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 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

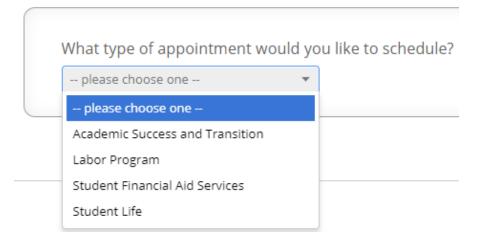
- Events/Programming
- General Concerns
- Housing Concerns
- Mediations and Roommate Conflicts
- Mental/Emotional Health and Spiritual Care
- Student Services/Resource Questions
- Title IX Reporting

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
 - o https://berea.campus.eab.com/student/appointments/new
- Select which campus department offering the service you need.



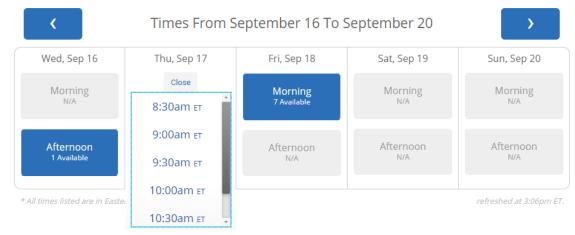
Select a Reason

like to see someone

• 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.

Academic Services	▼
Who would vou like to	meet with? You may choose more than one persor
Who would you like to	meet with? You may choose more than one persor
Who would you like to	meet with? You may choose more than one persor
Who would you like to	meet with? You may choose more than one persor

• Select an available appointment time <u>at least 24 hours in advance</u> that works with your schedule.



• 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 r	eview and click Confirm Appointment to complete.
Appointment Details	
Who: Amanda Leger with Amanda LegerWhy: I am not sure what I need but I need to speak with someone	When: Thursday, September 17 9:00 _{am} - 9:30 _{am ET} 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.	
······································	✔ Send Me an Email 〕Send Me a Text
▲ Back	Confirm Appointment

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