

How to Schedule with a Peer Academic Coach

1. DOWNLOAD AND LOGIN TO THE KSU NAVIGATE APP

Download the "Navigate Student" app from your device's app store.

After the app downloads, open the app.

Search for "Kent State University" in the dropdown menu.

You will use your Kent State email and password to login to this app.

Use the links below to download Navigate from your app store.

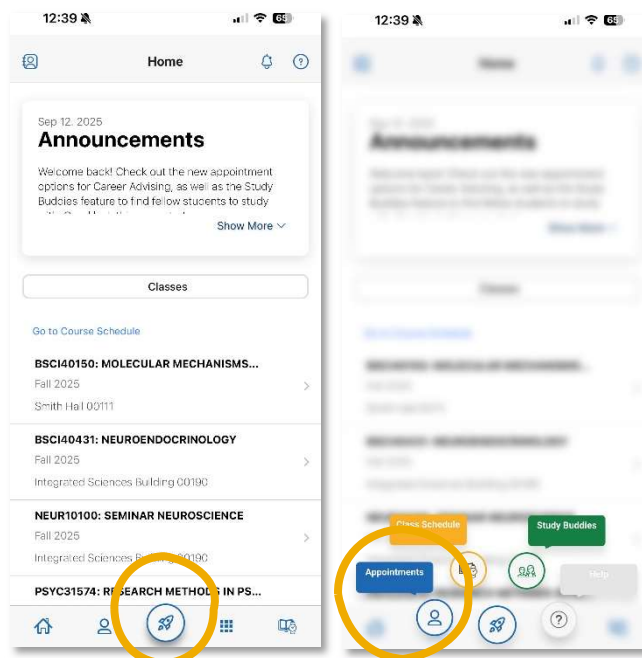
Get KSU Navigate for IOS - <https://apps.apple.com/us/app/navigate360-student/id950433229>

Get KSU Navigate for Android - https://play.google.com/store/apps/details?id=com.eab.se&pcampaignid=web_share



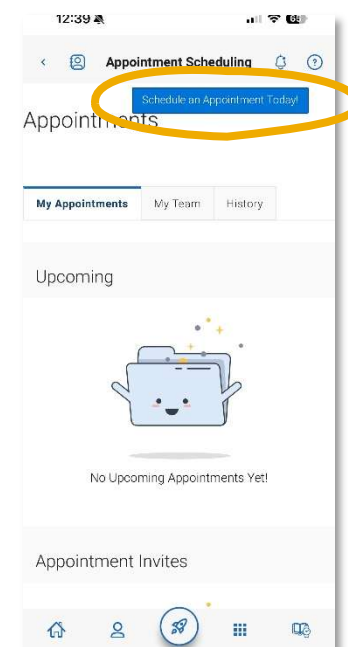
2. SELECT THE ROCKETSHIP ICON & "APPOINTMENTS"

This is located in the middle of the bottom row of your home screen.



3. SELECT "SCHEDULE AN APPOINTMENT TODAY!"

This is located along the top of the app.



4. ENTER YOUR SEARCH CRITERIA

TYPE OF APPOINTMENT: Tutoring & Academic Support Services

SERVICE: Academic Coaching

5. SELECT A DATE

Pick a date that works best for you and click “Find Available Time”

NOTE: Same day appointments are not usually available – select a date and time at least 18-24 hours in advance for best results.

The screenshot shows the 'Appointment Scheduling' app interface. The 'New Appointment' section has a text input for 'What can we help you find?' and a 'Show More' link. Below this are three dropdown menus: 'What type of appointment would you like to schedule?' (selected: Tutoring & Academic Support Services), 'Service *' (selected: Academic Coaching), and 'Pick a Date' (selected: October 15, 2025). A blue button labeled 'Find Available Time' is at the bottom of the form. The bottom navigation bar includes icons for home, profile, a magnifying glass (active), a grid, and a book.

6. SELECT A LOCATION

Under Locations, select any “Kent Campus” location. There may be more than one location available.

7. SELECT A TIME

Scroll through the available coaches and select a time that works best for you.

The screenshot shows the 'Appointment Scheduling' app interface. The 'New Appointment' section has a text input for 'What can we help you find?' and a 'Show More' link. Below this are two dropdown menus: 'What type of appointment would you like to schedule?' (selected: Tutoring & Academic Support Services) and 'Service *' (selected: Academic Coaching). Below these are two dropdown menus: 'Pick a Date' (selected: October 15, 2025) and 'Pick a Time' (selected: 11:00 - 12:00 PM). A blue button labeled 'Find Available Time' is at the bottom of the form. The bottom navigation bar includes icons for home, profile, a magnifying glass (active), a grid, and a book.

8. REVIEW AND CONFIRM YOUR APPOINTMENT INFORMATION

Review the service, date, and time of your appointment to ensure they are correct.

Read through the “Details” section for additional information about your appointment.

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

Service
Academic Coaching

Date
10/15/2025

Time ⓘ
11:00 AM - 12:00 PM

Location
Kent Campus - CUE 112

Staff
Katelin J. Ross

Details
Hello, and thank you for scheduling your peer academic coaching session! My name is Katelin, and I am looking forward to working with you. If this is your first session, please complete our Learning Skills Inventory: https://kent.qualtrics.com/jfe/form/SV_b4rhhFSqcXURH. This will allow both of us to see which study habits and learning strategies you currently use so I can personalize your session. It will also be beneficial for goal setting!

9. SELECT YOUR APPOINTMENT TYPE

Scroll and select either “In-Person” or “Virtual” for how you would like to meet.

Add any additional information you feel is important for your coach to know before meeting into the comment box.

Make sure both the “Email Reminder” and “Text Message Reminder” boxes are checked.

Enter your cell phone number under “Text Message Reminder”

3:05

< Appointment Scheduling ?

672-3190.
I am looking forward to our session!
Katelin

How would you like to meet? *
Search by type
You are seeing the meeting types available for this time slot.

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

Email Reminder
☒
Reminders will be sent to mguy9@kent.edu

Text Message Reminder
☒
Phone Number for Text Reminder
555-555-5555

Schedule

10. CLICK “SCHEDULE” TO SAVE YOUR INFORMATION AND SCHEDULE YOUR APPOINTMENT

You will receive a confirmation email once you have successfully scheduled your appointment, and additional reminder emails and texts prior to your appointment.

Success!


Appointment Scheduled
Great job scheduling your appointment!

View Appointments
Schedule Another Appointment

NEED ASSISTANCE?

Whether you have questions, need information, or have feedback, we're here for you. Please reach out to us via email at asc@kent.edu or call us at **330-672-3190** and a member of our team will provide any assistance you may need.

