Scheduling a Writing Appointment in Navigate Student

Scheduling a Tutoring Appointment in Navigate Student Students can schedule appointments through the Appointments tab of their Navigate Student mobile app or desktop site.

Schedule an Appointment

Appointments

My Appointments   My Team   History

Upcoming

No Upcoming Appointments Yet!

When students open the **Appointments** tab, they see a list of their upcoming appointments and appointment requests in the **Upcoming** panel. View past appointments by choosing the **History** tab.

To get started: click the **Schedule an Appointment** button, and the **New Appointment** page opens.

New Appointment

Please use the filters below to select the type of appointment you wish to schedule.

If you do not see any filters or scheduling options, please visit the **Academic Advisor Directory** to find the advisor for your major so that you can call or email to schedule an appointment.

What can we help you find?

What type of appointment would you like to schedule? *

[dropdown ⌄]

Service *

[dropdown ⌄]

Pick a Date ⓘ

August 11, 2025 [⌄]

[Find Available Time]

Other Options

View Drop-In Times

Request Appointment Time

Meet With Your Success Team

Students should choose the **Tutoring and Academic Support** option from the first dropdown menu then select one of the **Writing & Communication Services** options:

Writing & Communication Services

English Language Assistance

Help With a Speech/Presentation Prep

Help With a Writing Assignment

Reading Strategies Assistance

After making these selections, the student chooses a date and clicks **Find Available Time**.

When the next page appears, students will see the Location and list of times.

New Appointment

All Filters
Start Over

What type of appointment would you like to schedule?

Tutoring and Academic Support

Service

Help With a Writing Assignment

Pick a Date ⓘ

| August ⌄ | 2025 ⌄ | ‹ | 11 | › |

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 ⌄

How would you like to meet?

Search by type

🔒 TUTORING AND ACADEMIC SUPPORT   🔒 HELP WITH A WRITING ASSIGNMENT

Meredith Boulden
Center for Academic Success and Achievement (CASA)

Center for Academic Success and Achievement (CASA) offers umbrella services for variety of areas aimed to help increases academic success.

Mon, Aug 18th

| 9:00 - 9:30 AM | 9:30 - 10:00 AM | 10:00 - 10:30 AM | 10:30 - 11:00 AM | 11:00 - 11:30 AM | 11:30 - 12:00 PM | 12:00 - 12:30 PM |
| 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 |

Show More ⌄

Tue, Aug 19th

| 9:00 - 9:30 AM | 9:30 - 10:00 AM | 10:00 - 10:30 AM | 10:30 - 11:00 AM | 11:00 - 11:30 AM | 11:30 - 12:00 PM | 12:00 - 12:30 PM |
| 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 |

Show More ⌄

Wed, Aug 20th

| 9:00 - 9:30 AM | 9:30 - 10:00 AM | 10:00 - 10:30 AM | 10:30 - 11:00 AM | 11:00 - 11:30 AM | 11:30 - 12:00 PM | 12:00 - 12:30 PM |
| 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 |

Important. When the student selects a date, the scheduling feature shows appointments from the start date until 30 days after the start date. Dates with available appointments will have a dot underneath them in the date picker calendar.

Students can select one of the time slots from the list. Students can also select the drop down that says **Staff** to open a list of available consultants. If the student chooses a consultant from the list, the appointment list shows only the time slots that the selected consultant has available.

Staff

Search by name

Meredith Boulden

Search by type

Location

Search by name

Course

Select course

Note: Students can remove any option from their filters by clicking the **X** next to it.

When a student chooses an appointment time, the **Review Appointment Details and Confirm** page opens.

Review Appointment Details and Confirm

What type of appointment would you like to schedule?
Tutoring and Academic Support

Service
Help With a Writing Assignment

Date
08/20/2025

Time ⓘ
9:30 AM - 10:00 AM

Location
Center for Academic Success and Achievement (CASA)
Center for Academic Success and Achievement (CASA) offers umbrella services for variety of areas aimed to help increases academic success.

Staff
Meredith Boulden

Details
Telephone: 901-678-1694
Located in room 110B in the Learning Commons of McWherter Library.

**How would you like to meet?** *
In-Person ⌄
You are seeing the only meeting type available for this time slot.

Would you like to share anything else?
Add your comments here

Students can enter a comment and decide if they want **email or text reminders**. Once all the options are set, students click **Schedule**. Students can also enter a phone number for the text reminder if the number displayed is incorrect or blank.

If their appointment is scheduled, students get a success message and the option to View Appointments or Schedule Another Appointment.
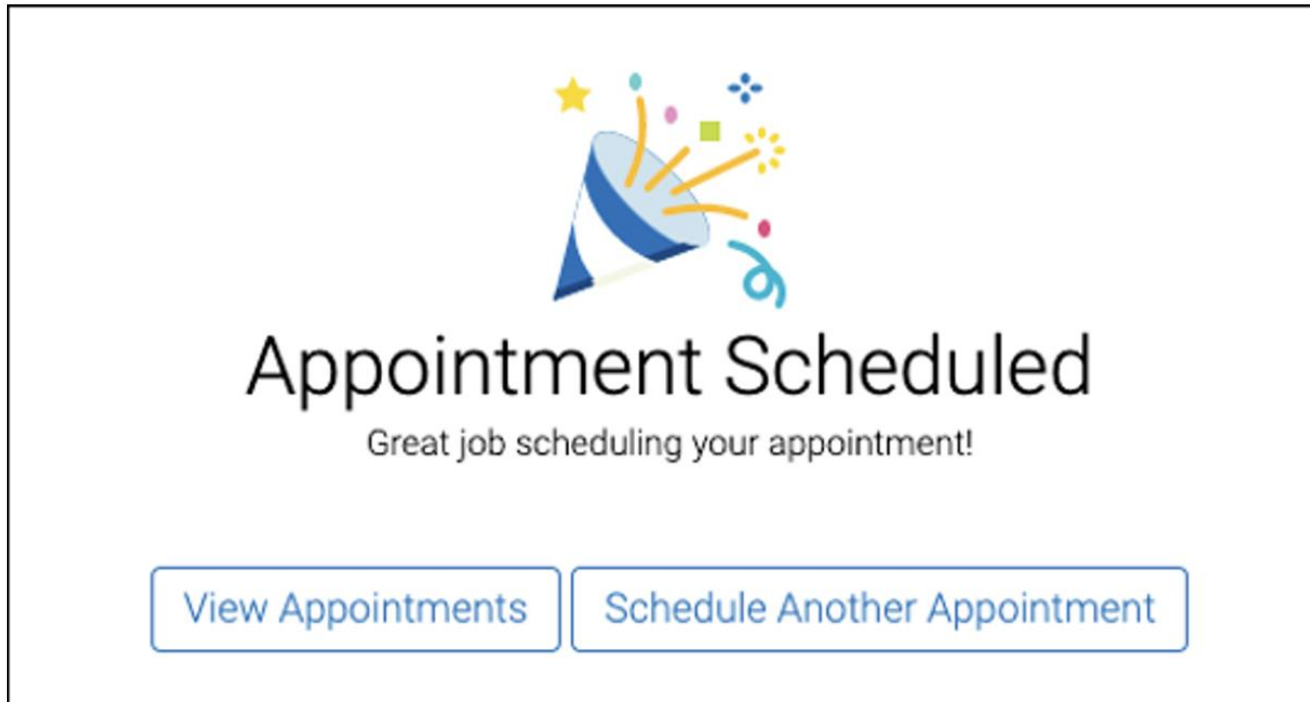
After the on-screen confirmation, students will also receive a confirmation email. They will also receive a text message reminder 2 hours before the appointment and an email reminder the day before the appointment if they selected the **Email Reminder** option on the **Review Appointment Details and Confirm** page.