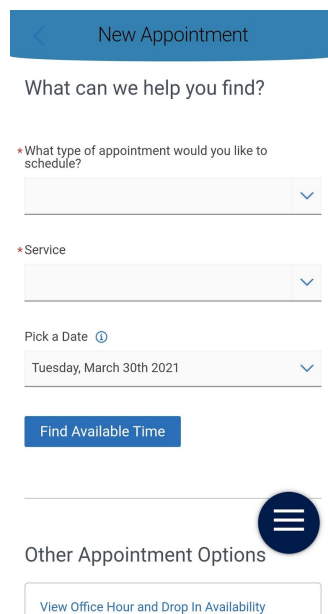
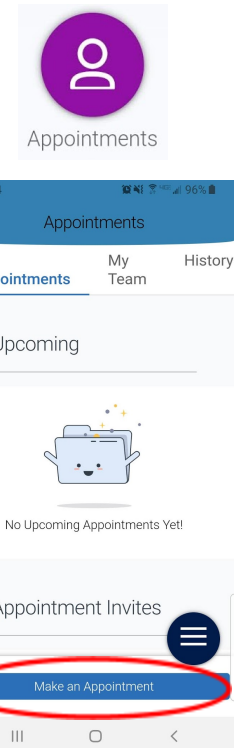


How To Schedule An Appointment via Mobile Device

When you need to talk to an advisor, visit the Career Center, or just get help, appointments get you in touch with the proper resources.

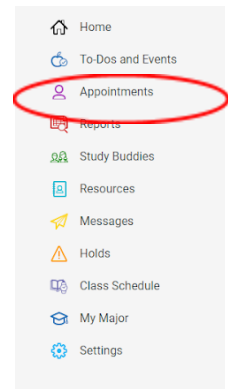
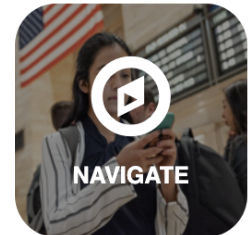
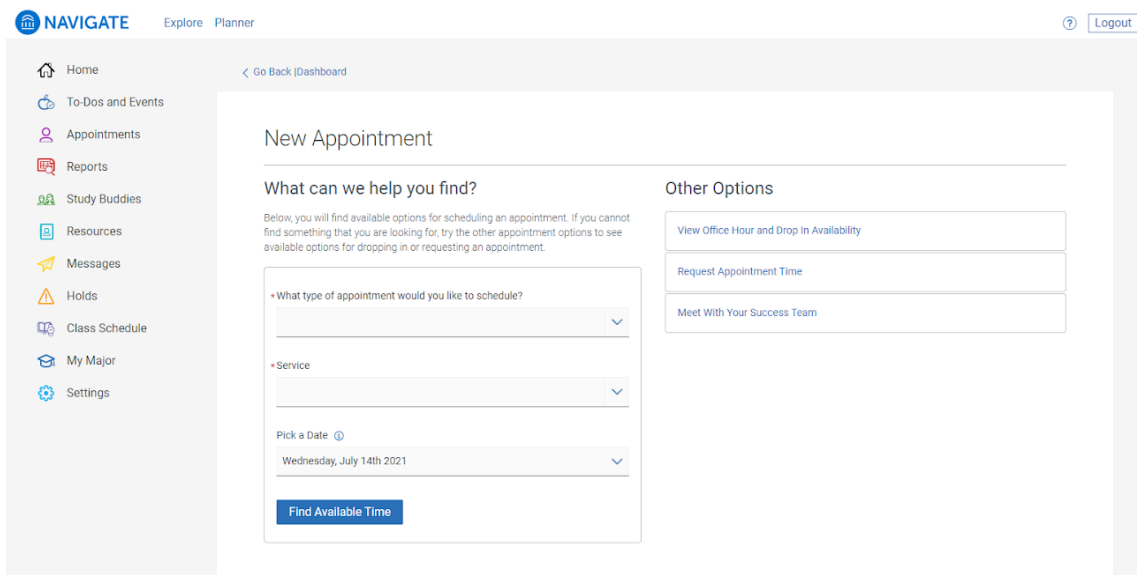
1. Open the Navigate Student app on your mobile device
2. From the home page, select “Appointments”
3. This will bring you to a page with all your upcoming appointments, as well appointment invites.
4. At the bottom of the screen, click “Make an Appointment”
5. Select the type of appointment, service, and date you’d like to schedule your appointment for.
 - a. See the last page of this document for common appointment types
6. Click “Find Available Times”
7. From this screen, find the date and time that works best for you and select it.
8. On the next page, ensure all your information is correct, then hit “Schedule”
 - a. You will receive an email reminder and can sign up for text message reminders about your appointment.
9. Your appointment will now appear under your upcoming events.

A screenshot of the 'New Appointment' form. The title 'New Appointment' is in a blue bar. Below it is a search bar 'What can we help you find?'. There are three dropdown menus: '*What type of appointment would you like to schedule?', '*Service', and 'Pick a Date' (with a location pin icon). The date selected is 'Tuesday, March 30th 2021'. A blue button 'Find Available Time' is below the date. At the bottom, there's a section 'Other Appointment Options' with a menu icon and a link 'View Office Hour and Drop In Availability'.

How to Schedule an Appointment via Desktop

When you need to talk to an advisor, visit the Career Center, or just get help, appointments get you in touch with the proper resources.

1. Log onto your Hofstra Portal
2. Select the “NAVIGATE” icon, then log in with your Hofstra credentials.
3. On the left-hand side, select “Appointments” from the menu
4. On the right-hand side, select “Make an Appointment”
5. This will bring you to the appointment options page, which will give you options of what type of appointment and the service you need the appointment for.
 - a. See the last page of this document for common appointment types
6. Select the date closest to when you would like to meet.
7. On the next page, select the date and time of an appointment that works for you.
8. Once on the confirmation screen, confirm the information is correct.
9. Add any comments about your upcoming meeting and opt-in to email and text message reminders.
10. Select “Schedule” at the bottom of the page.
11. You will receive an email notification, and your appointment will be added to your upcoming events.

NAVIGATE Explore Planner Logout

Home < 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.

Other Options

- [View Office Hour and Drop In Availability](#)
- [Request Appointment Time](#)
- [Meet With Your Success Team](#)

• What type of appointment would you like to schedule?

• Service

Pick a Date 🕒
 Wednesday, July 14th 2021

[Find Available Time](#)

Common Appointment Types

What type of appointment would you like to schedule?	Service	Common Reasons
Center for University Advising	Phone/Zoom Appointment	Academic Planning Major/Minor Changes
Center for Academic Excellence	Success Advising	Discussing study strategies Getting help in classes
Career Design and Development	Resume/Cover Letter	Assistance writing/reviewing a cover letter/resume
Career Design and Development	Internship/Job Search	Assistance beginning your career search
Student Access Services	Accommodation Question	Assistance getting the correct accommodation
Undergraduate Tutorial Program*	Course-Based Tutoring	Schedule one-on-one tutoring for a variety of courses**.

Other common appointment types are office hours/drop ins, and meeting with members of your success team. Options for these can be found on the appointment scheduling page.

*When scheduling an Undergraduate Tutoring session, select “Course-Based Tutoring” as the Service, then select your date/time. The next page will show you tutors who are assigned to your courses. Click on the course to view available appointments.

**Some courses are available for tutoring only on a drop-in basis and will not appear in the scheduler. For more information, email UTP@hofstra.edu.

If the service you need is not available at a certain time, you can select “Request Appointment Time”, which will allow you to request a time with the needed department. The department will review and let you know if the time needed is possible.

