You can request it here:

[https://advising.sdsu.edu/advising/manual\\_degree\\_evaluations](https://advising.sdsu.edu/advising/manual_degree_evaluations)

What would you like to do now?

[Create Another Appointment](#)

[View My Calendar](#)

[Go Home](#)

Your appointment has now been scheduled. You will receive an email confirmation.