

Student Guide to Appointment Scheduling through Navigate Berea

Navigate Berea is a system used by various departments on campus to help students, faculty, and staff connect with each other in a more seamless way.

Online scheduling is one of the new features available to students through Navigate Berea. Use this guide to walk you through the steps of creating an appointment with staff members in select offices on campus.

1. Services Provided by Each Department

Academic Success and Transition

Offices of Student Success & Transition and Academic Services

- Academic Coaching
- Academic Probation Advising
- Registration Assistance (Including Adding/Dropping Courses and credit overloads)
- Declaration of Major and Change of Major/Minor Questions
- Understanding Your Degree Audit and Electronic Curriculum Plan
- Extension of Terms Questions
- Leave of Absence/Withdrawals/Part-Time Status
- Transfer of Credit Application Questions

Student Life

Student Life and Housing

- Events/Programming
- General Concerns
- Housing Concerns
- Mediations and Roommate Conflicts
- Mental/Emotional Health and Spiritual Care
- Student Services/Resource Questions
- Title IX Reporting

Student Financial Aid Services

- Financial Counseling
- Loan/Grant Application
- Off-Campus Living Expenses
- Outside Scholarships/KEES
- Payment Arrangements/Payroll Deduction
- Summer Programs and Study Abroad
- Tax Letters
- VA Benefits
- Verification

2. Appointment Scheduling

- Follow this link to schedule begin scheduling an appointment
 - <https://berea.campus.eab.com/student/appointments/new>
- Select which campus department offering the service you need.

What type of appointment would you like to schedule?

-- please choose one --

- please choose one --
- Academic Success and Transition
- Labor Program
- Student Financial Aid Services
- Student Life

- Select a Reason

What type of appointment would you like to schedule?

Academic Success and Transition

To help you find a time, please tell us why you'd like to see someone.

Academic Performance Questions

Choose from the following options and click Next.

Academic Coaching

- Select a Location and Staff Member (it's generally best to leave staff member blank, unless you have been instructed to meet with a specific staff member).

What location do you prefer?

Academic Services

Who would you like to meet with? You may choose more than one person.

Any Staff

If you don't have a preference, just click Next.

- Select an available appointment time at least 24 hours in advance that works with your schedule.

Times From September 16 To September 20

Wed, Sep 16	Thu, Sep 17	Fri, Sep 18	Sat, Sep 19	Sun, Sep 20
Morning N/A	Close 8:30am ET 9:00am ET 9:30am ET 10:00am ET 10:30am ET	Morning 7 Available	Morning N/A	Morning N/A
Afternoon 1 Available		Afternoon N/A	Afternoon N/A	Afternoon N/A

* All times listed are in Eastern Time. refreshed at 3:06pm ET.

- Review the appointment details. Make note of any information provided by the staff person about meeting (this may include Zoom links for virtual meetings).

- Add any comments about your appointment that might be beneficial for the staff person to know before you arrive.
- Click “Confirm Appointment”.

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

Appointment Details

Who: Amanda Leger with
Amanda Leger

When: Thursday, September 17
9:00am - 9:30am ET

Why: I am not sure what I need but I need to speak
with someone

Where: Academic Services

Additional Details

My office is located in the Academic Services suite in
Lincoln Hall 110. Please sign in on the iPad when you
arrive.

Is there anything specific you would like to discuss with Amanda ?

Send Me an Email

Send Me a Text

Comments for your staff...

◀ Back

Confirm Appointment

- A reminder will be sent to your email and the appointment will automatically be added to your calendar.