

How to Schedule an Appointment

1. Log into Navigate 360 by using the website below or use the qr code:

<https://waubonsee.navigate.eab.com/app/>



2. Click on the **Appointment** tab on the left-hand side and then click on **Schedule an Appointment**.

The screenshot shows the 'New Appointment' form with the following fields and options:

- What type of appointment would you like to schedule? ***: Tutoring & Academic Support
- Service ***: Chemistry
- Pick a Date**: September 15, 2025
- Other Options**: View Drop-In Times, Request Appointment Time, Meet With Your Success Team
- Find Available Time** button

3. Use the provided drop-down menus to select the **type of support you need, the service & date.** Then, click on **Find Available Time.**

4. You will be directed to the following page where you will need to select a course:

The screenshot shows the 'New Appointment' page with the following details:

- All Filters**: Tutoring & Academic Support, Chemistry
- 2 Locations**: Sugar Grove - Collins Hall
- Drop-in Times Available**: 1 Person
- Please select one of the courses below to see available times at this location**: Organic Chemistry I (CHM-231)
- Virtual Tutoring**: Zoom Tutoring - Requires mywcc student login

5. After you have selected a course you will be given the option of selecting appointment times.

New Appointment

All Filters [Start Over](#)

What type of appointment would you like to schedule?
Tutoring & Academic Support

Service
Chemistry

Pick a Date

September 2025 < 11 >

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				

2 Locations ⓘ

Mon, Sep 15th >

Sugar Grove - Collins Hall >

- Click Here to View Campus Map
- For Tutoring: Collins Hall, Room 144

Drop-in Times Available

1 Person

9:00 - 9:30 AM 9:30 - 10:00 AM 10:00 - 10:30 AM 10:30 - 11:00 AM
11:00 - 11:30 AM 11:30 - 12:00 PM 12:00 - 12:30 PM 12:30 - 1:00 PM
1:00 - 1:30 PM 1:30 - 2:00 PM 2:00 - 2:30 PM 2:30 - 3:00 PM

Virtual Tutoring

Appointments are set at 30-minute time slots, but multiple appointments may be made.

Click on one of the available times.

6. Choose your appointment time by clicking on one of the times displayed or you can select the link #People next to the staff members' picture to view the list of all available staff.

7. After selecting an appointment time slot, review the appointment details in the **Review Appointment Detail and Confirm** page. Enter any comments and check the email or text reminders checkboxes if desired. Once all the options are set, click **Schedule**.

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Review Appointment Details and Confirm

What type of appointment would you like to schedule?
Tutoring & Academic Support

Service
Chemistry

Date
09/15/2025

Time ⓘ
9:00 AM - 9:30 AM

Location
Sugar Grove - Collins Hall
Click Here to View Campus Map
For Tutoring: Collins Hall, Room 144

Staff
Amutha Subramani

Details
Collin 144

Course
Organic Chemistry I (CHM-231)

How would you like to meet? •
In Person
You are seeing the only meeting type available for this time slot.

Would you like to share anything else?
Add your comments here

Email Reminder
 Reminder will be sent to darmastrongjoskiwicz@student.waubonsee.edu

Text Message Reminder

Phone Number for Text Reminder

Schedule

7. You should see a success message and the option to View appointments or to Schedule Another Appointment.

¿Cómo programar una cita?



1. Inicie sesión en Navigate 360 utilizando el sitio web a continuación o utilice el código QR:

<https://waubonsee.navigate.eab.com/app/>

2. Haga clic en la pestaña **Cita** en el lado izquierdo y luego haga clic en **Programar una Cita**.

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New Appointment

Below, you will find available options for scheduling an appointment. If you cannot find something that you are looking for please contact the appropriate office or dial 630-466-7900 to be connected with our Campus Services staff who can redirect you. Information can be found at our Service Directory: <https://www.waubonsee.edu/services-directory>

What can we help you find?

What type of appointment would you like to schedule? *

Tutoring & Academic Support x v

Service *

Chemistry x v

Pick a Date

September 15, 2025 v

Find Available Time

Other Options

- View Drop-In Times
- Request Appointment Time
- Meet With Your Success Team

3. Utilice los menús desplegables disponibles para seleccionar **el tipo de soporte que necesita, el servicio y la fecha**.

Luego, haga clic en **Buscar hora disponible**.

4. Serás dirigido a la siguiente página donde tendrás que seleccionar un curso.

New Appointment

All Filters [Start Over](#)

What type of appointment would you like to schedule?

Tutoring & Academic Support

Service

Chemistry

Pick a Date

September 2025 < 11 >

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				

2 Locations

TUTORING & ACADEMIC SUPPORT CHEMISTRY

Mon, Sep 15th

Sugar Grove - Collins Hall >

- Click Here to View Campus Map
- For Tutoring: Collins Hall, Room 144

Drop-in Times Available

1 Person

Please select one of the courses below to see available times at this location.

- Organic Chemistry I (CHM-231)

Virtual Tutoring >

- Zoom Tutoring - Requires mywcc student login

Drop-in Times Available

5. Después de seleccionar un curso, tendrá la opción de seleccionar horarios de citas.

New Appointment

All Filters [Start Over](#)

What type of appointment would you like to schedule?

Tutoring & Academic Support

Service

Chemistry

Pick a Date

September 2025 < 11 >

S	M	T	W	T	F	S
	1	2	3	4	5	6
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TUTORING & ACADEMIC SUPPORT CHEMISTRY ORGANIC CHEMISTRY I X

2 Locations ⓘ

< Mon, Sep 15th >

Sugar Grove - Collins Hall >

- [Click Here to View Campus Map](#)
- For Tutoring: Collins Hall, Room 144

Drop-in Times Available



1 Person

Haga clic aquí para ver todo el personal disponible

9:00 - 9:30 AM 9:30 - 10:00 AM 10:00 - 10:30 AM 10:30 - 11:00 AM
11:00 - 11:30 AM 11:30 - 12:00 PM 12:00 - 12:30 PM 12:30 - 1:00 PM
1:00 - 1:30 PM 1:30 - 2:00 PM 2:00 - 2:30 PM 2:30 - 3:00 PM

Haga clic en uno de los horarios disponibles.

Las citas se establecen en franjas horarias de 30 minutos, pero se pueden concertar varias citas.

6. Elija la hora de su cita haciendo clic en uno de los horarios que se muestran o puede seleccionar el enlace #Personas junto a la foto de los miembros del personal para ver la lista de todo el personal disponible.

7. Después de seleccionar una cita, revise los detalles en la página "**Revisar detalles y confirmar**". Añada comentarios y marque las casillas de recordatorios por correo electrónico o SMS si lo desea. Una vez configuradas todas las opciones, haga clic en "**Programar**".

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Review Appointment Details and Confirm

What type of appointment would you like to schedule? Tutoring & Academic Support	Service Chemistry
Date 09/15/2025	Time ⓘ 9:00 AM - 9:30 AM
Location Sugar Grove - Collins Hall • Click Here to View Campus Map • For Tutoring: Collins Hall, Room 144	
Staff Amutha Subramani	
Details Collin 144	
Course Organic Chemistry I (CHM-231)	

How would you like to meet? *
In Person
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Would you like to share anything else?
Add your comments here

Email Reminder
 Reminder will be sent to darmastrongyoskowicz@student.waubonsee.edu

Text Message Reminder

Phone Number for Text Reminder

[Schedule](#)

8. Debería ver un mensaje de éxito y la opción Ver citas o Programar otra cita.