Booking Math Lab Tutoring Sessions in NAVIGATE

STEP 1:
Click "Make an Appointment"
Select "Math Lab Tutoring" for the type of appointment, and choose the service based on the length of the session desired.

**STEP 2:**

**STEP 3:**
Select a date around the time you are looking for an appointment, then click "Find Available Time"
**STEP 4:**
On this page, you can select options, and change them without having to go back. Scroll down to see the menus below the calendar on the left side.

**Pick a Date**

If you are searching for a specific tutor, you can select their name here.

**Location**

You'll select the location here. The location would be Math Lab.

**Course**

Selecting one of the courses you are enrolled in is required to book a session.
STEP 5:
Without having to go back or start over, you can click on other dates in the calendar. Each date with a dot under it, means there is a session available that day. **Select your time under your desired date** on the right side to go to the review and confirm page.

The course I chose to book a tutoring session for is shown here.
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**STEP 6:**
Review the appointment details, then scroll down.

- **What type of appointment would you like to schedule?** Tutoring
- **Service:** Course-based Tutoring
- **Date:** 02/15/2021
- **Time:** 10:00 AM - 11:00 AM
- **Location:** Virtual Meeting - Cammer
- **Staff:** Michael Stokes
- **URL / Phone Number:** https://cammercenter.miami.edu/
- **Course:** CALCULUS II (MTH-162)

Include **comments** to give your tutor context ahead of time.

Verify your phone number to receive text reminder.

Lastly, click **“Schedule”** to book your session!