

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.

The screenshot shows the top of the Navigate interface. At the top is a black header with 'UNIVERSITY OF COLORADO DENVER' in white. Below this is a navigation bar with the 'NAVIGATE' logo and icons for email and a calendar. On the left is a sidebar with icons for home, email, and calendar. The main content area is titled 'New Appointment' and has a 'Go Back | Dashboard' link. Below the title is a section 'What can we help you find?' with three dropdown menus: 'What type of appointment would you like to schedule?', 'Service', and 'Pick a Date'. The 'Pick a Date' menu is currently set to 'Friday, January 8th 2021'. A blue button labeled 'Find Available Time' is at the bottom of the form. To the right of the form is a section titled 'Other Appointment Options' with a link '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?

This screenshot shows the 'What can we help you find?' section of the 'New Appointment' page. It features two dropdown menus. The first dropdown, labeled 'What type of appointment would you like to schedule?', has 'Academic Advising' selected and a close button (x). The second dropdown, labeled 'Service', is currently empty. Below the second dropdown, a list of service options is displayed: 'CAM Undergraduate Advising', 'Academic Probation/Suspension', 'Degree Audit & Planning', 'Graduation Check', 'Incoming Transfer Student', and 'Other'.

4. 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 8 >

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

5. 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 	
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

[Schedule](#)

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](#)