



# 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

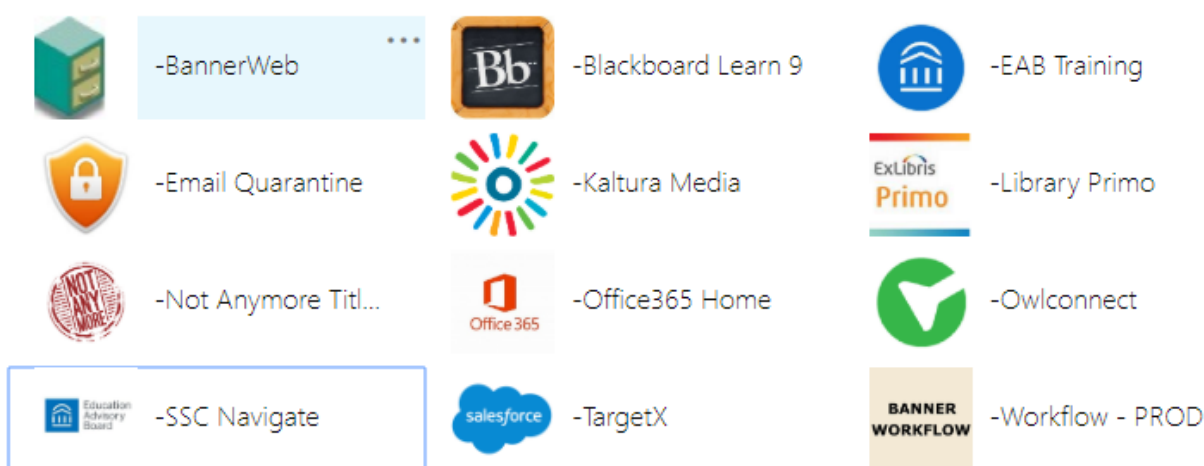
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To access SSC Navigate, simply login to your account at [login.southernct.edu](http://login.southernct.edu) to open the Access Panel Applications. From here, SSC Navigate is one of the apps.

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

### Apps

+ Add app



## Introduction

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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](mailto: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.

## Student Home ▼

Class Information Reports Calendar



Make an Appointment

### Classes This Term

Actions ▼

<input type="checkbox"/>	CLASS NAME	PROFESSOR	DAYS/TIMES	MID	FINAL
This student is not enrolled in any classes in the current term.					

#### Quick Links

Take me to...

[Schedule a General Event](#)

[School Information](#)

[Download Center for Reports](#)

#### Upcoming Appointments

You have no upcoming appointments.

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.

Calendar View
List of Calendar Items
Settings and Sync

☒ Course
☒ Assignment
☒ General
☒ Busy
☒ Cancelled

Print Calendar (PDF)
Get Assistance

September 2019
today
day
week
month

SUN	MON	TUE	WED	THU	FRI	SAT
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	1	2	3	4	5
6	7	8	9	10	11	12

## Care Units and Services

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### Academic Advising

#### *See Academic Advising Center*

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

#### *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

### Academic Success Center

#### *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

	<ul style="list-style-type: none"> <li>• Understanding your mistakes</li> </ul> <p><b><i>PALs (Peer Academic Leaders)</i></b>  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”.</p> <p><b><i>Elementary Ed Math Remediation (Referrals Only)</i></b>  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.</p> <p><b><i>Writing Tutoring and Lab Support</i></b>  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>
<b>Dean of Students Office</b>	<p><b><i>Meet with the Dean of Students Office</i></b>  Select this option to meet with the Dean of Students office to discuss any of the following:</p> <ul style="list-style-type: none"> <li>• Food Security</li> <li>• Housing</li> <li>• Clothing</li> <li>• Child Care</li> <li>• Mental Health, Counseling &amp; Substance Abuse</li> <li>• More Services</li> </ul>
<b>Disability Resource Center</b>	<p><b><i>Meet with a Disability Specialist</i></b>  The DRC staff acts as a resource for students, faculty, staff and community members on issues of disability to ensure students’ full participation at Southern. They offer assistance with course selection and registration, as well as developing compensatory strategies such as time management, study skills, identifying strengths and weaknesses, etc.</p>
<b>Faculty Office Hours</b>	<p><b><i>Faculty Office Hours</i></b>  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.</p>

<b>Financial Literacy and Financial Aid</b>	<p><b><i>Meet Lew Deluca</i></b>  Select this if you would like to meet with Lew Deluca to discuss:</p> <ul style="list-style-type: none"> <li>• Paying and Saving for College</li> <li>• Payment Plan Options</li> <li>• Financial Aid</li> <li>• Scholarship Opportunities</li> <li>• Federal Loan Repayment</li> <li>• Etc.</li> </ul> <p><b><i>Meet with Financial Aid</i></b>  Select this if you would like to schedule an appointment to meet with a Financial Aid Counselor.</p>
<b>First Year Experience (FYE)</b>	<p><b><i>Meet with FYE Staff Member</i></b>  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><b><i>Meet with INQ Faculty</i></b>  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>
<b>Library</b>	<p><b><i>Meet with Librarian (By Subject)</i></b>  Select this option to meet with a librarian and be able to pick a specific topic of discussion.</p> <p><b><i>Meet with Librarian (Other)</i></b>  Select this option to schedule a general meeting with a librarian.</p>
<b>Multicultural Center</b>	<p><b><i>Books</i></b>  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><b><i>Meet with MCC Faculty Liaison</i></b>  Select this option if you would like to meet with an MCC Faculty Liaison.</p> <p><b><i>Meet with MCC Staff</i></b>  Select this option to schedule a meeting with one of the MCC staff members.</p>
<b>Office of International Education</b>	<p><b><i>International Student Services</i></b>  <b><i>Meet with the Director</i></b>  <b><i>Programs Abroad</i></b></p>

<b>Orientation and Transition</b>	<i>First Year Student Support</i> <i>General Student Support</i> <i>Transfer Student Support</i>
<b>Residence Life</b>	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>
<b>SAGE Center</b>	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>
<b>Student Involvement and Leadership Development</b>	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>
<b>University Access Programs</b>	<i>Advocate Check-In</i> <i>PASS Advocate Check-In</i> <i>Meet with Director/Associate Director</i>

## 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 in the Academic Success Center 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 “Academic Success”.

What type of appointment would you like to schedule?

Academic Success
-- please choose one --
Academic Advising
Academic Success
Dean of Students Office
Disability Resource Center
Financial Literacy
Residence Life

Step 3: Pick a service category. These options change depending on what you chose in the previous step. If you are unsure about which to select, please see the Care Units and Services table above, for a brief description of each.

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

### Pick a Service Category

-- please choose one --
-- please choose one --
Academic Success Coaching
Bilingual Literacy Support
Course-Based Tutoring
Elementary Ed Math Remediation (Referrals Only)
Writing Tutoring and Lab Support

Step 4: Pick a specific service for your appointment. These options change depending on what you chose in the previous step.

For our example, we chose “General Writing Tutoring”.

### Pick a Service for your Appointment

-- please choose one --
-- please choose one --
Biology Lab Writing Tutoring
Business Writing Tutoring
Chemistry Lab Writing Tutoring
General Writing Tutoring
Graduate Writing Tutoring

Step 5: Choose a location. Only locations where your service is offered will appear.

### Pick a Location for your Appointment

-- please choose one --
-- please choose one --
Academic Success Center - Buley 303

Step 6: Pick a staff member. If you have a specific person you wish to schedule the appointment with, select their name from the drop-down menu to see only their availability.

### Pick a Staff Member

Any Staff

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

Step 7: Select an available date and time based on what works with your schedule.

The screenshot shows a scheduling interface titled "Times From September 30 To October 04". It features a calendar grid with columns for dates: Mon, Sep 30; Tue, Oct 01; Wed, Oct 02; Thu, Oct 03; and Fri, Oct 04. Each date has a "Morning" and "Afternoon" slot with available counts. For example, on Mon, Sep 30, there are 3 Morning and 13 Afternoon slots available. On Wed, Oct 02, a time selection dropdown is open, showing options from 8:00am to 10:00am. A "Close" button is visible above the dropdown. At the bottom, a note states: "\*All times listed are in Eastern Time (US & Canada)." and "refreshed at 10:27am EDT."


Step 8: Review appointment details and confirm your appointment.

**Confirm Appointment**

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.



**Please schedule your Academic Advising appointment.**

**Hello Amanda:**


Please schedule an appointment for Course Registration/PIN Advising (assigned advisor ONLY) at AA - DO NOT USE: FALSE LOCATION. To do so, please click the following link, select a time that works with your schedule, and click Save. You will receive an email confirming the appointment time and details.

[Schedule an Appointment](#)

You can also copy and paste this address into your web browser.  
<https://scsu.campus.eab.com/a/vi8JtLPV8D>

Thank you!

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**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 options you will see a screen similar to the one below:



## Schedule Appointment

Hi, Amanda. Please Schedule Your Appointment Below.

### Choose A Day

### Choose A Time

Wed, Jul 01

8:00am ET

8:05am ET

8:10am ET

8:15am ET

8:20am ET

8:25am ET

### Comments

Is there anything specific you would like to discuss?

Comments...

You will be sent an email reminder to @southernct.edu the morning of your appointment.

Please provide a mobile number below if you want to receive a text reminder.

Phone Number

Review Appointment Details

Days that are open will be in dark grey, but not every single day may have availability, so be sure to click on multiple days to find a time and day that works with your schedule.

Once you pick a day and time, you can add a comment if you wish to do so and then select “Review Appointment Details”. It will then have you review what you selected, and you can click “Confirm Appointment”. 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 “Faculty Office Hours” from the drop-down menu.

What type of appointment would you like to schedule?

-- please choose one --

Dean of Students Office  
Disability Resource Center  
**Faculty Office Hours**  
Financial Literacy and Financial Aid  
First Year Experience (FYE)  
Library  
Multicultural Center

Step 3: Select “Faculty Office Hours” from the drop-down menu again and select “Next”.

### Select Faculty Office Hours

-- please choose one --
-- please choose one --  
**Faculty Office Hours**

Step 4: For location, you will pick “See Additional Details in Confirmation Email”. You will find information about your appointment and where/how it will be held in your confirmation email after the appointment is scheduled.

Location - Please select 'See Additional Details in Confirmation Email'

-- please choose one --
-- please choose one --  
**See Additional Details in Confirmation Email**

Step 5: Choose your faculty member. 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. Then, select “Next”.

Choose the faculty member you'd like to meet with. You may also type in their name. If you do not see them listed, email them to arrange for office hours.

Any Staff

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

Step 6: Select an available date and time based on what works with your schedule.

<

Times From September 30 To October 04

>

Mon, Sep 30	Tue, Oct 01	Wed, Oct 02	Thu, Oct 03	Fri, Oct 04
Morning 3 Available Afternoon 13 Available	Morning 8 Available Afternoon 18 Available	<div>Close</div> 8:00am 8:30am 9:00am 9:30am 10:00am	Morning 8 Available Afternoon 15 Available	Morning 8 Available Afternoon 9 Available

\* All times listed are in Eastern Time (US & Canada). refreshed at 10:27am EDT.

Step 8: Review appointment details  
and confirm your appointment.

**Confirm Appointment**

### *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 cancelation. Once this is filled out, select 'Mark as Canceled'.

### Cancel Appointment

Cancel Appointment For:

Select Who to Cancel ▼

Reason:

Select A Reason ▼

Comments:

Don't Mark
Mark as Cancelled

## 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	<a href="#">Valerie Andrushko</a>		A	A-
<input type="checkbox"/>	MAT-103-05 Mathematics for Liberal Arts	<a href="#">Joseph Fields</a>		A	A+
<input type="checkbox"/>	MAT-321-01 Mathematical Statistics	<a href="#">Raymond Mugno</a>		B	A-
<input type="checkbox"/>	MAT-378-01 Discrete Mathematics	<a href="#">Joseph Fields</a>			A
<input type="checkbox"/>	MAT-488-01W Seminar Mathematical Modeling	<a href="#">Aaron Clark</a>		B+	A
<input type="checkbox"/>	PHY-100-05 Physics through Inquiry	<a href="#">Nicole Granucci</a>		A+	A+