

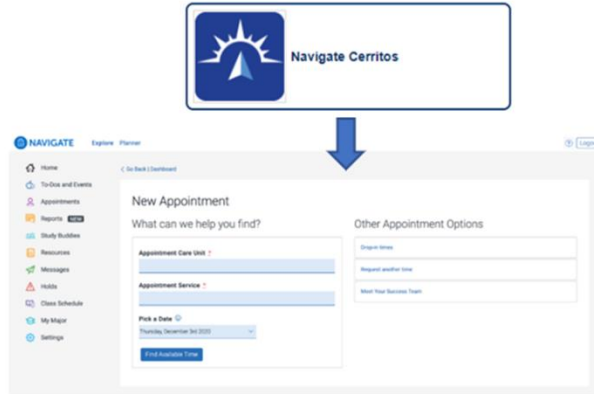
# Scheduling a Counseling Appointment on “Navigate Cerritos”

Schedule your Counseling appointment by logging into Navigate Cerritos using one of the following options.

## Option 1: Smartphone: Navigate Cerritos



## Option 2: Desktop -Navigate Cerritos tile on Cerritos Student Portal



### Option 1: Smartphone View

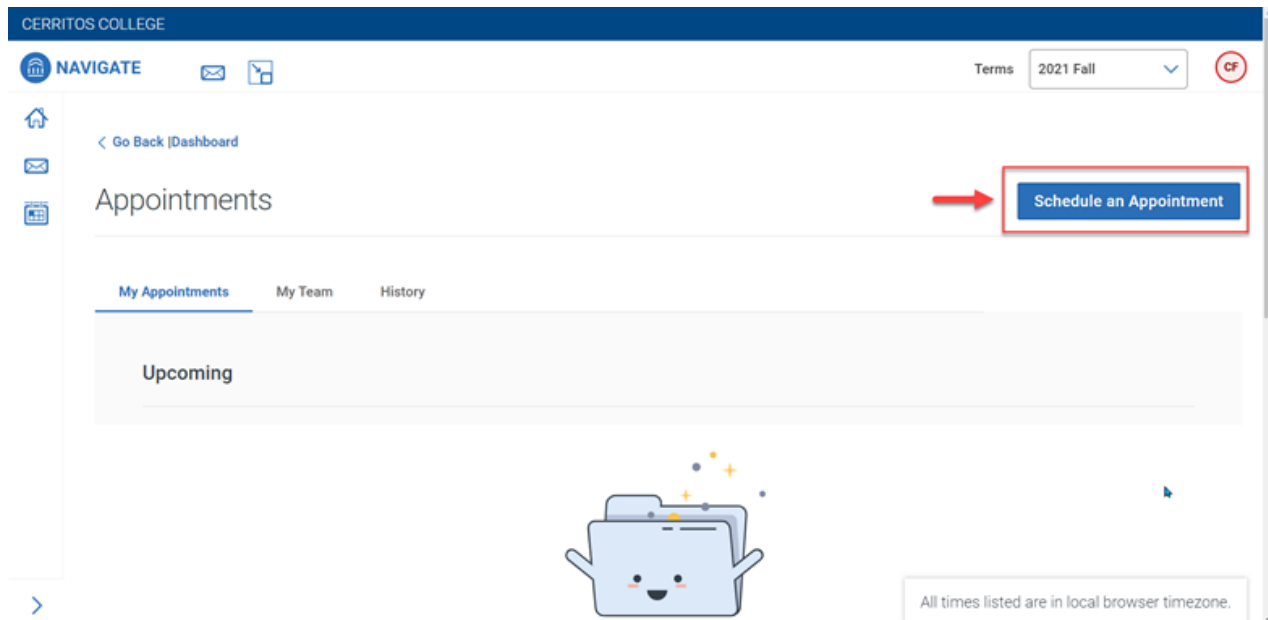
- Download “Navigate Student” app from Google Play or the Apple App
- Search for “Navigate Student”
- Select “Cerritos College ”
- Log into the student portal using your Cerritos student ID number and password

### Option 2: Desktop View

- Log into Navigate Cerritos using your student portal
- Click on the Navigate Cerritos tile

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1. Click the **“Appointments” icon** to get to the Appointments page to start scheduling process.
2. To schedule a new appointment, **click “Schedule an Appointment” found on your dashboard**



## Scheduling a Counseling Appointment on “Navigate Cerritos”

### Respond to the following questions

1. **What type of appointment would you like to schedule?** *Select:* Counseling
2. **Service:** *Choose* the **Service** reason for which you’re seeing a Counselor.
3. **Pick a Date:** *Choose* a date to see availabilities for the selected date and any future dates.
4. Click on **Find Available Time**.

The screenshot shows the 'New Appointment' page on the Navigate Cerritos system. The page has a blue header with 'TOS COLLEGE' and 'NAVIGATE' with icons for email and a calendar. Below the header is a navigation link '< Go Back | Dashboard'. The main heading is 'New Appointment'. A sub-heading asks 'What can we help you find?' followed by a note: '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.' The form contains three dropdown menus: 1. 'What type of appointment would you like to schedule?' with 'Counseling' selected. 2. 'Service' which is currently empty. 3. 'Pick a Date' with 'Wednesday, December 1st 2021' selected. At the bottom of the form is a blue button labeled 'Find Available Time'.

**Note:** You will see appointment availabilities for your **assigned** Counselors based on your [Learning Career Pathway \(LCP\)](#). Services in Career Services and Transfer Center may be scheduled if available.

# Scheduling a Counseling Appointment on “Navigate Cerritos”

The screenshot shows the 'New Appointment' interface. On the left, there are filters for 'All Filters' (Appointment Type: Counseling, Service: CSEP - Long Term Education Plan), a 'Pick a Date' calendar (December 2021), a 'Staff' dropdown (Cerritos Counselor (Your Counselor)), and a 'How would you like to meet?' dropdown (In-Person). The main area shows a list of available times for 'Cerritos Counselor' on various dates, with one time slot (8:00 - 9:00 AM on Mon, Dec 6th) highlighted in red.

1. Confirm the Appointment Type and Service you selected earlier.
2. Select a date to see list of available times to schedule.
3. Select your Counselor's name - you can schedule with any of your assigned Counselors denoted with "(Your Counselor)".
4. Choose whether to meet **In-Person (On-campus)** or **Virtual (Zoom/Video Conference)**.
5. Pick the date and time listed as available for the specific Counselor to proceed with scheduling.

# Scheduling a Counseling Appointment on “Navigate Cerritos”

What type of appointment would you like to schedule?  
Counseling

Date  
12/08/2021

Time  
8:00 AM - 9:00 AM

Location  
Counseling Department  
Counselors are here to assist you with your academic/personal goals. Counseling services assist you with developing personalized educational plans, graduation checks, reviewing transcripts, and clearing prerequisites.

Staff  
(Your Counselor)

Details  
This is a VIRTUAL/ZOOM meeting.  
Please join your Zoom meeting by clicking on the following Zoom link:  
<https://cerritos-edu.zoom.us/j/94647377001>  
Helpful Tips for your virtual meeting:  
• Ensure that you are connected to your audio  
• Log into MyCerritos  
• Be prepared to share external transcripts (if applicable)

If you have any questions, please contact us at (562) 467-5231 or [counseling@cerritos.edu](mailto:counseling@cerritos.edu)  
We look forward to meeting with you virtually!

URL / Phone Number  
<https://cerritos-edu.zoom.us/j/94647377001>

How would you like to meet?  
Virtual (Zoom/Video Conference) Search by name  
You are seeing the only meeting type available for this time slot.

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

Email Reminder  
Reminder will be sent to [eabnavigate@cerritos.edu](mailto:eabnavigate@cerritos.edu)

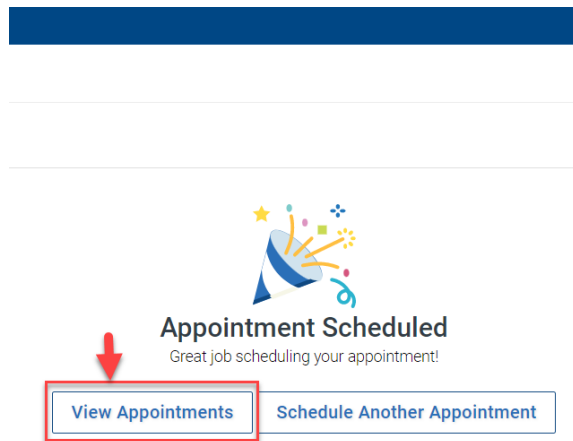
Text Message Reminder

Phone Number for Text Reminder

Schedule

1. Details about the Service, Date, Time, Location, and Staff you selected is listed here.
2. If you scheduled a virtual appointment, the Counselor’s Zoom meeting information is listed.
3. Confirmation of whether you’re meeting in-person or virtual.
4. Click **Schedule** to secure your appointment.

## Confirmation of the Appointment being scheduled will appear!



Click “View Appointments” to see all your scheduled appointments on your Dashboard.