

## How to Sign up for an Appointment and View Drop-In Times in Navigate

1. There are multiple ways you can get to Navigate, our success platform used for scheduling appointments with various resource offices on campus. You can log into your student portal and click the “Make an Appointment” button or use the link <https://ucdenver.campus.eab.com/>
2. Whichever one you choose, you will be taken to the new Scheduling page of Navigate.

UNIVERSITY OF COLORADO DENVER

NAVIGATE

< Go Back | Dashboard

### New Appointment

What can we help you find?

\*What type of appointment would you like to schedule?

\*Service

Pick a Date ⓘ

Friday, January 8th 2021

Find Available Time

Other Appointment Options

Meet With Your Success Team

3. The drop-down for “What type of appointment would you like to schedule?” has a ton of options! These include resources like Academic Advising, Lynx Central, Tutoring and Workshops, and more. The next drop-down, “Service”, is the reason for your appointment. Depending on what you chose in the first drop-down menu, the options will change.

### New Appointment

#### What can we help you find?

\*What type of appointment would you like to schedule?

Academic Advising x

\*Service

CAM Undergraduate Advising

Academic Probation/Suspension

Degree Audit & Planning

Graduation Check

Incoming Transfer Student

Other

- The last drop-down allows you to choose a date. After clicking “Find Available Time”, the scheduler will show you options on that date for the parameters you chose or the next closest option. Choose any of the time bubbles that works best for you and your schedule.

### New Appointment

**All Filters** Start Over

What type of appointment would you like to schedule?

Academic Advising

Service

Degree Audit & Planning

Pick a Date

January 2021

Su	Mo	Tu	We	Th	Fr	Sa
					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
31						

Staff

Search by name

Academic Advising Degree Audit & Planning

**Fri, Jan 8th**

3:00 - 3:30 PM 3:30 - 4:00 PM 4:00 - 4:30 PM 4:30 - 5:00 PM

**Sat, Jan 9th**

8:00 - 8:30 AM 8:30 - 9:00 AM 9:00 - 9:30 AM 9:30 - 10:00 AM 10:00 - 10:30 AM 10:30 - 11:00 AM 11:00 - 11:30 AM 11:30 - 12:00 PM 12:00 - 12:30 PM 12:30 - 1:00 PM 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

[Show more](#)

**Sun, Jan 10th**

8:00 - 8:30 AM 8:30 - 9:00 AM 9:00 - 9:30 AM 9:30 - 10:00 AM 10:00 - 10:30 AM 10:30 - 11:00 AM 11:00 - 11:30 AM 11:30 - 12:00 PM 12:00 - 12:30 PM 12:30 - 1:00 PM 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

[Show more](#)

**Mon, Jan 11th**

8:00 - 8:30 AM 8:30 - 9:00 AM 9:00 - 9:30 AM 9:30 - 10:00 AM 10:00 - 10:30 AM 10:30 - 11:00 AM 11:00 - 11:30 AM 11:30 - 12:00 PM 12:00 - 12:30 PM 12:30 - 1:00 PM 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

[Show more](#)

- When you click on a bubble, a screen will pop up with appointment details. Make sure you look through this carefully! You can also add any comments to the person you’re scheduling an appointment with, and you can opt in to receive email and text reminders about your appointment. Select “Schedule” at the bottom of the screen and you’re all set!

### Review Appointment Details and Confirm

**What type of appointment would you like to schedule?**  
Academic Advising

**Service**  
Degree Audit & Planning

**Date**  
01/08/2021

**Time**  
3:00 PM - 3:30 PM

**Location**  
The Virtual College of Arts & Media Advising

**Staff**  
[Redacted]

**Details**  
Due to the COVID-19 virus, the physical CU Denver campus is closed and I am not currently able to offer in-person appointments. I am, however, happy to advise you via phone or Zoom! Please indicate in the Comments below whether you wish this appointment to be by "PHONE" or by "ZOOM". For a phone appointment, please also include your preferred phone number. For a Zoom appointment, I will send an email invitation to your CU Denver address at the appointment time.

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

**Email Reminder**  
Reminder will be sent to

**Text Message Reminder**

Phone Number for Text Reminder

All times listed are in local browser timezone.

## Information on Drop-In Times

1. Some campus resource offices and Advising Units offer Drop-In times. In the scheduler, you can click “Other Appointment Options- View Drop-In Times” on the right-hand side of the screen.

### Other Appointment Options

[View Drop-In Times](#)

[Meet With Your Success Team](#)

2. From here, you can enter in the type of appointment and service reason you’d like to drop-in for (same as above), and click on “Find Available Time”. Click on “Check-In with First Available” to check in for your drop-in appointment.

### The Virtual College of Arts & Media Advising

[Check-in with first available](#)

(Your Advisor)

Monday-Friday  
10:00 AM - 5:00 PM

Monday-Sunday  
8:00 AM - 5:00 PM

Don't see anything that works for you?

[Schedule an Appointment](#)

There may be other locations that support scheduling Appointments.

3. From there, your screen will pop up with a notification saying that you are checked in. Check your email or phone for next steps!



### Checked In!

You have checked in to see the first available person for Graduation Check.  
Look out for an email, text, or phone call for next steps!

[View Appointments](#)