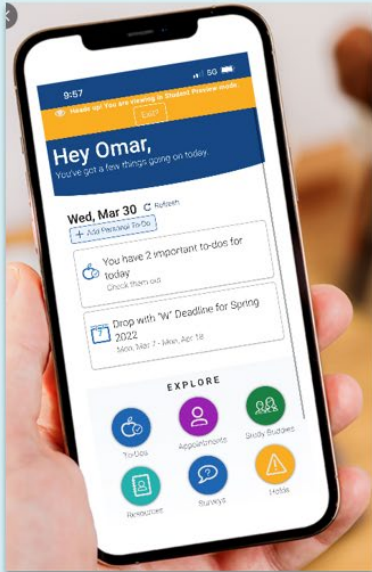# Scheduling a Tutoring Appointment on *Navigate Cerritos*
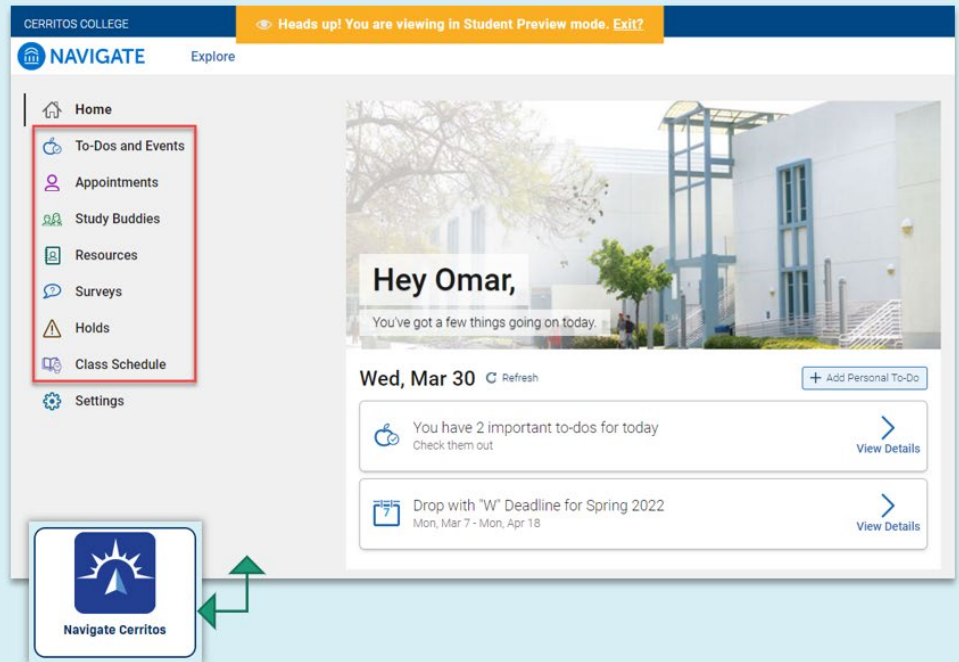
How to get started:

- Log into **Navigate Cerritos** from your preferred option.

Option 1: Download the "Navigate Student" app on your smart device
- Go to Google Play or the Apple App Store.
- Search "Navigate Student" to install the app.
- Once installed, search for "Cerritos College".
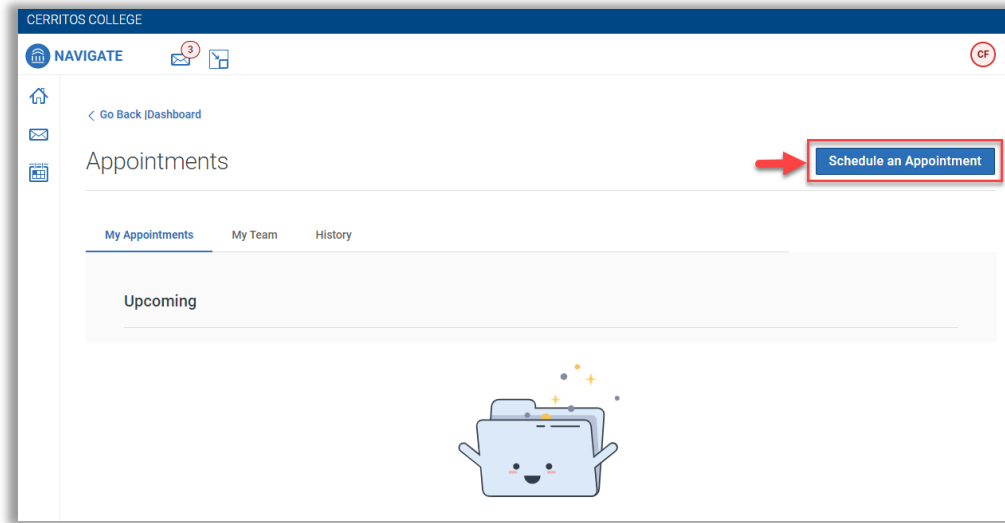- Log into the student portal using your Cerritos student ID and password.

Option 2: Use Navigate Cerritos on a computer
- Log into Navigate Cerritos using your Cerritos College [student portal.](#)
- Enter your Cerritos student ID number and password.
- Click on the Navigate Cerritos tile.

If you would like to learn more about **Navigate Cerritos**, please visit: www.cerritos.edu/navigate

Scheduling a Tutoring Appointment on *Navigate Cerritos*

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

Respond to the following questions:

1. **Which office would you like to schedule your appointment with?**
   - *Select:* **Success Center - Tutoring**
2. **Service:** *Choose* the **Service** reason for which you are scheduling an appointment.
3. **Pick a Date:** Leave on the current date and the scheduler will show all availabilities **30 days out.**
4. Click on **Find Available Time.**

Scheduling a Tutoring Appointment on *Navigate Cerritos*

Services available to select:

Important: Course-Based Tutoring – you will be required to select the math course you are enrolled in for the term in order to see appointment availabilities.

Scheduling a Tutoring Appointment on *Navigate Cerritos*

All Filters
Start Over

Which office would you like to schedule your appointment with?

✔ Success Center - Tutoring
(1)

Service

✔ English Tutoring

Pick a Date ⓘ

| | | | May 2022 | | ⟨ | 16 | ⟩ |
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
(3)
Search by name ⌄

How would you like to meet?
(4)
Search by type ⌄

Location
Search by name ⌄

Course
(5)
Select course ⌄

🔒 Success Center - Tutoring   🔒 English Tutoring

Success Center

The Cerritos College Success Center guides students to the completion of their academic goals by creati...

FC MR   2 People   **(2)**

View individual availabilities

Mon, May 16th

(3:30 - 4:00 PM)

Tue, May 17th

(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) (

Wed, May 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) (1

Thu, May 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) (1

Fri, May 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) (1

Tue, May 24th

(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) (1

Thu, May 26th

(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) (1

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1. Confirm the Appointment Type and Service you selected earlier.
2. Select a date and time from all available options.

NOTE: you will only see appointment availabilities **30 days from the current date.**
- The first available appointment date and time are listed at the very top of the list.
- If there are no appointments available, please contact the department for assistance.

3. Select a tutor's name- you can schedule with any tutor. You can also leave it blank to see all tutors' availabilities.
4. Choose how you would like to meet with your tutor: **In-Person (On-campus)** *or* **Virtual (Zoom/Video Conference)**.
5. **If appropriate, select the course you are enrolled in for which you are seeking assistance.**
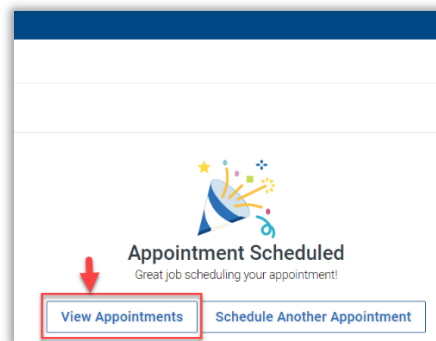   - Example: Engl-100

Scheduling a Tutoring Appointment on *Navigate Cerritos*

Review Appointment Details and Confirm

Which office would you like to schedule your appointment with?
Success Center - Tutoring

Service
English Tutoring

Date
05/18/2022

Time
9:00 AM - 9:30 AM

① **Location**
Success Center
The Cerritos College Success Center guides students to the completion of their academic goals by creating an accessible, responsive, constructive, learner-centered space for students to become active, independent, and confident learners.

Staff
Falcon (Test) Cerritos

Details
Note: This is a Virtual appointment with the Cerritos College Success Center.
When your appointment time comes, please click on the **Zoom** meeting link: https://cerritos-edu.zoom.us/my/successcenter to enter the Success Center Reception Area.
Please let the receptionist know that you have a tutoring appointment and share the **name of the tutor** with whom you are scheduled. The receptionist will direct you to a private room with your scheduled tutor. Pleas

② **URL / Phone Number**
https://cerritos-edu.zoom.us/my/successcenter

③ *How would you like to meet?
[Virtual ×]
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 ▓▓▓▓▓▓▓

Text Message Reminder ☑

Phone Number for Text Reminder
[▓▓▓▓▓]

④ [Schedule]

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1. Details about the Service, Date, Time, Location, and Staff you selected are provided.
2. If you scheduled a virtual appointment, the Success Center'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!

Appointment Scheduled
Great job scheduling your appointment!
[View Appointments] [Schedule Another Appointment]

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

Scheduling a Tutoring Appointment on *Navigate Cerritos*
You will receive notification that your appointment was scheduled

CERRITOS COLLEGE

Appointment Scheduled

An appointment has been scheduled for Apr 29 2022 2:00pm - 2:30pm PT. Details are included below.

Additional Details

Note: This is a Virtual appointment with the Cerritos College Success Center.

When your appointment time comes, please click on the **Zoom meeting link**: https://cerritos-edu.zoom.us/my/successcenter to enter the Success Center Reception Area.

Please let the receptionist know that you have a tutoring appointment and share the **name of the tutor** with whom you are scheduled. The receptionist will direct you to a private room with your scheduled tutor. Please have your textbook, class notes, and details about your assignment ready for your appointment.

https://cerritos-edu.zoom.us/my/successcenter

Organizer	Location
Falcon EAB (Test)	Success Center
Topic	**Meeting Type**
ESL Tutoring	Virtual (Zoom/Video Conference)
Comments	**Date of Appointment**
N/A	04/29/2022
	Time
	2:00pm - 2:30pm PT

NAVIGATE

Text Message Reminder

CERRITOS COLLEGE

Appt Reminder: ESL Tutoring 04/29/2022 2:00pm-2:30pm PT @ Success Center via Virtual (Zoom/Video Conference) https://cerritos-edu.zoom.us/my/successcenter