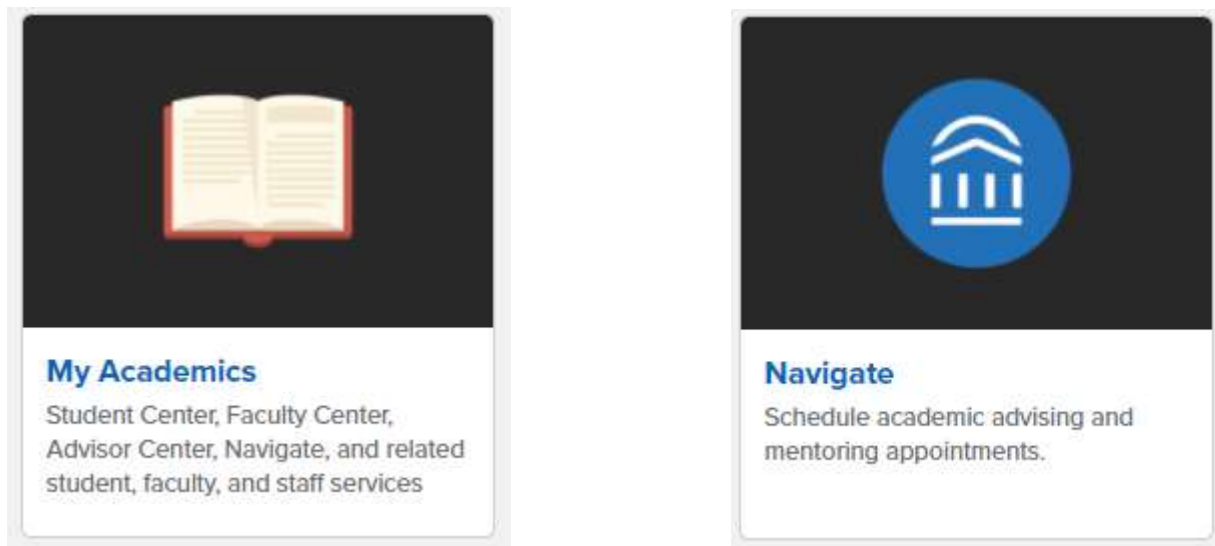


Scheduling an Appointment with the Office of the Registrar Staff

STEP 1 –

Once logged into myCoyote, click on “My Academics”, then click on “Navigate”.



STEP 2 -

On the Navigate home page, click on the Schedule an Appointment blue bar at the top right.



STEP 3 -

Select the type of appointment, option (Evaluations, Records or Registration) and location.

A) Select "University Success" for the type

What type of appointment would you like to schedule?

-- please choose one --

-- please choose one --

Academic Advising

Peer Support

University Success

B) Select the Service Option (Evaluations, Records or Registration)

What type of appointment would you like to schedule?

University Success

Choose from the following options.

Evaluations

C) Select the location (Office of the Registrar)

What location do you prefer?

-- please choose one --

-- please choose one --

Office of the Registrar

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STEP 4 -

Who would you like to meet with? Choose “Any Staff” to get the first available appointment or you may choose a specific Office of the Registrar staff member from the drop-down menu.

What location do you prefer?

Office of the Registrar

Who would you like to meet with?

Any Staff

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

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NOTE: A number of available appointments will appear in blue boxes as displayed in the image below:

Service > Location & Staff > Select Time > Confirm

Schedule Appointment

Times From August 22 To August 26

Sat, Aug 22	Sun, Aug 23	Mon, Aug 24	Tue, Aug 25	Wed, Aug 26
Morning N/A	Morning N/A	Morning 8 Available	Morning 8 Available	Morning 8 Available
Afternoon N/A	Afternoon N/A	Afternoon 10 Available	Afternoon 10 Available	Afternoon 10 Available

* All times listed are in Pacific Time (US & Canada). refreshed at 3:28pm PT.

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STEP 5 –

Click on a Day and a Morning or Afternoon

Times From August 22 To August 26

Sat, Aug 22	Sun, Aug 23	Mon, Aug 24	Tue, Aug 25	Wed, Aug 26
Morning N/A	Morning N/A	Morning 8 Available	Morning 8 Available	Morning 8 Available
Afternoon N/A	Afternoon N/A	Afternoon 10 Available	Afternoon 10 Available	Afternoon 10 Available

* All times listed are in Pacific Time (US & Canada). refreshed at 3:38pm PT.

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STEP 6 –

From the drop-down of times available, select a time for the appointment, then “Next”

Times From August 22 To August 26

Sat, Aug 23	Mon, Aug 24	Tue, Aug 25	Wed, Aug 26
Morning N/A	Morning 8 Available	<div style="border: 1px solid #ccc; padding: 5px;"><p style="text-align: center;">Close</p><p>12:00pm PT</p><p>12:30pm PT</p><p>1:00pm PT</p><p>1:30pm PT</p><p>2:00pm PT</p></div>	Morning 8 Available
Afternoon N/A	Afternoon 10 Available		Afternoon 10 Available

Canada). refreshed at 3:38pm PT.

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STEP 7:

Review the details of your appointment.

Your appointment has not been scheduled yet. Please review and click Confirm Appointment to complete.

Appointment Details

Who:

Joe Coyote with

Any Staff

Why: Evaluations

When: Tuesday, August 25

1:00pm - 1:30pm PT

Where: Office of the Registrar

NOTE: Read the Additional Details for important information and/or what you need to have ready.

Additional Details

Hi there,

Please have access to your PAWS Report for your appointment. Please be aware that if you are more than 5 minutes late, your appointment will be cancelled and you will need to reschedule.

Erin Vigil is inviting you to a scheduled Zoom meeting.

Topic: Erin Vigil's Personal Meeting Room

STEP 8:

List in short detail, the reason for requesting this meeting, then confirm the appointment.

Is there anything specific you would like to discuss with

Comments for your staff...

Send Me an Email

Send Me a Text

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Confirm Appointment

Success! Your appointment has been scheduled.

Success! Your Appointment Has Been Created

Appointment Details | What would you like to do now?

You can view your scheduled appointment under “Upcoming Appointments” on the Navigate Home page.



Schedule an Appointment

Quick Links

Take me to...

- [Schedule a General Event](#)
- [School Information](#)
- [Download Center for Reports](#)

Current Visits

You have no current visits.

Upcoming Appointments

 [Evaluations](#)

08/25/2020 1:00pm PT
Online Check-in is Not Available