

## Navigate 360 Guide for Tutoring Appointments

This guide walks through 4 processes:

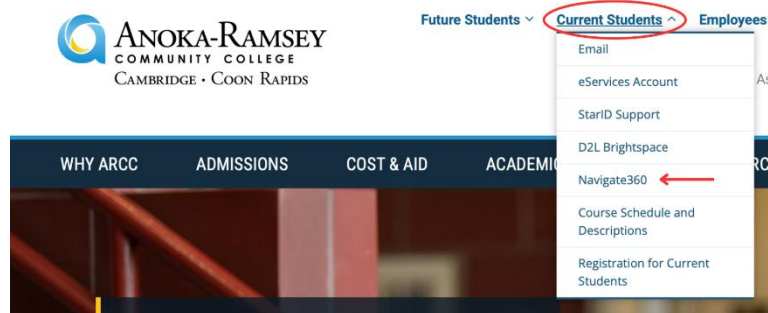
- How to schedule a tutoring appointment (page 2 – 7)
- How to access a tutoring appointment (page 8)
- How to cancel a tutoring appointment (page 9 – 10)
- How to reschedule a tutoring appointment (page 11 – 12)

If you have questions, please contact via email:

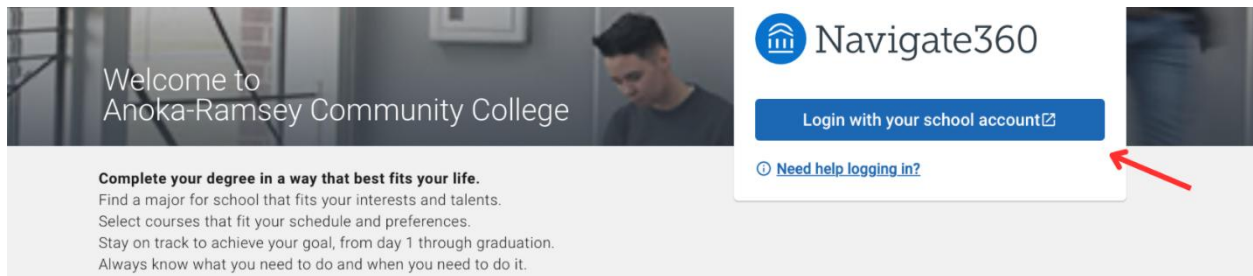
[tutoringservices@anokaramsey.edu](mailto:tutoringservices@anokaramsey.edu) or phone 763-433-1260

## How to Schedule a Tutoring Appointment in Navigate 360

To access Navigate 360, go to the [anokaramsey.edu](http://anokaramsey.edu) website, go to Current Students at the top, click the down arrow and click on Navigate360.

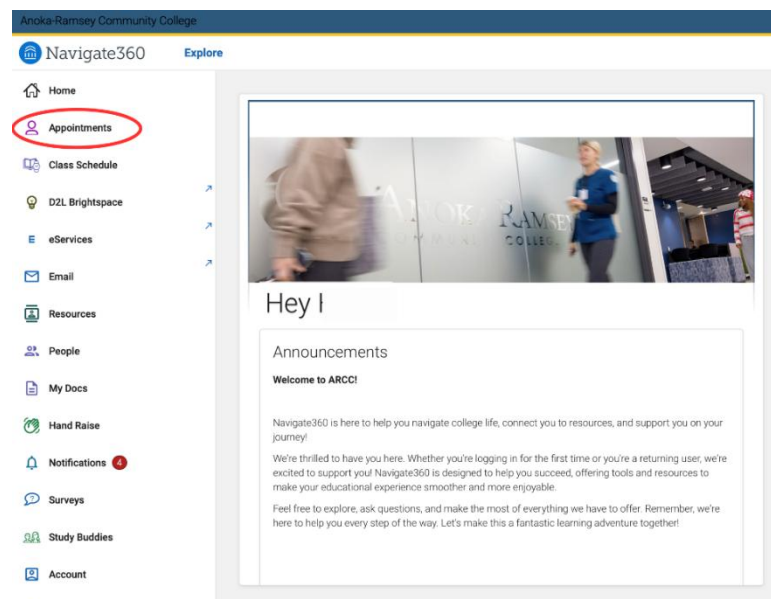


Click on the blue box “Login with your school account”.

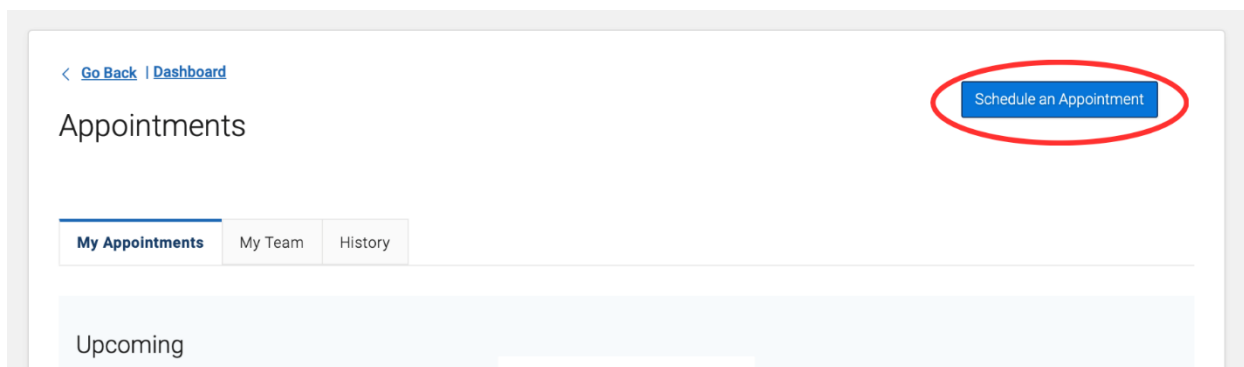


Login with your StarID and StarID Password.

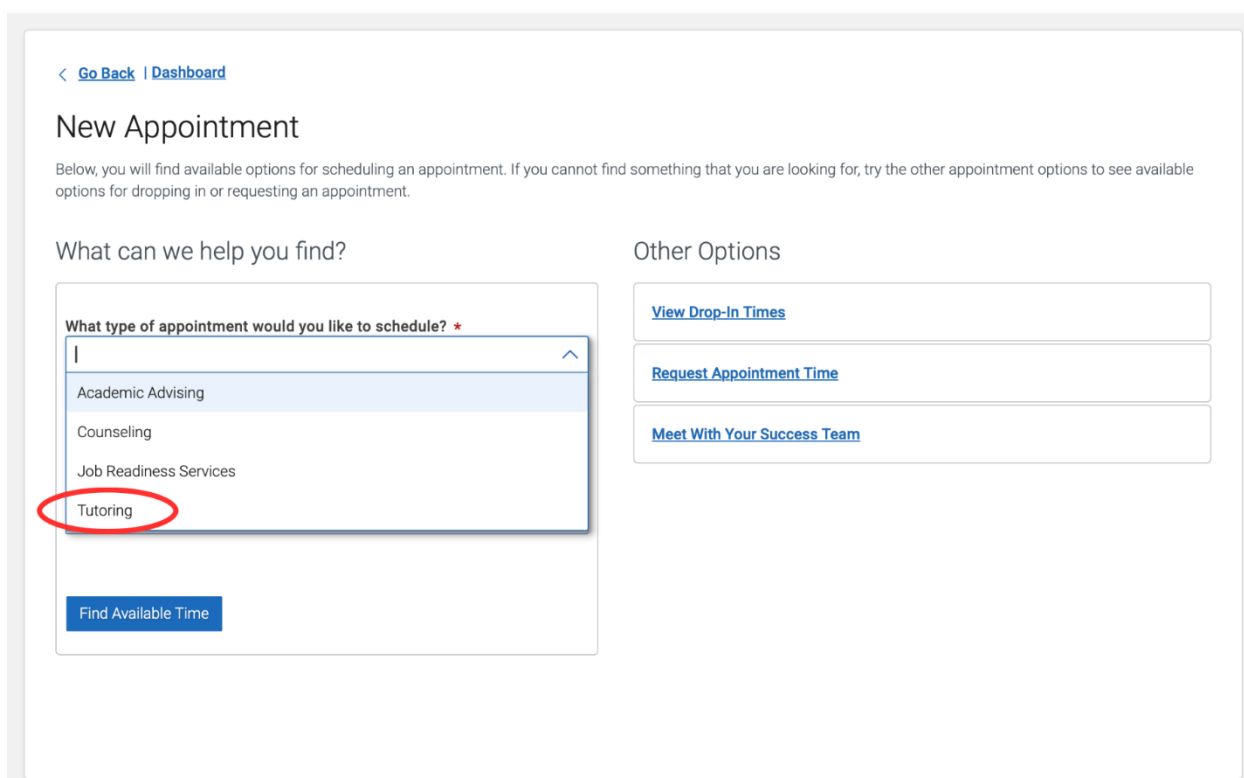
On the Homepage ridge-hand menu, click on the “Appointments”



Click on the blue box “Schedule an Appointment”



**Step 1:** Under what type of appointment would you like to schedule? → **choose Tutoring**



**Step 2:** Under Services, select the service that you are looking for:

- **Accuplacer Preparation** = help to prepare for the Accuplacer Math Test
- **Class specific tutoring** = help with current registered classes at the ARCC
- **Dosage Caculation assistance** = help with dosage calculation
- **General Study Skills (not class specific)** = help with study skills, time management, using resources, learning strategies, etc. **We will not cover any content for any class specific under general study skills.**
- **Writing help (any class) – appointment** = help writing paper with a writing tutor

- **Writing help (any class) – written feedback = NOT a live appointment** with a writing tutor, you should submit an essay, answer Pre-Appointment Questions hyperlink from your email, and then receive virtual feedback up to 2 business days. For more information, please visit this [Virtual Written Feedback Instructions](#)

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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, try the other appointment options to see available options for dropping in or requesting an appointment.

What can we help you find?

What type of appointment would you like to schedule? \*

Tutoring

Service \*

- Accuplacer Preparation
- Class specific tutoring
- Dosage Calculation assistance
- General Study Skills (not class specific)
- Writing help (any class)-appointment
- Writing Help (any class)-written feedback

Other Options

- [View Drop-In Times](#)
- [Request Appointment Time](#)
- [Meet With Your Success Team](#)

**Step 3: Pick a Date.** Note: you can only see tutors' availability within 7 days in advance.

NEW Appointment

Below, you will find available options for scheduling an appointment. If you cannot find something that you are looking for, try the other appointment options to see available options for dropping in or requesting an appointment.

What can we help you find?

What type of appointment would you like to schedule? \*

Tutoring

Service \*

Accuplacer Preparation

Pick a Date

December 2, 2025

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		

Other Options

- [View Drop-In Times](#)
- [Request Appointment Time](#)
- [Meet With Your Success Team](#)

**Step 4:** click the blue box “Find Available Time”

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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, try the other appointment options to see available options for dropping in or requesting an appointment.

What can we help you find?

What type of appointment would you like to schedule? \*

Tutoring

Service \*

Accuplacer Preparation

Pick a Date

December 2, 2025

**Find Available Time**

Other Options

[View Drop-in Times](#)

[Request Appointment Time](#)

[Meet With Your Success Team](#)

**Step 5A:** Under Service if you choose “Class specific tutoring”, you should select the course that you want to help with.

Service

**Class specific tutoring**

Pick a Date

December 2025

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

Location

Search by name

Course

Select course

Coon Rapids Campus

If you schedule an in-person appointment at the Coon Rapids Campus, we'll meet you at 11200 Mississippi Blvd. NW, Coon Rapids, MN 55443. Don't worry—you'll get all the details in your confirmation email, including exactly where to go. We're excited to see you!

[Drop-in Times Available](#)

BL SD 2 People

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

- College Physics I (PHYS-1327)
- Calculus II (MATH-1401)
- Differential Equations (MATH-2210)
- College Physics II (PHYS-1328)

Online

Many services are also offered online through zoom to better meet your schedule and needs. A zoom link will be included in the confirmation email you will receive.

BL SD 2 People

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

- College Physics I (PHYS-1327)
- Calculus II (MATH-1401)
- Differential Equations (MATH-2210)
- College Physics II (PHYS-1328)

The Tutors' availabilities appear → select the location and time that work for you. If you don't find any time that work for you, you can click **“Request Alternate Appointment Time”**

What type of appointment would you like to schedule?  
Tutoring

Service  
Class specific tutoring

Pick a Date  
December 2025 9

Staff  
Search by name

How would you like to meet?  
Search by type

Location  
Search by name

2 Locations

Coon Rapids Campus  
If you schedule an in-person appointment at the Coon Rapids Campus, we'll meet you at 11200 Mississippi Blvd. NW, Coon Rapids, MN 55443. Don't worry—you'll get all the details in your confirmation email, including exactly where to go. We're excited to see you!  
[Drop-in Times Available](#)  
BL SD 2 People  
6:00 - 7:00 PM

Online  
Many services are also offered online through zoom to better meet your schedule and needs. A zoom link will be included in the confirmation email you will receive.  
BL SD 2 People  
7:00 - 8:00 PM

Don't see anything that works for you?  
[Request Alternate Appointment Time](#)  
There may be other locations that support Appointment Requests.

**Step 5B:** Under Service if you choose **“Accuplacer Preparation”** or **“Dosage Calculation assistance”** or **“General Study Skills (not class specific)”**, **you do not choose a course**. The Tutors' availabilities appear → select the location and time that work for you. If you don't find any time that work for you, you can click **“Request Alternate Appointment Time”**

New Appointment

All Filters Start Over

What type of appointment would you like to schedule?  
Tutoring

Service  
Accuplacer Preparation

Pick a Date  
December 2025 2

Staff  
Search by name

How would you like to meet?  
Search by type

Location  
Search by name

Course  
Select course

3 Locations

Cambridge Campus  
If you schedule an in-person appointment at the Cambridge Campus, we'll meet you at 300 Spirit River Dr South, Cambridge, MN 55008. Don't worry—you'll get all the details in your confirmation email, including exactly where to go. We're excited to see you!  
MM 1 Person  
No availability for this day

Coon Rapids Campus  
If you schedule an in-person appointment at the Coon Rapids Campus, we'll meet you at 11200 Mississippi Blvd. NW, Coon Rapids, MN 55443. Don't worry—you'll get all the details in your confirmation email, including exactly where to go. We're excited to see you!  
[Drop-in Times Available](#)  
AP JW SA SL 4 People  
8:00 - 9:00 AM 9:00 - 10:00 AM 10:00 - 11:00 AM 4:00 - 5:00 PM 5:00 - 6:00 PM 6:00 - 7:00 PM 7:00 - 8:00 PM

Online  
Many services are also offered online through zoom to better meet your schedule and needs. A zoom link will be included in the confirmation email you will receive.  
AP JW MM SA SL 5 People  
8:00 - 9:00 AM 9:00 - 10:00 AM 10:00 - 11:00 AM 3:00 - 4:00 PM 4:00 - 5:00 PM 5:00 - 6:00 PM 6:00 - 7:00 PM 7:00 - 8:00 PM

Don't see anything that works for you?  
[Request Alternate Appointment Time](#)  
There may be other locations that support Appointment Requests.

[View Drop-in Times](#)  
There may be other locations that support Drop-ins.

**Step 6:** After you chose the location and time that work for you, the Review Appointment Details and Confirm screen will appear → check the appointment details information → check the Email Reminder box if you want to receive email reminders or/and check the Text Message Reminder box if you want to receive text reminder (you should enter your phone number after you check the Text Message Reminder box) → click the blue box “Schedule” if all the information is correct

### Review Appointment Details and Confirm

<b>What type of appointment would you like to schedule?</b> Tutoring	<b>Service</b> Accuplacer Preparation
<b>Date</b> 12/11/2025	<b>Time</b> 7:00 PM - 8:00 PM
<b>Location</b> Online <small>Many services are also offered online through zoom to better meet your schedule and needs. A zoom link will be included in the confirmation email you will receive.</small>	
<b>Staff</b> Aliyah Pulli	
<b>Details</b> <small>Online appointment is 50 minutes. To join the online appointment please go to this link: <a href="https://minnstate.zoom.us/my/aliyah.p">https://minnstate.zoom.us/my/aliyah.p</a>          In-person appointment is 50 minutes. To attend the in-person appointment please go to the Math Skills Center (MSC), Room L.127, Coon Rapids Campus (under the library).          Drop-in tutoring is first come first serve at the Math Skills Center (MSC), Room L.127, Coon Rapids Campus (under the library). No appointment is necessary for drop-in tutoring.</small>	
<b>URL / Phone Number</b> <a href="https://minnstate.zoom.us/my/aliyah.p">https://minnstate.zoom.us/my/aliyah.p</a>	

**How would you like to meet?** \*  
 Virtual-Zoom  
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**  
☐ Check this box if you want email reminders

**Text Message Reminder**  
☐ Check this box if you want text reminders & please type your phone number in the text box that'll appear

**Schedule**

**Step 7:** Once you click on the blue “Schedule”, the screen below will appear. You will receive an email to your ARCC email address confirming the appointment.

Success!



[View Appointments](#)

[Schedule Another Appointment](#)

## How to Access a Tutoring Appointment

The detailed appointment information can be found in **your ARCC confirmation email**.

Under **Additional Details**: it shows on campus location for an in-person appointment or drop-in tutoring or Zoom link for an online appointment

### In-Person Appointments or Drop Ins:

Please visit our tutoring centers on the Rapids or Cambridge campuses. **Please log in at the kiosk before your session and log out at the end of your session!**

- **Math Skills Center Rapids: Room L.127** (under the library) for MATH 0080, 0120, 0240, 0250, 1100, 1200, Medical Dosage calculation, and Accuplacer Prep
- **Academic Support Center Rapids: Room SC160** (across from the bookstore)
- **The Writing Center** is inside the ASC in **Room SC163**
- **Academic Support Center Cambridge: Room D208**

### Online Appointments:

To join online appointments please go back to your ARCC confirmation email and **click on the tutor's Zoom link**.

### Appointment Scheduled

An appointment has been scheduled for Dec 11 2025 7:00pm - 8:00pm CT. Details are included below.

#### Additional Details

Online appointment is 50 minutes. To join the online appointment please go to this link: <https://minnstate.zoom.us/my/aliyah.p>

In-person appointment is 50 minutes. To attend the in-person appointment please go to the Math Skills Center (MSC), Room L.127, Coon Rapids Campus (under the library).

Drop-in tutoring is first come first serve at the Math Skills Center (MSC), Room L.127, Coon Rapids Campus (under the library). No appointment is necessary for drop-in tutoring.

<https://minnstate.zoom.us/my/aliyah.p> ←

### Appointment Scheduled

An appointment has been scheduled for Dec 10 2025 3:00pm - 4:00pm CT. Details are included below.

#### Additional Details

The Academic Support Center on the Rapids campus is in SC160. ←

#### Organizer

Sonia Djoufack

#### Topic

Class specific tutoring, Calculus II

#### Comments

N/A

#### Cancel/Reschedule Appointment:

[Cancel Appointment](#)

#### Location

Coon Rapids Campus

#### Meeting Type

In-Person

#### Date of Appointment

12/10/2025

#### Time

3:00pm - 4:00pm CT

#### Organizer

Aliyah Pull

#### Location

Online

#### Topic

Accuplacer Preparation

#### Meeting Type

Virtual-Zoom

#### Comments

N/A

#### Date of Appointment

12/11/2025

#### Cancel/Reschedule Appointment:

[Cancel Appointment](#)

#### Time

7:00pm - 8:00pm CT



## How to Cancel a Tutoring Appointment

**Step 1:** Go back to **your ARCC confirmation email** and click **“Cancel Appointment”**

### Appointment Scheduled

An appointment has been scheduled for Dec 11 2025 7:00pm - 8:00pm CT. Details are included below.

**Additional Details**

Online appointment is 50 minutes. To join the online appointment please go to this link: <https://minnstate.zoom.us/my/aliyah.p>

In-person appointment is 50 minutes. To attend the in-person appointment please go to the the Math Skills Center (MSC), Room L.127, Coon Rapids Campus (under the library).

Drop-in tutoring is first come first serve at the Math Skills Center (MSC), Room L.127, Coon Rapids Campus (under the library). No appointment is necessary for drop-in tutoring.

<https://minnstate.zoom.us/my/aliyah.p>

<b>Organizer</b> Aliyah Pull	<b>Location</b> Online
<b>Topic</b> Accuplacer Preparation	<b>Meeting Type</b> Virtual-Zoom
<b>Comments</b> N/A	<b>Date of Appointment</b> 12/11/2025
<b>Cancel/Reschedule Appointment:</b> <a href="#">Cancel Appointment</a>	<b>Time</b> 7:00pm - 8:00pm CT

**Step 2:** It will take you back to Navigate 360 to the Cancel Appointment form → fill out the form → click the blue box **“Cancel Appointment”**

### Cancel Appointment

Accuplacer Preparation with Aliyah Pull  
12/11/2025 7:00 PM

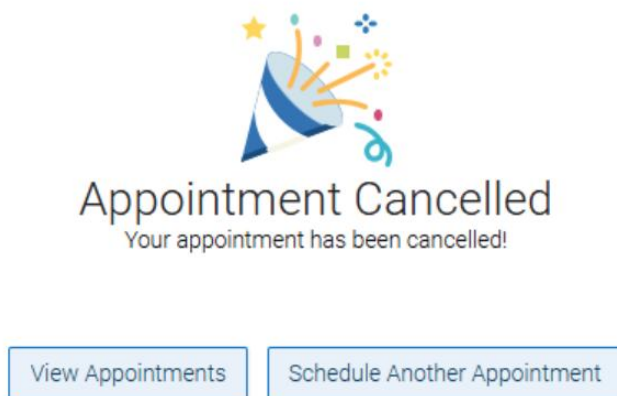
Reason \*

Comments

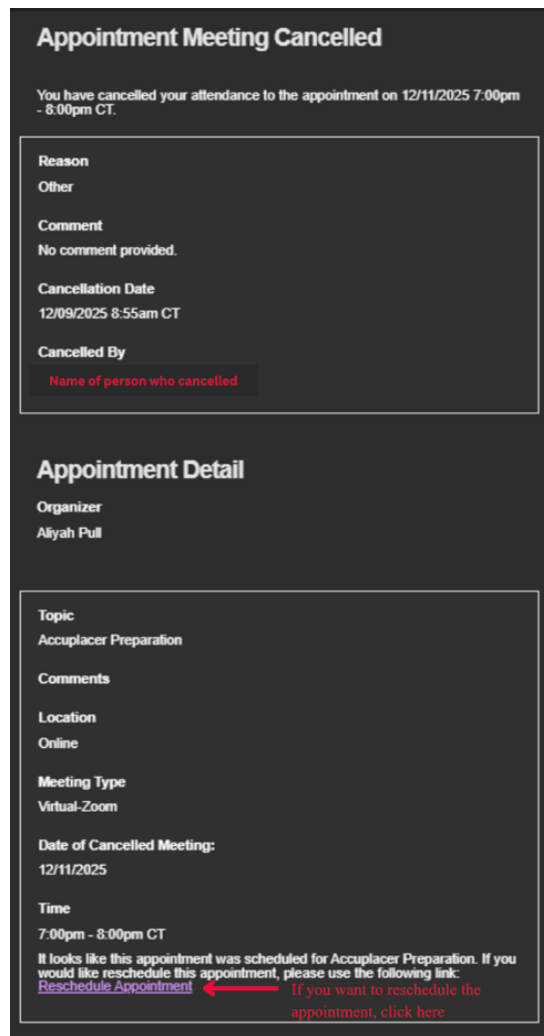
Add your comments here

Cancel Appointment

**Step 3:** the screen below will show up



**Step 4:** Receive the Appointment Meeting Cancelled email



## How to Reschedule Cancel a Tutoring Appointment

**Way 1:** access Navigate 360 and follow the How to Schedule a Tutoring Appointment guide from page 2 – 8

### **Way 2:**

**Step 1:** from to **your Appointment Meeting Cancelled email** and click **Reschedule Appointment**

## Appointment Meeting Cancelled

You have cancelled your attendance to the appointment on 12/11/2025 7:00pm - 8:00pm CT.

**Reason**  
Other

**Comment**  
No comment provided.

**Cancellation Date**  
12/09/2025 8:55am CT

**Cancelled By**  
Name of person who cancelled

## Appointment Detail

**Organizer**  
Aliyah Pull

**Topic**  
Accuplacer Preparation

**Comments**

**Location**  
Online

**Meeting Type**  
Virtual-Zoom

**Date of Cancelled Meeting:**  
12/11/2025

**Time**  
7:00pm - 8:00pm CT

It looks like this appointment was scheduled for Accuplacer Preparation. If you would like reschedule this appointment, please use the following link:  
[Reschedule Appointment](#)
←
If you want to reschedule the appointment, click here

**Step 2:** it routes you to Navigate 360 → follow the How to Schedule a Tutoring Appointment guide from page 2 – 8

Navigate360 Explore

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Appointments

Class Schedule

D2L Brightspace

eServices

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Resources

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Study Buddies

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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, try the other appointment options to available options for dropping in or requesting an appointment.

What can we help you find?

What type of appointment would you like to schedule? \*

Service \*

Pick a Date

December 10, 2025

[Find Available Time](#)

Other Options

[View Drop-In Times](#)

[Request Appointment Time](#)

[Meet With Your Success Team](#)