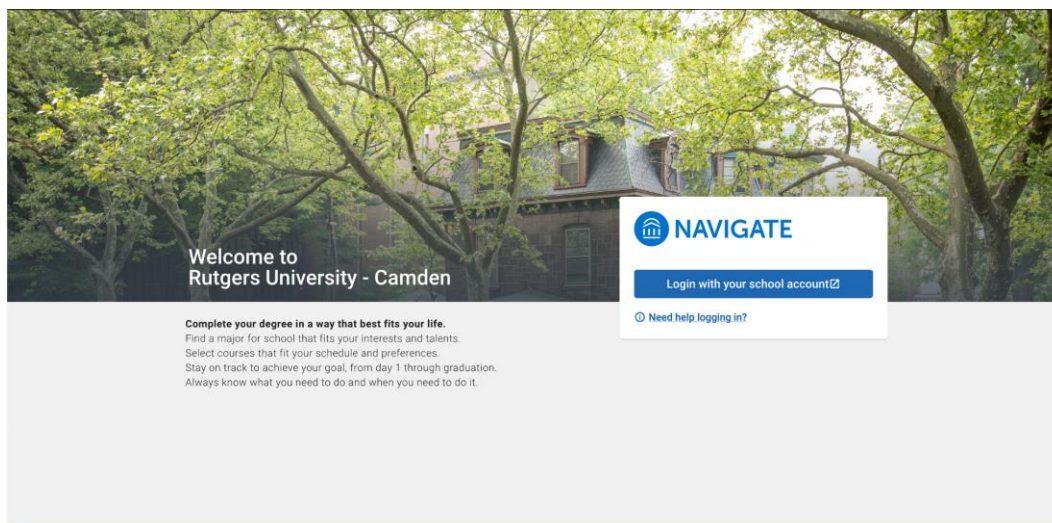
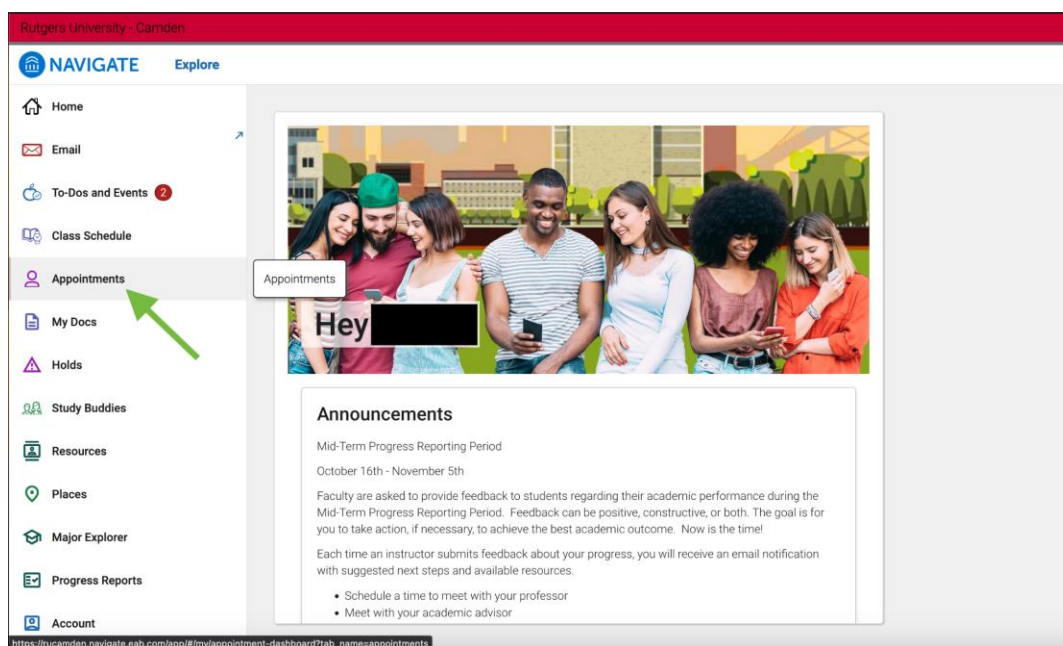


## How to Schedule an Appointment at the Writing and Design Lab

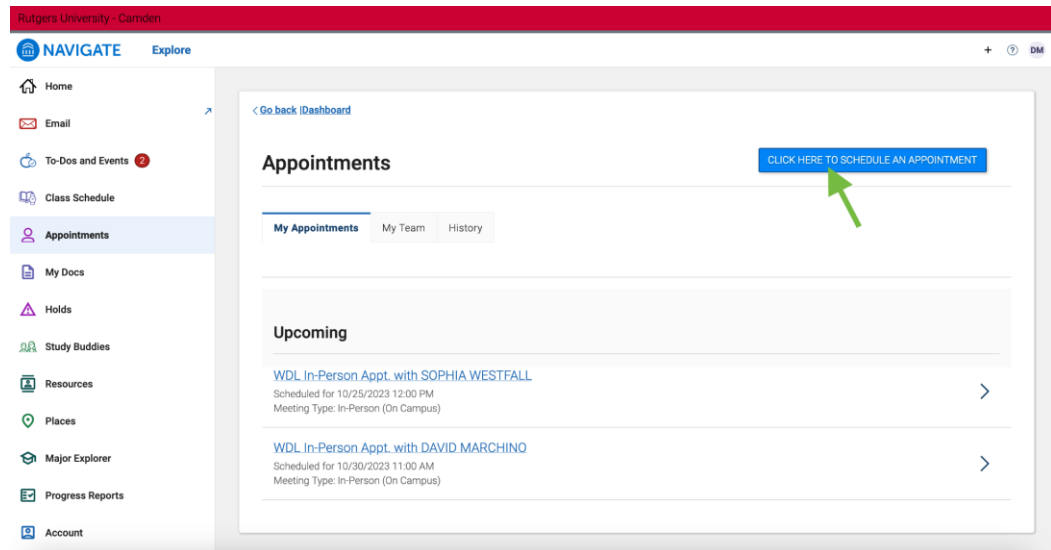
1. Login to [Navigate](#) with your NetID and Password.



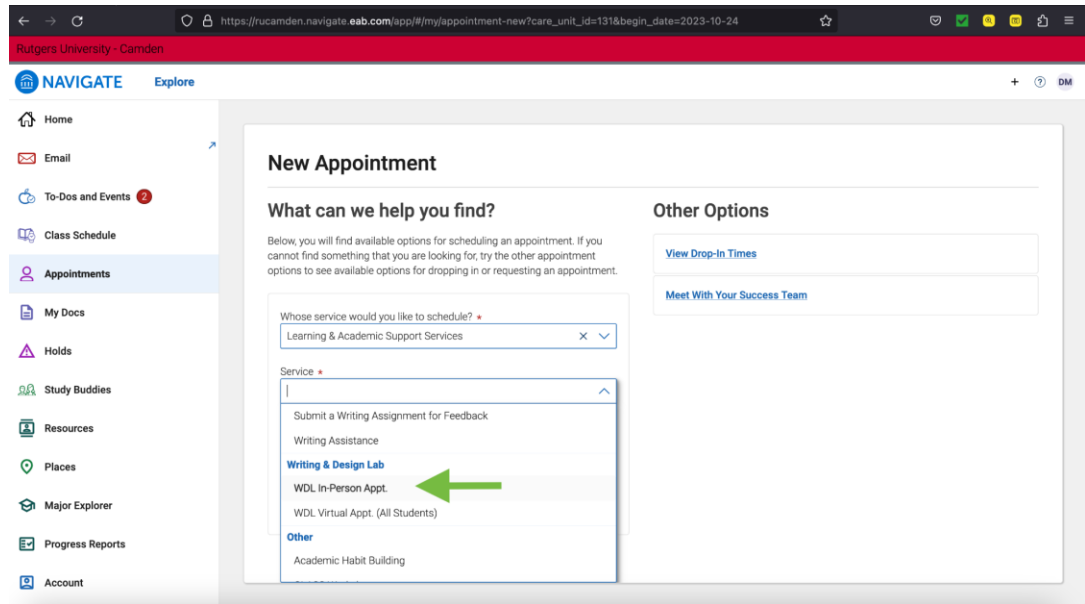
2. Click on "Appointments" on the left hand column.



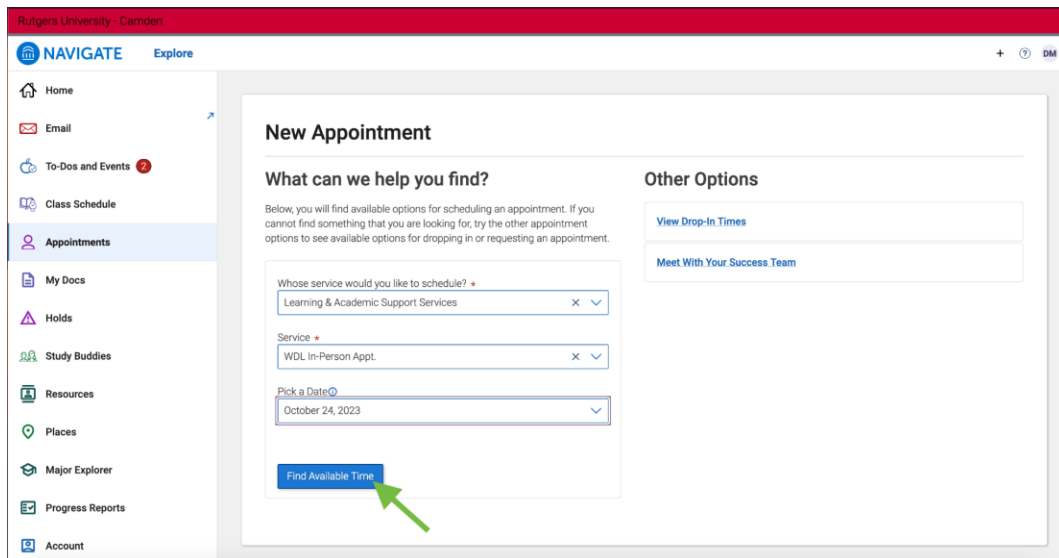
3. On the new page, click the blue box in the top-right corner that reads “Click here to schedule an appointment.”



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.

The screenshot shows the NAVIGATE app interface for Rutgers University - Camden. The left sidebar contains navigation links: Home, Email, To-Dos and Events (2), Class Schedule, Appointments (selected), My Docs, Holds, Study Buddies, Resources, Places, Major Explorer, Progress Reports, and Account. The main content area is titled "Writing and Design Lab (101 Cooper Street)" with the location "Digital Commons, 101 Cooper Street, Camden." Below this, there are sections for "Whose service would you like to schedule?" (Learning & Academic Support Services), "Service" (WDL In-Person Appt.), "Pick a Date" (a calendar for October 2023 with the 24th selected), "Staff" (Search by name), and "How would you like to meet?" (Search by type). The right side of the interface displays a list of available appointment slots for various dates: 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), and Tue, Nov 7th. A green arrow points to the 1:00 - 2:00 PM slot on Wednesday, October 25th.

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.**

The screenshot shows the Rutgers University - Camden NAVIGATE app interface. On the left is a sidebar menu with icons and labels for: Home, Email, To-Dos and Events, Class Schedule, Appointments, My Docs, Holds, Study Buddies, Resources, Places, Major Explorer, Progress Reports, and Account. The main content area is titled 'Home' and contains a scheduling form. The form includes a dropdown menu for 'How would you like to meet?' with 'In-Person (On Campus)' selected. Below this is a text box for 'Would you like to share anything else?' containing the text 'I'd like help writing an introduction for my essay about the book Minor Feelings.' There are checkboxes for 'Email Reminder' (checked) and 'Text Message Reminder' (checked). Below the text message reminder is a text box for 'Phone Number for Text Reminder' containing '2676326874'. At the bottom of the form is a blue 'Schedule' button, which is pointed to by a green arrow. The URL at the bottom of the browser window is 'https://rucamden.navigate.eab.com/app/9/my/priority-feed/'.

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](mailto:rutgers.wdl@rutgers.edu) .