How to schedule an Academic Coach Appointment on Navigate

Step 1

Login to myCoyote, open the My Academics tile, then select Navigate.



Step 2

Select the 'Schedule an Appointment' on the upper right corner of the Student Home page.



Step 3

Enter "Academic Support" for the Type of Appointment. Enter "Academic Coaching" for the Service.

| low, you will find availa pointment options to : | ible options for scheduling a see available options for drop | n appointment. If you ca oping in or requesting an | not find something that you are look appointment. | ing for, try the other |
|---|---|---|--|------------------------|
| What type of appointr | nent would you like to sched | ule? | | |
| ACADEMIC SUPPORT | × | | ~ | |
| Service | | | | |
| ACADEMIC COACHING | × | | ~ | |
| Pick a Date 🕥 | | | | |
| | r 15. 2022 | | \sim | |

Step 4

Filter by Staff/Academic Coach, Meeting Type (Virtual or In-Person), and Location.

| Staff | |
|---------------------|---|
| Search by name |] |
| Dana Stirling | |
| Juan Mejia Palacios | |
| Michael Ceja | |
| Location | |
| Search by name |] |

Step 5

Select the date and time that you wish to schedule your appointment.

| All Filters | (A ACADEMIC SUPPORT) (A ACADEMIC CACHINA) |
|---|--|
| What type of appointment would you like to schedule? | PDC Student Success Studio (S3) |
| Academic Support | Located at Palm Desert Campus in IW-202, our Academic Coaches are here to support transfer students in their academic success, personal development, and financial management. |
| Service | DS JM MC <u>3 People</u> |
| Academic Coaching | View individual availabilities |
| Pick a Date 🗿 | Fri, Sep 16th |
| September 2022 < 15 > | (900-930 AM) (930-1000 AM) (1130-1200 PM) (200-1230 PM) (200-230 PM) (230-300 PM) (300-330 PM) (330-400 PM) (400-430 PM) (430-500 PM) (500-530 PM) (530-600 PM) |
| 1 2 3 | Mon, Sep 19th |
| 4 5 6 7 8 9 10 | (000-1030 AM) (230-300 PM) (300-830 PM) (330-400 PM) (400-430 PM) (430-500 PM) (500-530 PM) (500-600 PM) |
| 11 12 13 14 15 16 17 | Tue, Bep 20th |
| 18 19 20 21 22 23 24 | (1200-11230 PM) (1230-100 PM) (\$30-530 PM) (\$30-600 PM) |
| 25 26 27 28 29 30 | Wed, Sep 21st |
| | (1200-11230 PM) (1230-100 PM) (250-800 PM) (800-830 PM) (830-400 PM) (400-430 PM) (400-500 PM) (500-530 PM) (530-600 PM) |

Step 5

Review appointment details, leave comments that help your Academic Coach best prepare for your upcoming meeting, then confirm to schedule.

| Review Appointment Details and Confirm | |
|---|---|
| | |
| What type of appointment would you like to schedule? Academic Support | Service Academic Coaching |
| Date 09/16/2022 | Time 9:00 AM - 9:30 AM |
| Location PDC Student Success Studio (S3) Located at Palm Desert Campus in IW-202, our Academic Coaches are here to support transfer students in their academic su | uccess, personal development, and financial management. |
| Staff Juan Mejia Palacios | |
| | |
| *How would you like to meet? | |
| Search by type | |
| You are seeing the meeting types available for this time slot. | |
| Would you like to share anything else? | |
| Add your comments here | |