

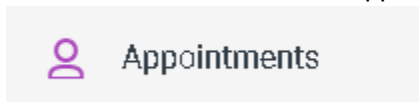
## How to access and schedule an appointment using Navigate

1. Access your student Rock portal at [www.rrcc.edu](http://www.rrcc.edu) and click the Navigate icon on your student dashboard.

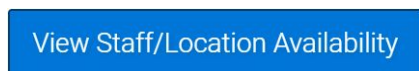


[Navigate -  
Appointments  
/ Plan / Add /  
Drop Classes](#)

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



3. Next, click the "View Staff/Location Availability" 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?

Below, you will find available options for scheduling an appointment. If you are unable to find what you are looking for, try viewing other options for drop-in availability or requesting an appointment.

\* Which department would you like to meet with?

Tutoring and Academic Support X

\* Service

Communication Lab Tutoring X

Pick a Date

Monday, July 18, 2022

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, if available.

## New Appointment

### All Filters

[Start Over](#)

Which department would you like to meet with?

Tutoring and Academic Support

Service

Communication Lab Tutoring

Pick a Date

July 2022

S	M	T	W	T	F	S
					18	
				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

How would you like to meet?

Preferred Location

Course

Tutoring and Academic Support

Communication Lab Tutoring

TC

### TUTORING Comm Lab LK1

Tutoring Services - COMM Lab

Services are offered both in-person and virtually. Be certain to make the desired selection when scheduling.

[View Drop-in Times](#)

Mon, Jul 18th

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 5:00 - 5:30 PM

Tue, Jul 19th

12:00 - 12:30 PM 12:30 - 1:00 PM 1:00 - 1:30 PM 1:30 - 2:00 PM 2:30 - 3:00 PM 3:00 - 3:30 PM 3:30 - 4:00 PM  
4:00 - 4:30 PM

Wed, Jul 20th

1:00 - 1:30 AM 1:30 - 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

Thu, Jul 21st

1:30 - 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

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

- Cynthia Shields
- Jeff Parker
- Nadine Green

Course

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

## Review Appointment Details and Confirm

<b>Which department would you like to meet with?</b> Tutoring and Academic Support	<b>Service</b> Communication Lab Tutoring
<b>Date</b> 07/18/2022	<b>Time</b> 1:00 PM - 1:30 PM
<b>Preferred Location</b> Tutoring Services - COMM Lab Services are offered both in-person and virtually. Be certain to make the desired selection when scheduling.	
<b>Staff</b> TUTORING Comm Lab LK1	
<b>Details</b> You have scheduled an appointment with the Communication Lab. <b>If you scheduled an IN-PERSON appointment:</b> Please meet with the tutor in the Communication Lab - Room 2264, inside the Library on the Lakewood Campus. <b>If you scheduled a VIRTUAL appointment:</b> Please log into the virtual Zoom meeting at the designated meeting time using the following link: Join Zoom Meeting <a href="https://us02web.zoom.us/j/82205116643">https://us02web.zoom.us/j/82205116643</a> Meeting ID: 822 0511 6643 One tap mobile +13462487799,,82205116643# US (Houston) +16699009128,,82205116643# US (San Jose) Dial by your location +1 346 248 7799 US (Houston) +1 669 900 9128 US (San Jose) +1 253 215 8782 US (Tacoma) +1 312 626 6799 US (Chicago) +1 646 558 8656 US (New York) +1 301 715 8592 US (Washington DC) Meeting ID: 822 0511 6643 Find your local number: <a href="https://us02web.zoom.us/j/kvWyr8Doq">https://us02web.zoom.us/j/kvWyr8Doq</a>	

\*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

Email Reminder

Text Message Reminder

Schedule

10. Click Schedule to complete scheduling the appointment



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

Success!

