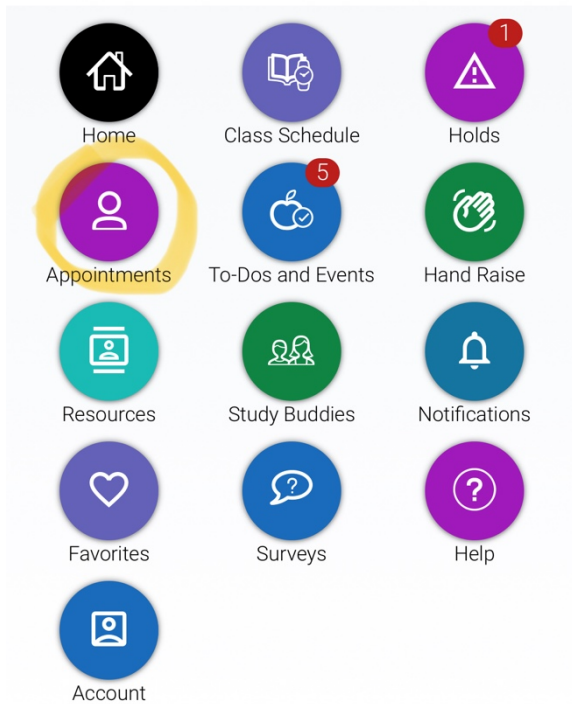
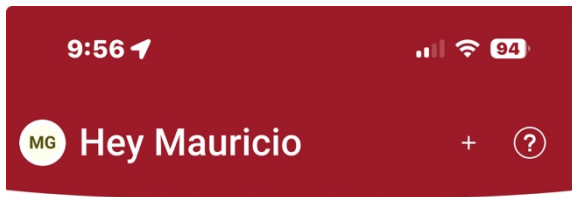


Schedule WC Appointment Using Navigate

You have 2 options!

Option 1- Smartphone



Download Instructions

- Download “Navigate Student” app from Google play or the Apple App
- Search for “Navigate Student”
- Select “Mt. San Antonio College”
- Login into the student portal using your Mt. SAC user ID and password.

Make an Appointment

To schedule appointments, click the purple Appointments icon on the left navigation menu and answer questions about your preferred service, date, time, and location.

Other Appointment Options

You can also view available drop-in times or request appointment times for your preferred service.

Schedule WC Appointment Using Navigate

Set Up Notifications

Choose the **Settings** button on your app or on the desktop site.

Select **Notification Settings**. Scroll to find content categories like *Upcoming To-Dos and Events*, *Personal Reminders and Study Buddies*.

Select your preferred method of notification.

Note: You can select as many notification methods as desired, but you receive multiple notifications if you choose more than one.

If you select the **Text** option, ensure that your cell phone number is accurate in Navigate. You can do this by choosing **Edit Contact Information**.

Notification Settings ?

Update Your Contact Information

Add Your Phone Number [Edit](#)

Upcoming To-Dos and Events ?

Text Messages On Off

Email Off

Personal Reminders ?

Text Messages On Off

Email Off

Academic Planner Messages ?

Text Messages On Off

Email Off

Study Buddies ?

Text Messages On Off

Email Off

[Update Settings](#)

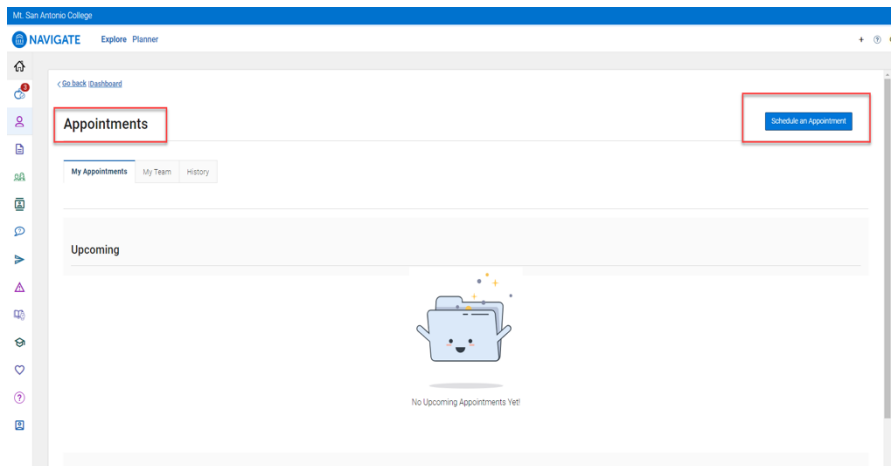
Schedule WC Appointment Using Navigate

Option 2- Desktop View

Log into Navigate Student from the Mt. SAC Portal

Detailed Instructions on how to make an Appointment.

1. Click on the “**Appointments**” icon to get to the Appointment page to start the scheduling process.
2. Click on the “**Schedule an Appointment**” found on your dashboard.



Respond to the following questions:

- 1) What type of appointment would you like to schedule? SELECT – Writing Center
- 2) Service – Tutoring 30 minutes, Tutoring 60 minutes, TC individual, or TC Group.
- 3) Pick a Date – Choose a date to see all the available appointments on the selected date or weeks in the future.
- 4) Click on Find Available Time.

[Go back | Dashboard](#)

New Appointment

What can we help you find?

Below, you will find available options for scheduling an appointment. If you cannot find something that you are looking for, try the other appointment options to see available options for dropping in or requesting an appointment.

What type of appointment would you like to schedule? *

Writing Center x v

Service *

Tutoring (30 minutes) x v

Pick a Date

January 16, 2024 v

Find Available Time

Schedule WC Appointment Using Navigate

1. Confirm the **Appointment Type** and **Service** you selected earlier.
2. Select the day and time for your appointment.
3. Use the drop-down menu if you want to pick a specific tutor to work with.
4. Select the appropriate meeting type – **In-Person (On Campus)** or **via Zoom**.
5. You can also share in the space below what kind of help you will need with your assignment.
6. If you find a drop-in slot that meets your need, please call the Writing Center office at (909) 274-5325. One of our staff members will add you to the drop-in list.

New Appointment

All Filters

[Start Over](#)

What type of appointment would you like to schedule?

Service

Pick a Date

January 2024						
S	M	T	W	T	F	S
	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			

Writing Center

Building 26B, 1561A

[View Drop-in Times](#)

15 People

[View Individual availabilities](#)

Wed, Jan 17th

[Show More](#)

Thu, Jan 18th

[Show More](#)

What type of appointment would you like to schedule?

Service

Pick a Date

January 2024						
S	M	T	W	T	F	S
	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

- Acaziah Marie Kawasaki
- Dominique Eldica Kealalan Gadsby
- James Edward Radigan
- Jessye Boyer
- Joseph Henry Fasheh
- Khojasteh Kakroudi

What type of appointment would you like to schedule?

Writing Center

Service

Tutoring (30 minutes)

Date

01/16/2024

Time

9:00 AM - 9:30 AM

Location

Writing Center
 Building 26B, 1561A

How would you like to meet? *

You are seeing the meeting types available for this time slot.

Would you like to share anything else?

Email Reminder

Reminder will be sent to mgoncalves@mtsac.edu

Text Message Reminder

Phone Number for Text Reminder

Schedule WC Appointment Using Navigate

- 1) Details about the Service, Date, Time, Location and Staff you selected is listed here.
- 2) If you scheduled a zoom, you will find the relevant information listed.
- 3) Confirmation of the meeting type
- 4) Click **Schedule** to secure your appointment.

Appointments

My Appointments My Team History

Upcoming

[Tutoring \(30 minutes\) with Lana Annette Park](#)
Scheduled for 01/16/2024 09:00 AM
Meeting Type: In - Person

Appointment Details

Tutoring (30 minutes) with Sauda Zara Khan

Care Unit
Writing Center

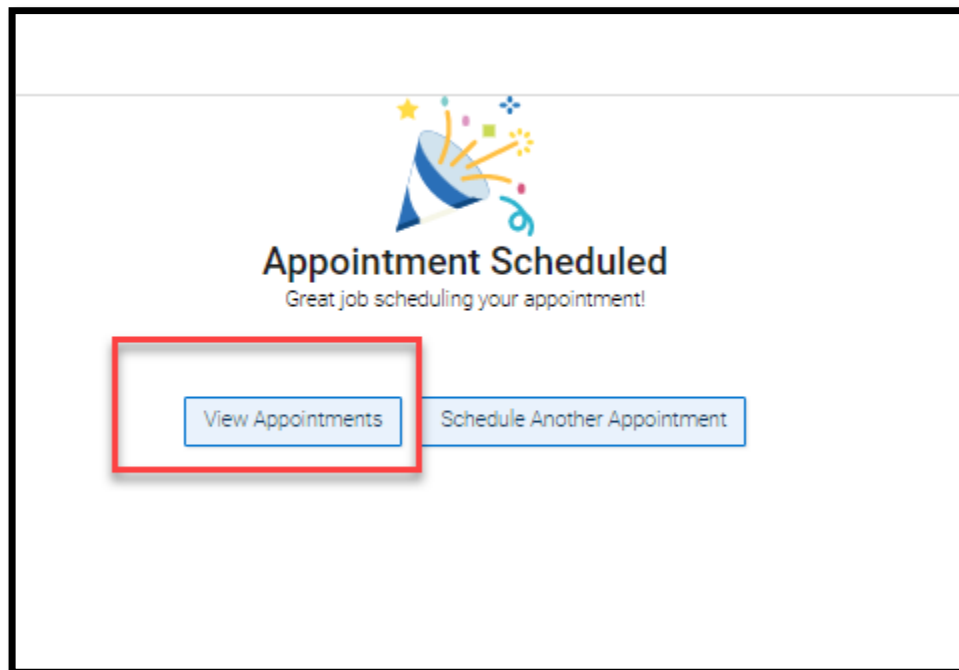
Date
01/18/2024

Location
Writing Center

People
Sauda Zara Khan

URL / Phone Number
<https://mitsac-edu.zoom.us/my/skhan55>

Confirmation of the Appointment scheduled will appear!



Click “View Appointments” to see all your scheduled appointments on your Dashboard.