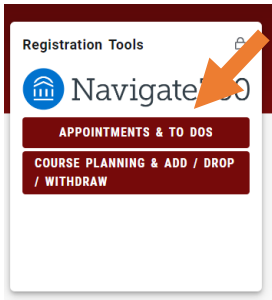


## How to access and schedule an appointment using Navigate

1. Access your student Rock portal and click the Navigate icon on your student dashboard.



2. Click on the left menu item "Appointments".



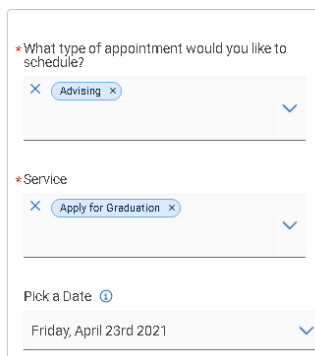
3. Next, click the "Schedule an Appointment" button.



4. In the New Appointment window, select the department, service and date you would like to schedule for.

New Appointment

What can we help you find?



5. Click the "Find Available Time" button to access appointment availability.



6. You should now be viewing the New Appointment window displaying all of the available options for scheduling your appointment, including a window to view Drop-In Times.

# New Appointment

## All Filters

[Start Over](#)

What type of appointment would you like to schedule?

Advising

Service

Apply for Graduation

Pick a Date

< April 2021 23 >

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	

Staff

Search by name

Location

Search by name

Course

Select course

Advising Apply for Graduation

## 2 Locations

< Fri, Apr 23rd >

### RRCC - Arvada Campus

Drop-in Times Available

CS JP NG 3 People

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

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

4:30 - 5:00 PM

### RRCC - Lakewood Campus

Drop-in Times Available

CS 1 Person

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

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

4:30 - 5:00 PM

Don't see anything that works for you?

[View Drop-in Times](#)

There may be other locations that support Drop-ins.

7. If you prefer to meet with a specific staff member or at a particular location, clicking on the arrows in these fields will allow you to select from a list of available staff members and/or locations for the department and date you have selected.

Staff

Nadine Green Search by name

- Cynthia Shields
- Jeff Parker
- Nadine Green

Course

Select course

8. Once you have made all of your selection(s), you will be prompted to a new window to Review Appointment Details and Confirm your appointment.

# Review Appointment Details and Confirm

<b>What type of appointment would you like to schedule?</b> Advising	<b>Service</b> Apply for Graduation
<b>Date</b> 05/03/2021	<b>Time</b> 8:00 AM - 8:30 AM
<b>Location</b> RRCC - Arvada Campus	
<b>Staff</b> Nadine Green	

Would you like to share anything else?

*Add your comments here*

Email Reminder

Text Message Reminder

[Schedule](#)

9. You can now add any additional comments (messaging) regarding the appointment as needed as well as select to receive an Email Reminder and/or a Test Message Reminder.

Would you like to share anything else?

Please call me at 303/914-6600.

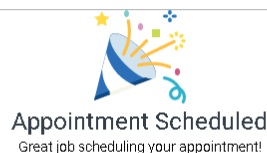
Email Reminder  
Reminder will be sent to nadine.green@rrcc.edu

Text Message Reminder

10. Click Schedule to complete scheduling the appointment

[Schedule](#)

11. You should next receive a Success! Message and can now view your scheduled appointment(s).  
Success!



[View Appointments](#) [Schedule Another Appointment](#)