

Dickinson

**Using Navigate360:
How to Schedule an Appointment**

Schedule an Appointment

1. Find the student.
2. Click **Schedule an Appointment**.

DICKINSON COLLEGE

Navigate360 | STUDENT SUCCESS

Search for student

Home, Calendar, Appointments, Staff Tasks

Denys's To-Dos

Actions Hide Completed

TO-DO	DUE DATE	VIEWABLE TO STUDENT	CREATED BY	CREATED ON	COMPLETED ON	COMPLETED BY	ACTIONS
You have no upcoming or outstanding To-Dos.							

History

View As: History

Filter Activity Types: Select one or more activity types

There are no events for this student.

Options

- I want to...
- [Message Student](#)
- [Add a Note on this Student](#)
- [Report an Appointment](#)
- [Schedule an Appointment](#)
- [Add to Student List](#)

Schedule an Appointment

3. Select your **Care Unit**.
4. Select your **Location**.
5. Select the **Service**.
6. Select the **Meeting Type**.
7. Select the date for appointment.
8. Select the Staff **Organizer** (you).

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Search for student

Schedule Appointment

Filters

Care Unit
Peer Academic Coaching

Location
Biddle House

Service
Ongoing Coaching Session - 30 mins

Course

Meeting Type
In-Person

Comments

Select a Date

April 2026

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

People Attending (1)

Available Slots Left in Appointment (0)

Add an Attendee

Additional Slots

Select An Organizer

SELECT	ORGANIZER	AVAILABLE TIMES
<input checked="" type="radio"/>	B. [redacted]	For: Appointments Tue 4:30pm - 6:30pm ET (Spring 2026) For: Appointments Fri 2:00pm - 4:00pm ET (Spring 2026)
<input type="radio"/>	[redacted]	For: Appointments Tue, Thu 4:30pm - 6:30pm ET (Spring 2026)
<input type="radio"/>	[redacted]	For: Appointments Mon 10:00am - 12:00pm ET (Spring 2026) For: Appointments Wed 9:00am - 11:00am ET (Spring 2026)
<input type="radio"/>	[redacted]	For: Appointments Mon 8:30am - 11:30am ET (Spring 2026) For: Appointments Fri 10:00am - 12:00pm ET (Spring 2026)
<input type="radio"/>	[redacted]	For: Appointments Wed 2:00pm - 4:00pm ET (Spring 2026) For: Appointments Thu 11:00am - 1:00pm ET (Spring 2026)

Choose A Time To Meet

Length: [dropdown]

Availabilities? Show Availabilities for This Course/Service

Schedule an Appointment

- Find the desired time for your appointment. Times where your availability and the student's schedule align will be green
- Select if the appointment will be repeating.
- Click **Save Appointment**.

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Search for student

Choose A Time To Meet

Length: Availabilities:

TIME SLOT	04/12 (SUN)	04/13 (MON)	04/14 (TUE)	04/15 (WED)	04/16 (THU)	04/17 (FRI)	04/18 (SAT)
9:30am - 10:00am ET		CONFLICTS		CONFLICTS		CONFLICTS	
10:00am - 10:30am ET		CONFLICTS		CONFLICTS		CONFLICTS	
10:30am - 11:00am ET		CONFLICTS		CONFLICTS		CONFLICTS	
11:00am - 11:30am ET		CONFLICTS		CONFLICTS	<input type="checkbox"/> 0/1	CONFLICTS	
11:30am - 12:00pm ET					<input type="checkbox"/> 0/1		
12:00pm - 12:30pm ET					<input type="checkbox"/> 0/1		
12:30pm - 1:00pm ET					<input type="checkbox"/> 0/1		
1:00pm - 1:30pm ET							

Repeat This Appointment?

Repeat
Does not repeat