

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:

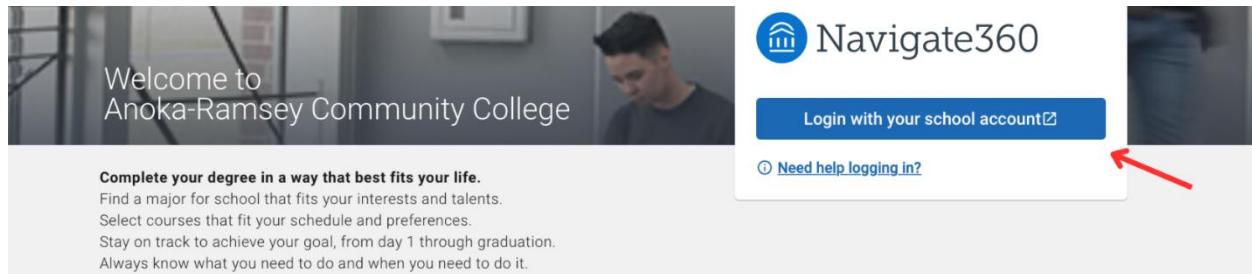
tutoringservices@anokaramsey.edu or phone 763-433-1260

How to Schedule a Tutoring Appointment in Navigate 360

To access Navigate 360, go to the anokaramsey.edu website, go to Current Students at the top, click the down arrow and click on Navigate360.

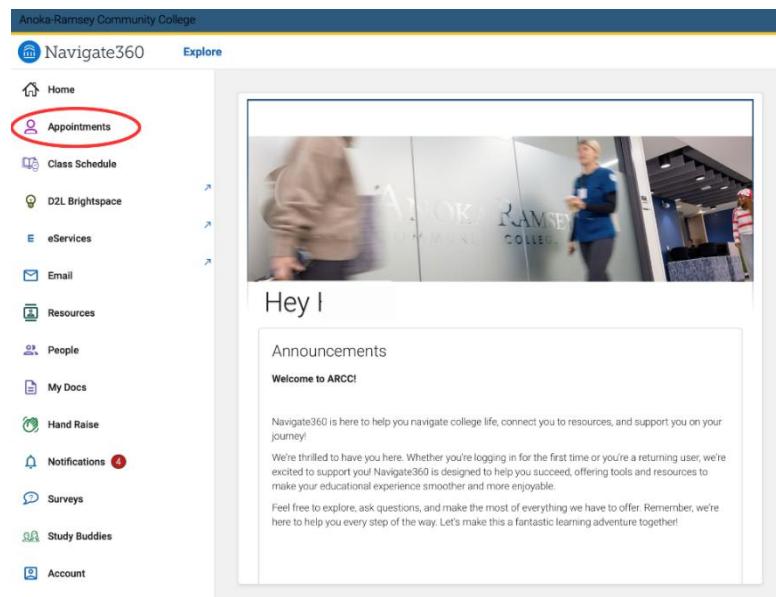


Click on the blue box “Login with your school account”.

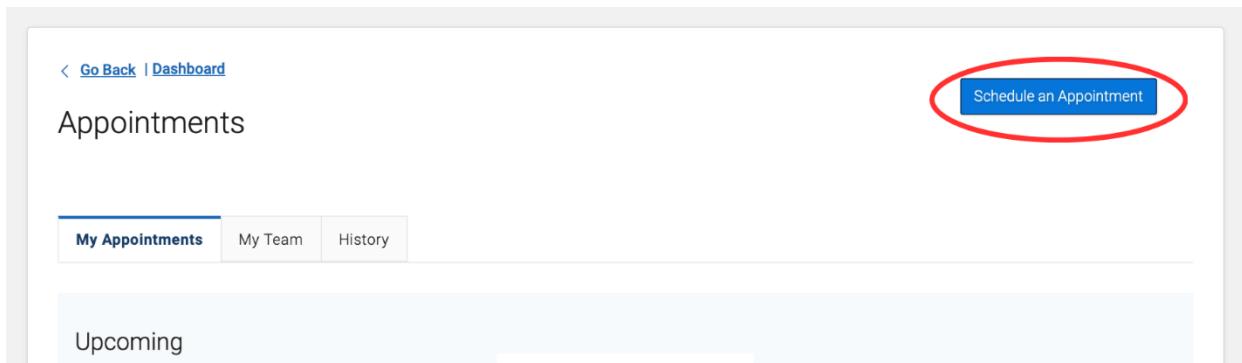


Login with your StarID and StarID Password.

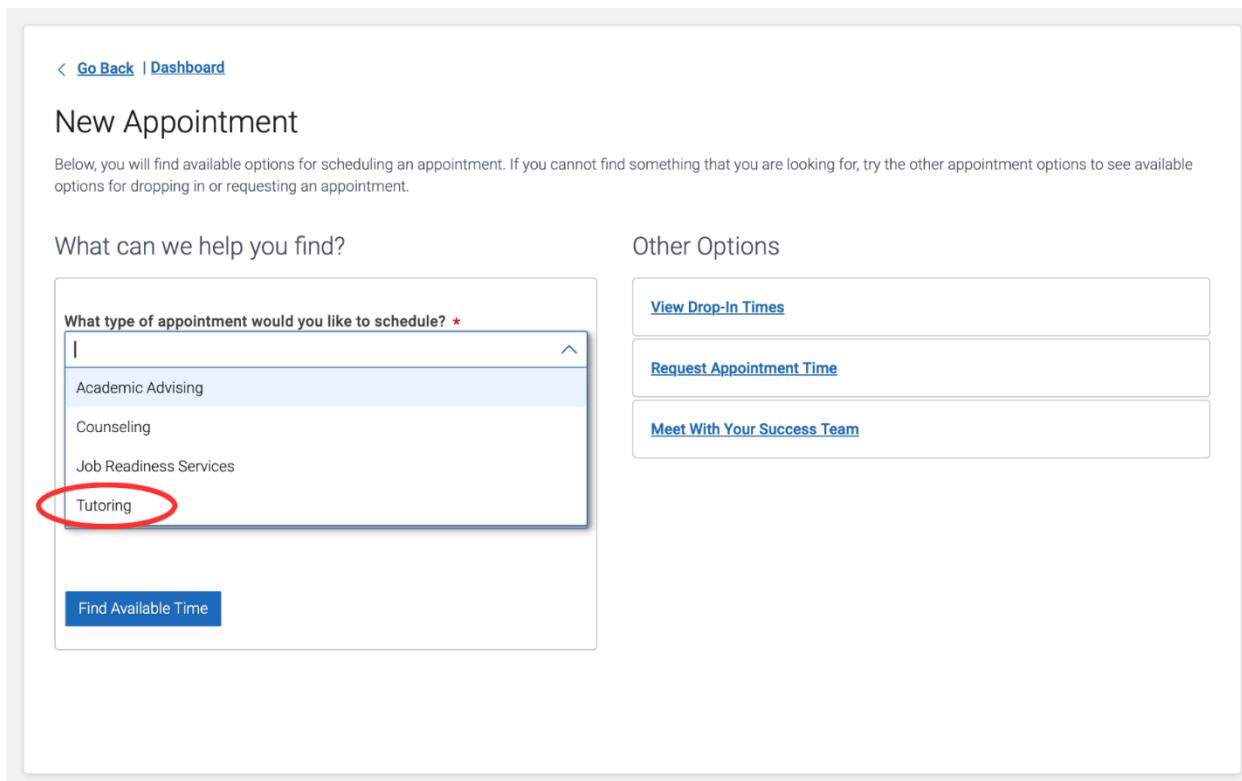
On the Homepage right-hand menu, click on the “Appointments”



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 Calculation 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](#)

[Go Back | Dashboard](#)

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? *

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? *

Service *

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			

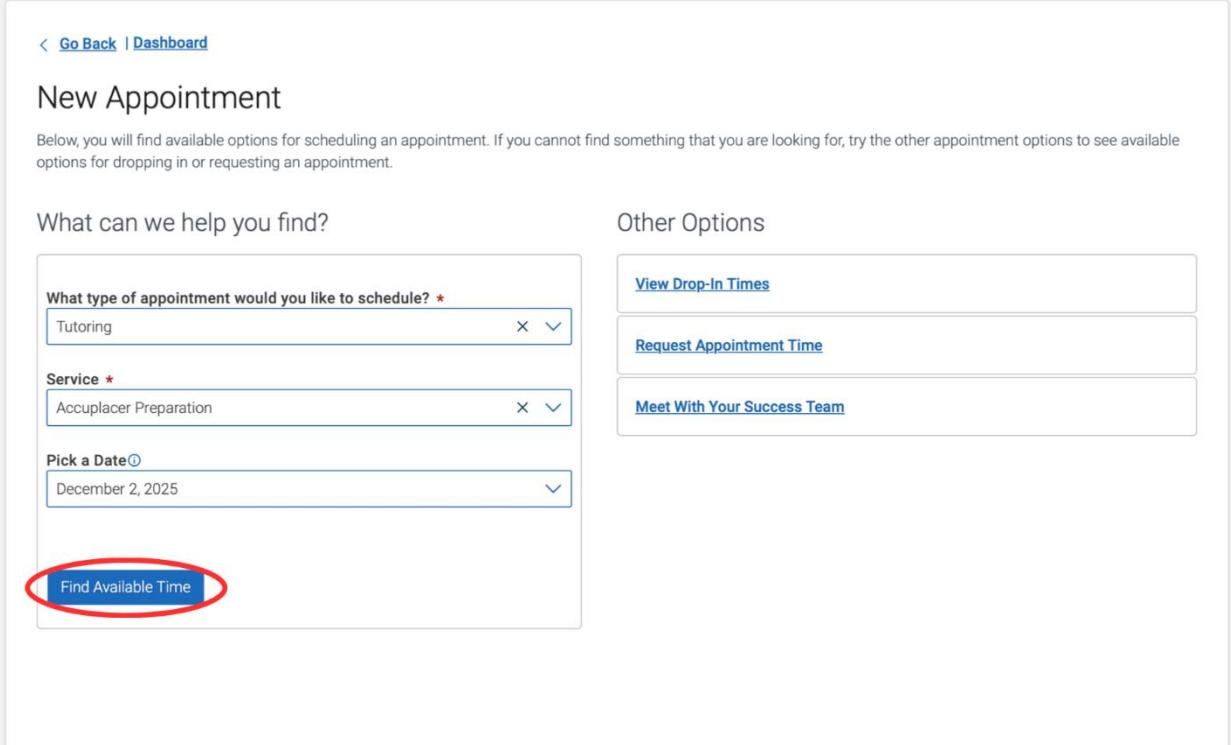
Other Options

[View Drop-In Times](#)

[Request Appointment Time](#)

[Meet With Your Success Team](#)

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



Go Back | Dashboard

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? *

Service * X

Pick a Date (i)

Find Available Time

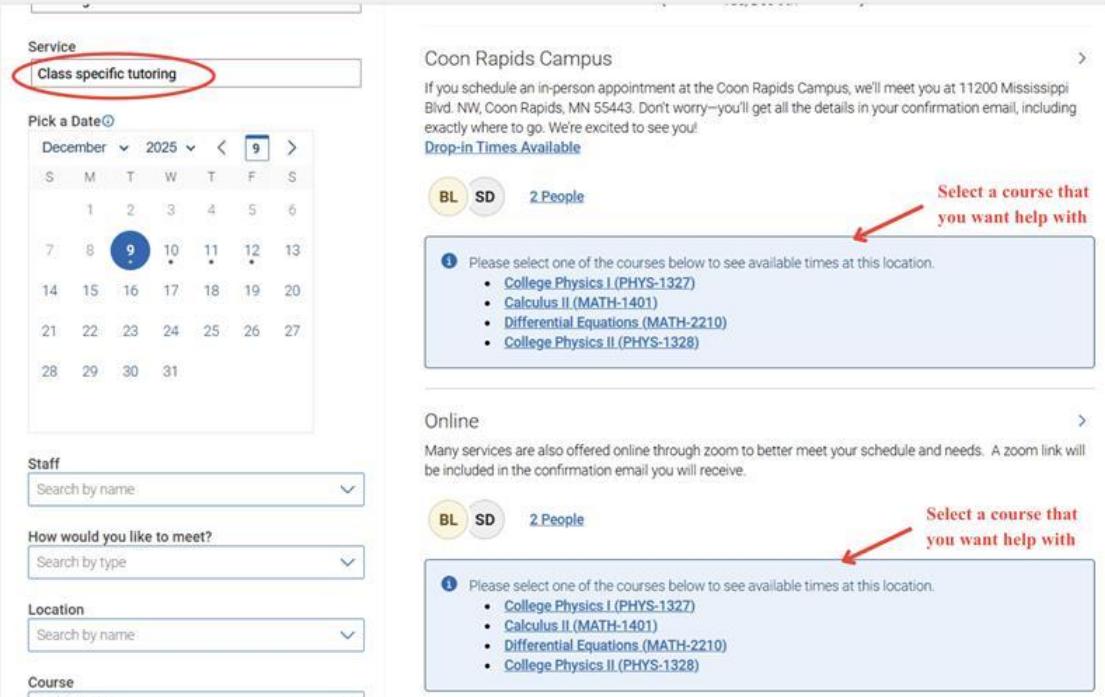
Other Options

[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 (i)

December 2025 < 9 >

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			

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

Select a course that you want help with

1 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

Select a course that you want help with

1 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 (i)
December 2025 < 9 >
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

2 Locations (i)
Tue, Dec 9th < >
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 Caculation 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 (i) TUTORING ACCUPLACER-PREP

What type of appointment would you like to schedule?
Tutoring

Service
Accuplacer Preparation

Pick a Date (i)
December 2025 < 2 >
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

3 Locations (i)
Thu, Dec 4th < >
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!
Drop-In Times Available
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 11:00 - 12:00 PM 12:00 - 1:00 PM 1:00 - 2:00 PM 2:00 - 3:00 PM 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 ←

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 11:00 - 12:00 PM 12:00 - 1:00 PM 1:00 - 2:00 PM 2:00 - 3:00 PM 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-in.

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

What type of appointment would you like to schedule?
Tutoring

Service
Accuplacer Preparation

Date
12/11/2025

Time
7:00 PM - 8:00 PM

Location
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.

Staff
Aliyah Pull

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 L127, Coon Rapids Campus (under the library).
Drop-in tutoring is first come first serve at the Math Skills Center (MSC), Room L127, Coon Rapids Campus (under the library). No appointment is necessary for drop-in tutoring.

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

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

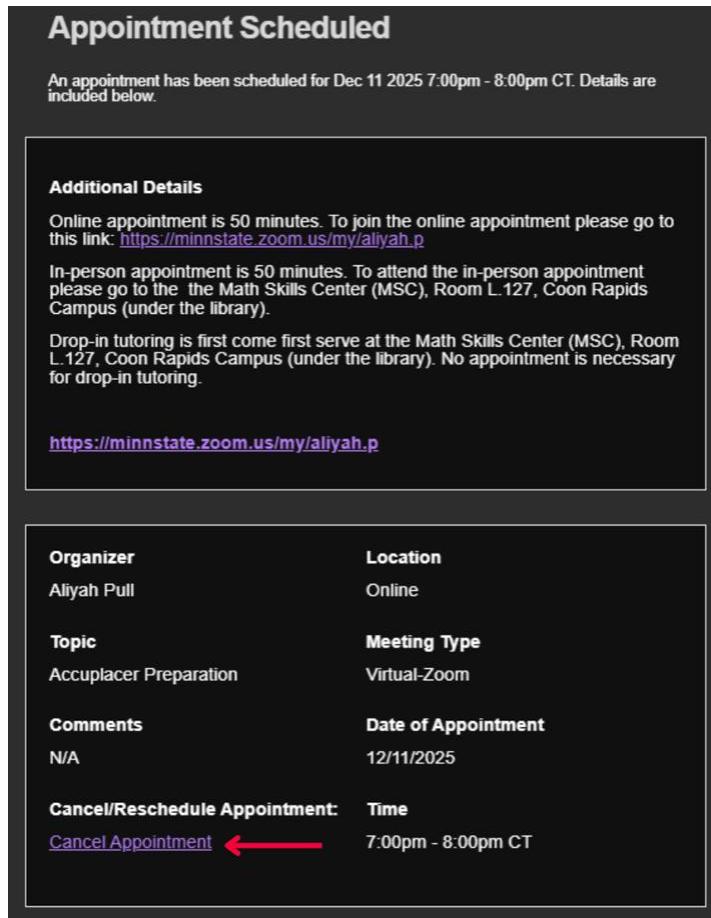
Date of Appointment
12/10/2025

Time
3:00pm - 4:00pm CT

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

How to Cancel a Tutoring Appointment

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



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

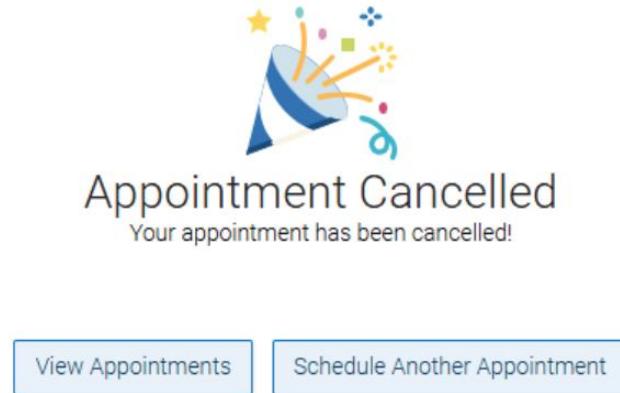
Accuplacer Preparation with Aliyah Pull
12/11/2025 7:00 PM

Reason *

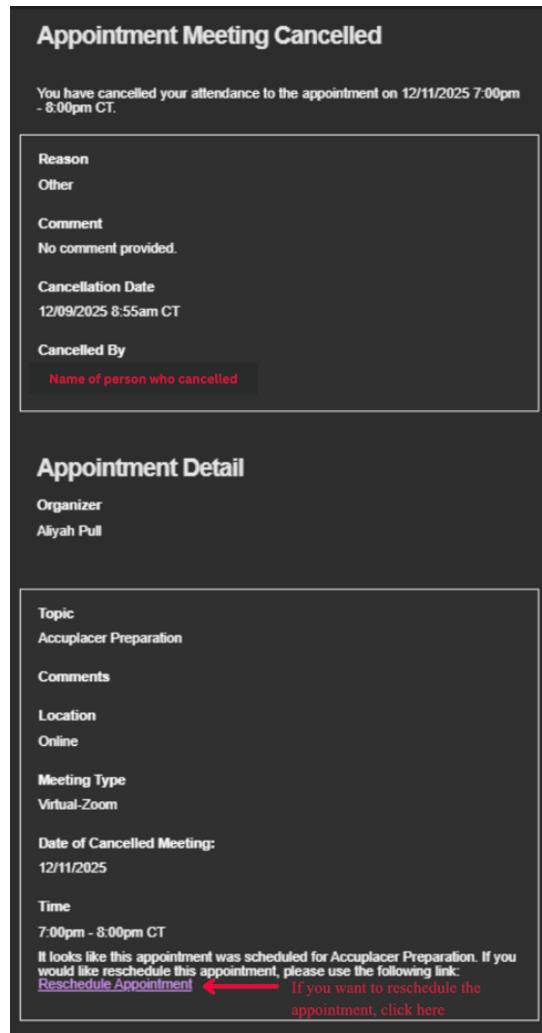
Comments
Add your comments here

Cancel Appointment

Step 3: the screen below will show up



Step 4: Receive the Appointment Meeting Cancelled email



The image is a screenshot of an email titled 'Appointment Meeting Cancelled'. The email content is as follows:

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

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

Go Back | Dashboard

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](#)