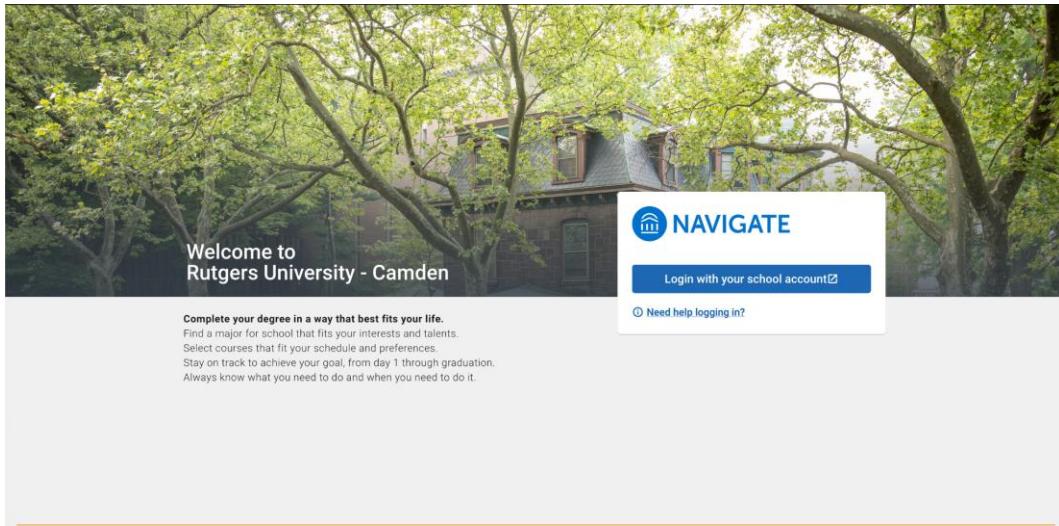
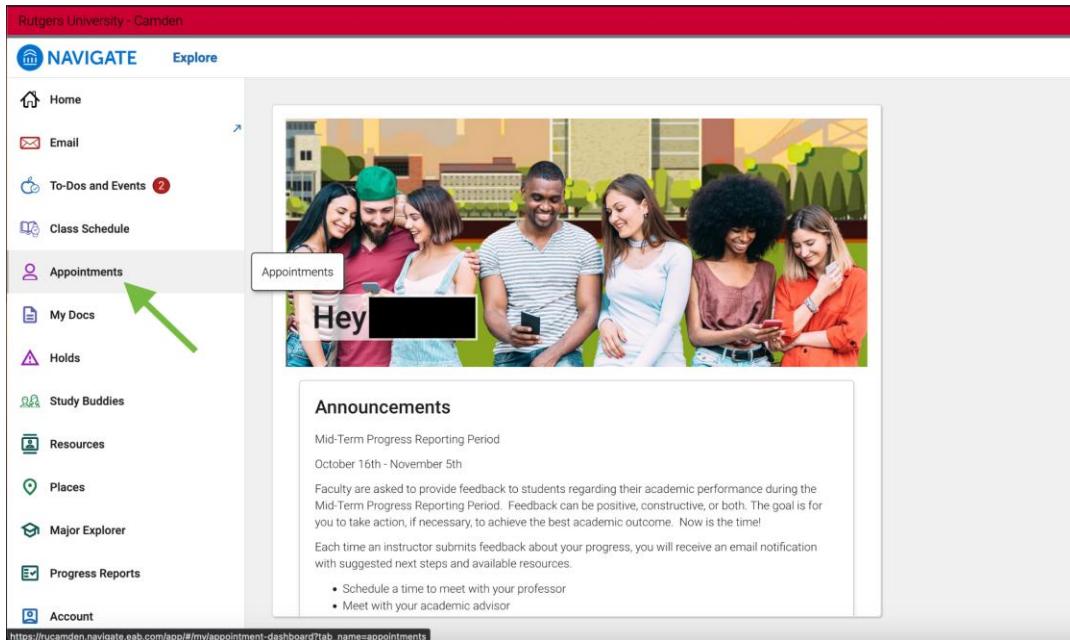


How to Schedule an Appointment at the Writing and Design Lab

1. Login to [Navigate](#) with your NetID and Password.



2. Click on “Appointments” on the left hand column.



Rutgers University - Camden

NAVIGATE Explore

- Home
- Email
- To-Dos and Events 2
- Class Schedule
- Appointments**
- My Docs
- Holds
- Study Buddies
- Resources
- Places
- Major Explorer
- Progress Reports
- Account

Hey [REDACTED]

Announcements

Mid-Term Progress Reporting Period
October 16th - November 5th

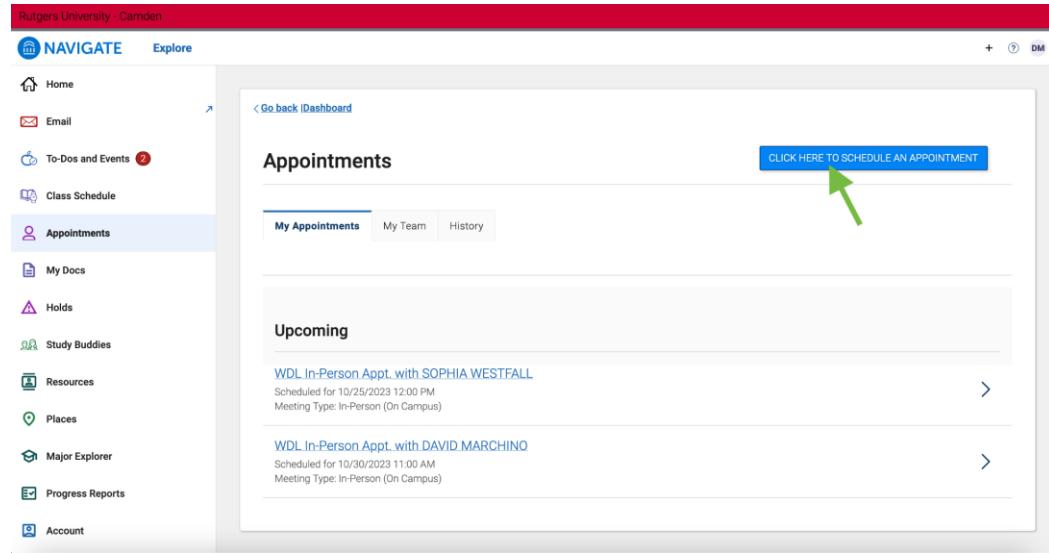
Faculty are asked to provide feedback to students regarding their academic performance during the Mid-Term Progress Reporting Period. Feedback can be positive, constructive, or both. The goal is for you to take action, if necessary, to achieve the best academic outcome. Now is the time!

Each time an instructor submits feedback about your progress, you will receive an email notification with suggested next steps and available resources.

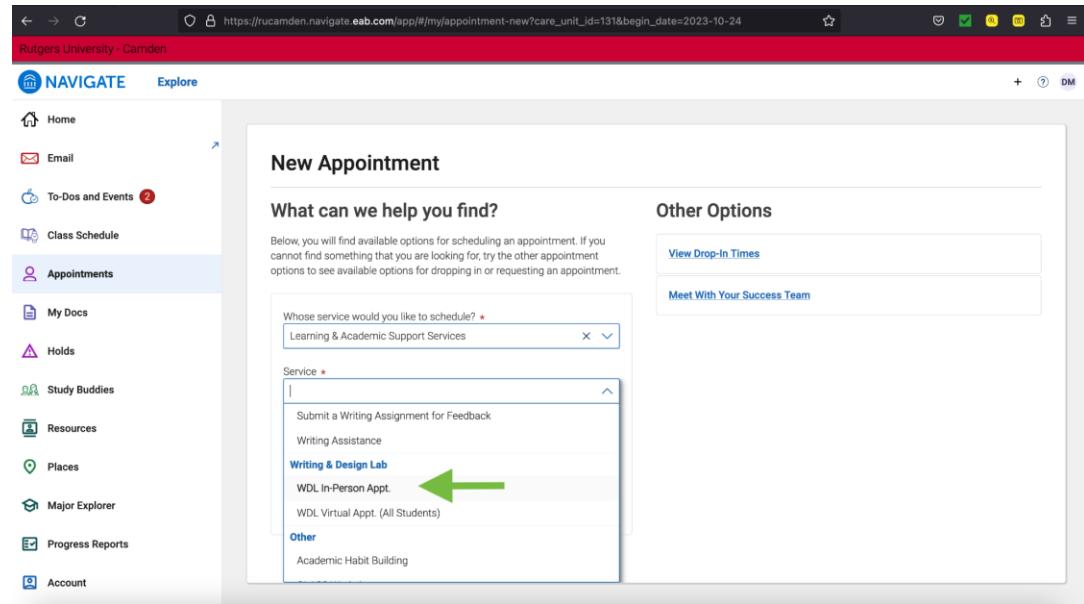
- Schedule a time to meet with your professor
- Meet with your academic advisor

https://rucamden.navigate.eab.com/app/#/my/appointment-dashboard?tab_name=appointments

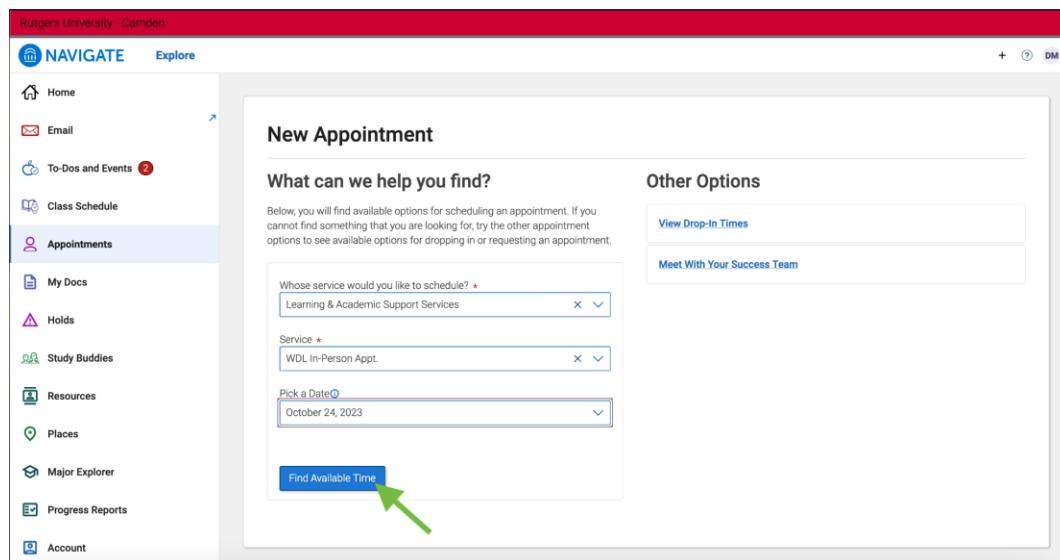
3. On the new page, click the blue box in the top-right corner that reads “Click here to schedule an appointment.”



4. Under the drop down box that reads “Whose service would you like to schedule?”, select “Learning and Academic Support Services”. Under the drop down box labeled “Service”, scroll down to “Writing and Design Lab”, and select either “WDL In-Person Appt” or “WDL Virtual Appt. (All Students)”. **Please note: virtual appointments are only available on Fridays 10am-2pm. All other appointments are in-person.**



5. Use the “Pick a date” drop down box to select a day that works best for your schedule, and click the blue “Find Available Time” button.



6. Select the listed appointment time that works best for your schedule.

Whose service would you like to schedule?
Learning & Academic Support Services

Service
WDL In-Person Appt.

Pick a Date (24)

S	M	T	W	T	F	S
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	*		

Staff
Search by name

How would you like to meet?
Search by type

Writing and Design Lab (101 Cooper Street)
Location: Digital Commons, 101 Cooper Street, Camden.

Wed, Oct 25th

1:00 - 2:00 PM

Mon, Oct 30th

10:00 - 11:00 AM 12:00 - 1:00 PM 12:30 - 1:30 PM 1:30 - 2:30 PM

Tue, Oct 31st

12:30 - 1:30 PM

Wed, Nov 1st

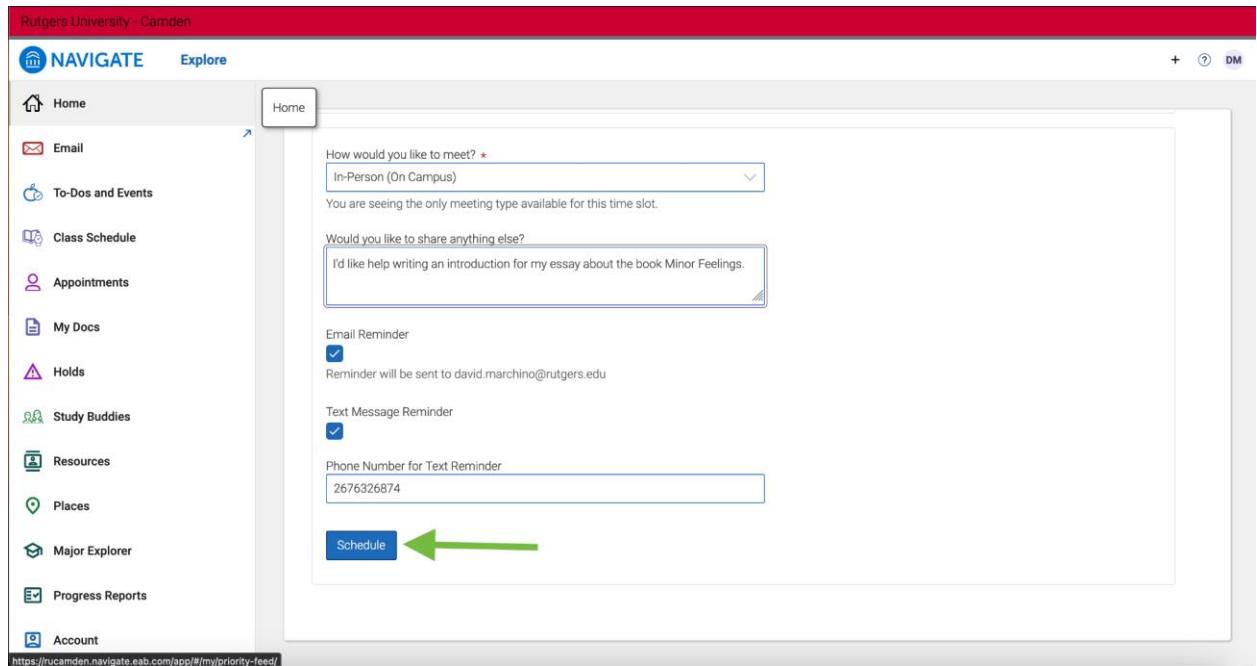
11:00 - 12:00 PM 12:00 - 1:00 PM 1:00 - 2:00 PM

Mon, Nov 6th

10:00 - 11:00 AM 11:00 - 12:00 PM 11:30 - 12:30 PM 12:00 - 1:00 PM 12:30 - 1:30 PM
1:30 - 2:30 PM

Tue, Nov 7th

7. On the appointment review page, you are able to add comments to describe what you'd like to focus on for your appointment. If you have a draft you would like to work on, you can even paste a link to a Google Doc version. When finished adding comments, be sure to scroll down and click the blue "Schedule" button. **If you do not click "Schedule", your appointment will not be reserved.**



8. Once scheduled, a confirmation email will be sent to your Rutgers email address. If you realize you cannot attend your appointment, please cancel as soon as possible so that other students may schedule for that time.

9. If you have any issues scheduling, please email rutgers.wdl@rutgers.edu .