



NAVIGATE GUIDE FOR STUDENTS

SOUTHERN CONNECTICUT STATE UNIVERSITY

An SSC Navigate Guide for our Southern CT State students

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Accessing SSC Navigate

To access SSC Navigate, simply login to your account at login.southernct.edu to open the Access Panel Applications. From here, SSC Navigate is one of the apps.

NOTE: *SSC Navigate is not compatible with all browsers. You should default to using Google Chrome when accessing SSC Navigate.*

Apps

+ Add app

	-BannerWeb		-Blackboard Learn 9		-EAB Training
	-Email Quarantine		-Kaltura Media		-Library Primo
	-Not Anymore Titl...		-Office365 Home		-Owlconnect
	-SSC Navigate		-TargetX		-Workflow - PROD

Introduction

SSC Navigate is a resource for all students at Southern Connecticut State University. It can be used to schedule advising appointments, academic success appointments, view your classes, and much more. This is a general guide for students to help in the use of Navigate.

For help with questions not answered in this document, feel free to email “SSC Navigate Help” at navigatehelp@southernct.edu.

Student Homepage

On your student homepage, you will first see your Class Information tab. This is where any classes you are enrolled in for the term will appear. You will also see the ‘Make an Appointment’ button on this page. Below the ‘Make an Appointment’ button, you will also see a box that says ‘Upcoming Appointments’ which will show any appointments you have already scheduled and their dates and times.

Furthermore, below the ‘Upcoming Appointments’ area, you will see ‘Your Success Team’. This list includes your assigned advisor(s) as well as professors teaching the classes that you are enrolled for in the current term.

Calendar

Navigate to the left-hand side tool bar and select the calendar icon. This will bring you to your Navigate calendar.

On this page, you will see appointments you have scheduled. You have the option on this page to change the calendar view to the current week, or day. These options are on the right side, above the calendar.

Care Units and Services

Academic Advising & Faculty Office Hours

Meet with My Assigned Academic Advisor

Select this service to make an appointment with your assigned academic advisor. If you do not see this service listed, reach out to your advisor via email to schedule an appointment with them.

Schedule Appointment with AAC Advisor

Select this for:

- Help planning out and understanding your degree plan
- Getting advice regarding university policies, program requirements, LEP requirements, withdrawing from a course, or other related questions
- Learning about resources at Southern and beyond to help you succeed
- If you were placed on warning or probation and need to understand more about how this impacts your course of study
- Talking about the possibility of doing a study abroad program and/or internships within your program

Schedule Meeting with Faculty/Professor

Select this to schedule an appointment with a faculty member during their office hours. Not everyone has their office hours in Navigate, so if you do not see the name of the faculty member you are looking for, email them to request a meeting.

Talk About Exploring Majors

Select the area of study that has the majors you would like to explore. You can also choose “All Majors” if you are unsure.

Select this if:

- You are not sure you’re in the right major
- You want to understand the difference between majors or concentrations
- You want to talk about requirements for other majors
- You want to talk about your future life/career goals and how different majors might prepare you to meet your goals

**Center for Academic
Success and
Accessibility Services**

Academic Success Coaching

Select this if you would like help identifying barriers to your academic success and help with creating action plans for overcoming those challenges. Professional and Peer Academic Success Coaches help students maximize their potential for academic success by supporting them and assisting them in the development of effective study strategies and behaviors.

Bilingual Literacy Support

Select this for reading comprehension and writing fundamentals support for bilingual students. This service is especially helpful for English language learners.

Course-Based Tutoring

Select this if you would like content support for a specific course that you are currently enrolled in. Tutors will help with:

- Developing ideas
- Reviewing Course Material
- Exam preparation
- Improving skills and understanding
- Understanding your mistakes

PALs (Peer Academic Leaders)

Select this if you are enrolled in a class that has been assigned a Peer Academic Leader. PALs sessions are designed to offer additional academic support for groups of students by integrating “what to learn” with “how to learn”.

Elementary Ed Math Remediation (Referrals Only)

Select this if you have been referred by Professor Adam Goldberg for one on one support for students studying to take the PRAXIS Math exam.

Writing Tutoring and Lab Support

Select this for one on one support in general writing, or for support in Chemistry and Biology courses specifically on content and the structure of lab reports.

<p style="text-align: center;">Dean of Students Office</p>	<p><i>Meet with the Dean of Students Office</i> Select this option to meet with the Dean of Students office to discuss any of the following:</p> <ul style="list-style-type: none"> • Food Security • Housing • Clothing • Child Care • Mental Health, Counseling & Substance Abuse • More Services
<p style="text-align: center;">Financial Literacy and Financial Aid</p>	<p><i>Meet Lew Deluca</i> Select this if you would like to meet with Lew Deluca to discuss:</p> <ul style="list-style-type: none"> • Paying and Saving for College • Payment Plan Options • Financial Aid • Scholarship Opportunities • Federal Loan Repayment • Etc. <p><i>Meet with Financial Aid</i> Select this if you would like to schedule an appointment to meet with a Financial Aid Counselor.</p>
<p style="text-align: center;">First Year Experience (FYE)</p>	<p><i>Meet with FYE Staff Member</i> The First-Year Experience (FYE) at Southern is your home base for academic programs resources, and student support services designed to help you get off to a great start at Southern. Select this option if you would like to make an appointment to meet with staff member from FYE.</p> <p><i>Meet with INQ Faculty</i> Select this option if you are a first-year student and your INQ instructor has directed you to make an appointment with them via Navigate.</p>
<p style="text-align: center;">Library</p>	<p><i>Meet with Librarian (By Subject)</i> Select this option to meet with a librarian and be able to pick a specific topic of discussion.</p> <p><i>Meet with Librarian (Other)</i> Select this option to schedule a general meeting with a librarian.</p>
<p style="text-align: center;">Multicultural Center</p>	<p><i>Books</i> Select this option if you would like to schedule an appointment to go into the MCC and borrow a book for one of your courses.</p>

	<p><i>Meet with MCC Faculty Liaison</i> Select this option if you would like to meet with an MCC Faculty Liaison.</p> <p><i>Meet with MCC Staff</i> Select this option to schedule a meeting with one of the MCC staff members.</p>
Office of International Education	<p><i>International Student Services</i> <i>Meet with the Director</i> <i>Programs Abroad</i></p>
Orientation and Transition	<p><i>First Year Student Support</i> <i>General Student Support</i> <i>Transfer Student Support</i></p>
Residence Life	<p>For students who live in residence halls, you have the following two options: <i>Meet with Hall Director</i> <i>Meet with Main Office Staff</i></p>
SAGE Center	<p>The SAGE Center is committed to providing a positive academic, cultural, and social environment where the LGBTQ+ community at Southern can learn, grow, and thrive. We help to cultivate inclusion through social and educational programming, advocacy, and support. Select the following option to make an appointment with a staff member from the SAGE Center. <i>Make an Appointment with the SAGE Center</i></p>
Student Involvement and Leadership Development	<p>The Office of Student Involvement and Leadership Development seeks to ensure that all students know of and are engaged in co-curricular opportunities. You have the following options to schedule with this office: <i>General Office Visit</i> <i>Meet with a Staff Member</i></p>
University Access Programs	<p><i>Advocate Check-In</i> <i>PASS Advocate Check-In</i> <i>Meet with Director/Associate Director</i></p>

How to Schedule a General Appointment

To schedule an appointment using SSC Navigate, first sign into Navigate. You will then be brought to your homepage.

Below you will see an example on how to make an academic success appointment at the Center for Academic Success and Accessibility Services for general writing tutoring.

Step 1: Select the ‘Make an Appointment’ button from your homepage.



Make an Appointment

Step 2: Select the type of appointment you are looking for from the drop-down menu. If you are unsure about which to select, please see the Care Units and Services table above, for a brief description of services found in each.

For our example, we will select “Center for Academic Success and Accessibility Services”.

What can we help you find?

Schedule an Appointment

Below, you will find available options for scheduling an appointment. To see what offices offer drop-in availability, see “Other Options”. If you can't find what you're looking for please refer to the office/department's website.

*What type of appointment would you like to schedule?

↓

- Academic Advising & Faculty Office Hours
- Academic Warning and Probation
- Center for Academic Success and Accessibility Services
- Dean of Students Office
- Financial Literacy and Financial Aid
- First Year Experience (FYE)
- Find Available Time

Step 3: Select the support or service you would like to schedule for. Scroll through the list to see all options. Then select “Find Available Time”.

For our example, we will select “General Writing Tutoring” under “Writing Tutoring and Lab Support”.

*What type of appointment would you like to schedule?

× Center for Academic Success and Accessibility Services ×

↓

*What support or service would you like to schedule?

↓

Course-Based Tutoring

- Course-based Tutoring

Elementary Ed Math Remediation (Referrals Only)

- Elementary Ed Math Remediation

Writing Tutoring and Lab Support

- Business Writing Tutoring
- General Writing Tutoring

Step 4: The next page will show all times for any staff that are available for the service you selected.

To pick a specific staff member, scroll show and to the left, you can search by name, or select from the list of staff.

Who would you like to meet with? If you have no preference, just select a time.

Search by name ▼

Step 5: Choose how you would like to meet. The options will vary depending on what is being offered.

How would you like to meet?

Search by name ▲

In-Person (Mask Required)

Virtual

Step 6: Select an available date and time based on what works with your schedule. These will be listed on the right-hand side by day. To see more times on a specific day, select “Show More”.

Pick a Date 🕒

< August 2021 25 >

Su	Mo	Tu	We	Th	Fr	Sa
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				

Mon, Aug 30th

Show more ▼

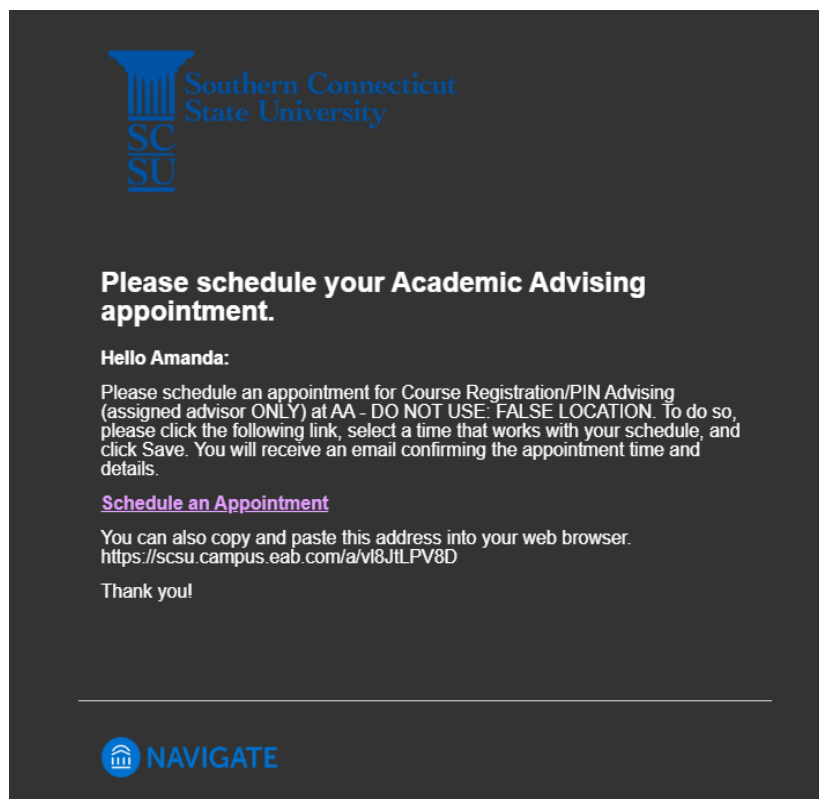
Tue, Aug 31st

Step 7: Review appointment details, add a comment if you'd like and select “Schedule”.

After scheduling the appointment, both you and the person you scheduled an appointment with will receive an email confirming the appointment.

How to Schedule a Campaign Appointment

If you have received an email that looks similar to the one below and includes a link that says “[Schedule an Appointment](#)” or if you see a yellow banner on your homepage after logging into Navigate, then a staff member has sent what is called a “campaign” to you requesting that you schedule an appointment with them.



Amanda, please respond to the following appointment request(s):

- Amanda Valentine would like you to create an appointment by **Monday, June 29, 2020**. [Schedule This Appointment](#)

Once you have been sent a campaign, there are two ways to schedule your appointment.

Option 1: Schedule the appointment using the “[Schedule an Appointment](#)” link that will be in the body of the email you receive.

[Schedule an Appointment](#)

Option 2: Schedule the appointment by logging into Navigate and using the “[Schedule This Appointment](#)” link that appears in the yellow banner at the top of your Navigate homepage.

[Schedule This Appointment](#)

After selecting one of these two option you will see a screen similar to the one below:

The image shows a two-part interface for scheduling an appointment. On the left, a calendar titled "Pick a Date" shows August 2021 with the 25th selected. On the right, a list of dates from Sep 2nd to Sep 9th is shown, with time slots available for each date.

Date	Available Time Slots
Thu, Sep 2nd	3:30 - 4:00 PM, 4:00 - 4:30 PM
Tue, Sep 7th	1:00 - 1:30 PM, 1:30 - 2:00 PM, 2:00 - 2:30 PM, 2:30 - 3:00 PM, 11:00 - 11:30 AM, 11:30 - 12:00 PM, 12:00 - 12:30 PM, 12:30 - 1:00 PM
Wed, Sep 8th	3:30 - 4:00 PM, 4:00 - 4:30 PM
Thu, Sep 9th	(No time slots shown)

Once you pick a day and time, it will then have you review what you selected. If you did not do so in the previous step, it will also ask that you select a meeting type under “How would you like to meet?”. Options will vary depending on what is being offered. If only one meeting type is being offered, it will automatically be selected for you. Finally, select “Schedule”. You will then receive a confirmation email regarding the appointment you just scheduled.

How to Schedule an Appointment for Office Hours

Below you will see an example on how to make an appointment for any faculty member who has office hours in Navigate.

Step 1: Select the ‘Make an Appointment’ button from your homepage.



Make an Appointment

Step 2: Select “Academic Advising & Faculty Office Hours” from the drop-down for “What type of appointment would you like to schedule?”.

What can we help you find?

Schedule an Appointment

Below, you will find available options for scheduling an appointment. To see what offices offer drop-in availability, see 'Other Options'. If you can't find what you're looking for please refer to the office/department's website.

*What type of appointment would you like to schedule?

↓

- Academic Advising & Faculty Office Hours
- Academic Warning and Probation
- Center for Academic Success and Accessibility Services
- Dean of Students Office
- Financial Literacy and Financial Aid
- First Year Experience (FYE)

Step 3: Scroll down to find and select “Faculty Office Hours” from the drop-down menu and then select “Find Available Times”.

*What support or service would you like to schedule?

↓

- Exploratory Academic Advising Center
- Health and Human Services Academic Advising Center
- Interdisciplinary Studies Academic Advising Center
- Social and Behavioral Sciences Academic Advising Center
- STEM Academic Advising Center

Schedule Meeting with Faculty/Professor

- Faculty Office Hours

Step 4: To the left below the calendar, you will see “Who would you like to meet with?”. Type your professors name here to search for them, or scroll to find them in the list.

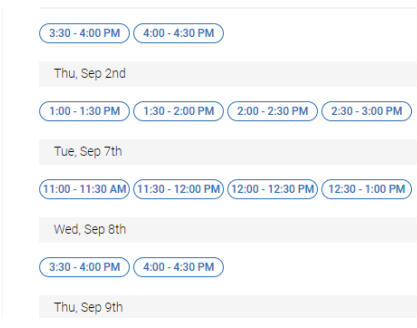
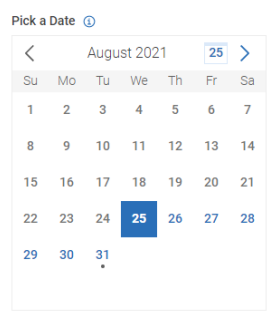
Who would you like to meet with? If you have no preference, just select a time.

Search by name

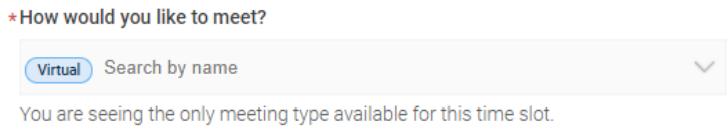


If you do not see the faculty member you are looking for, email them to arrange for office hours as they may not have availability set up within Navigate.

Step 5: You will now see the times just for your professor. Select a day and time from the right-hand side that works well for you.



Step 5: If you have not done so already, choose from the drop down under “How would you like to meet?”. Options will depend upon what is being offered. If there is only one option, it will be selected for you.



Step 7: Review appointment details, add comments if you'd like, and select “Schedule”

Schedule

Seeing Scheduled Appointments

Once you have scheduled an appointment, it will appear on your homepage under the 'Upcoming Appointments' tab. You can also view it on your calendar and click on it to view details.



Canceling Appointments

If you scheduled an appointment and can no longer make the appointment time or date, you have the option to cancel the appointment. Do this as far in advanced as possible. Only cancel appointments if absolutely necessary.

To cancel the appointment, navigate to 'Manage Appointment' by finding the desired appointment (see above) and then clicking on it to view the details. Once you click on the appointment, the Manage Appointment action box will appear. In the bottom left hand corner of this box, you will see 'Cancel Appointment'. Select this option.

Cancel Appointment

Once selected, another action box will appear where you can select the reason you are canceling the appointment, as well as write any comments to explain the cancellation. Once this is filled out, select 'Mark as Canceled'.

Cancel Appointment

Cancel Appointment For:

Select Who to Cancel ▾

Reason:

Select A Reason ▾

Comments:

Seeing Midterm and Final Grades

Once your midterm and final grades have been entered, they will also appear on your homepage in Navigate. To view these grades, simply ensure that you are on your homepage and can see the 'Classes this Term' section under the 'Class Information' tab. Below is an example of what you will see after both midterm and final grades have been entered for the semester:

Student Home ▼

Class Information	Reports	Calendar	Send a Message
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Classes This Term

Actions ▼					
<input type="checkbox"/>	CLASS NAME	PROFESSOR	DAYS/TIMES	MID	FINAL
<input type="checkbox"/>	ANT-102-03 Biological Anthropology	Valerie Andrushko		A	A-
<input type="checkbox"/>	MAT-103-05 Mathematics for Liberal Arts	Joseph Fields		A	A+
<input type="checkbox"/>	MAT-321-01 Mathematical Statistics	Raymond Mugno		B	A-
<input type="checkbox"/>	MAT-378-01 Discrete Mathematics	Joseph Fields			A
<input type="checkbox"/>	MAT-488-01W Seminar Mathematical Modeling	Aaron Clark		B+	A
<input type="checkbox"/>	PHY-100-05 Physics through Inquiry	Nicole Granucci		A+	A+