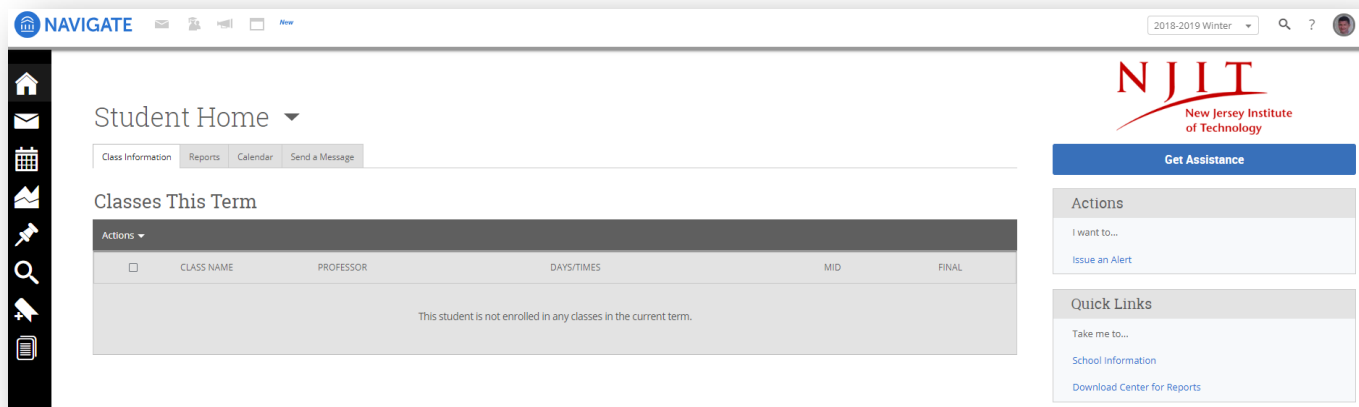
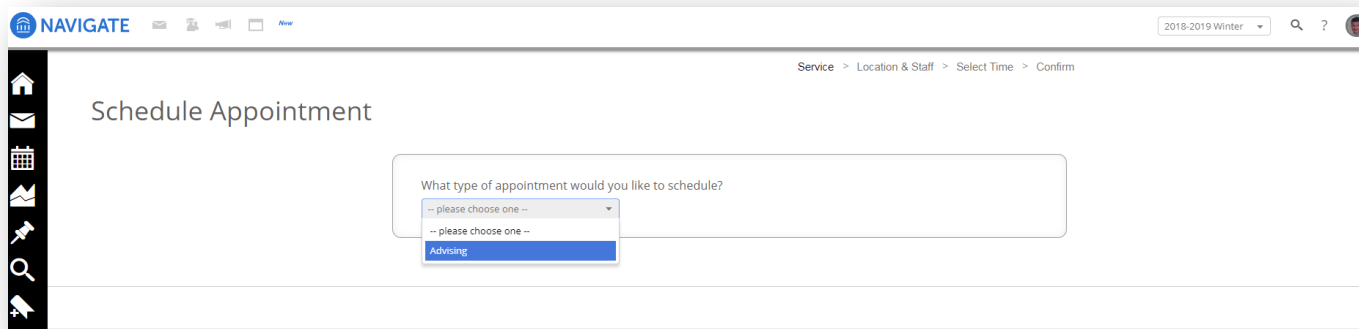


Scheduling Appointments in SSC—Step by Step

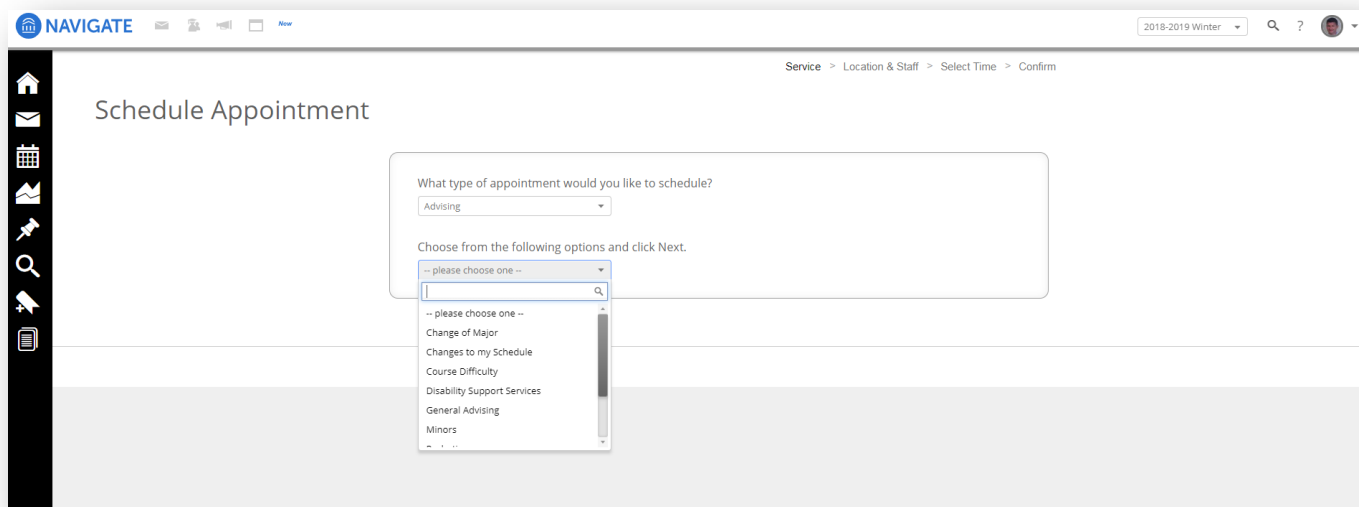
1. On the student home page, click the BLUE button



2. Select the drop down menu and click on “Advising”.



3. Select the next drop down menu and click on the type of help you need (if unsure, select, “General Advising”).



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4. Select, "Deans Office NCE" for location & "Baldwin, Ryan" in the next box. Then click "Next".

NAVIGATE 2018-2019 Winter

Service > Location & Staff > Select Time > Confirm

Schedule Appointment

What location do you prefer?
Dean's Office NCE

Who would you like to meet with? You may choose more than one person.
x Baldwin, Ryan
If you don't have a preference, just click Next.

Back Next

5. Review the availability (you can change the weeks by clicking the blue arrows) and select the date/time slot that works best for you. Then click, "Next".

NAVIGATE 2018-2019 Winter

Service > Location & Staff > Select Time > Confirm

Schedule Appointment

Times From January 15 To January 19

Tue, Jan 15	Wed, Jan 16	Thu, Jan 17	Fri, Jan 18	Sat, Jan 19
Morning N/A	Morning N/A	Morning 1 Available	Morning 5 Available	Morning N/A
Afternoon N/A	Afternoon 1 Available	Afternoon 4 Available	Afternoon 2 Available	Afternoon N/A

View the times you can see a staff member without an appointment. View Drop-in Times

Back Next

6. Review the appointment details and add any comments or notes you may have. Click, "Confirm Appointment" when done. You will receive a confirmation email to your NJIT account as well.

NAVIGATE 2018-2019 Winter

Service > Location & Staff > Select Time > Confirm

Schedule Appointment

Your appointment has not been scheduled yet. Please review and click Confirm Appointment to complete.

Appointment Details

Who: Ryan Baldwin with Ryan Baldwin **When:** Thursday, January 17 9:30am - 10:00am
Why: General Advising **Where:** Dean's Office NCE

Additional Details Appointments

Is there anything specific you would like to discuss with Ryan?
Comments for your staff...

Send Me an Email
 Send Me a Text
Please provide your mobile number
Phone Number

Back Confirm Appointment

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