

# How to Schedule a Tutoring Appointment in Navigate

(Web Edition)



FORT HAYS STATE  
UNIVERSITY

Student Home ▾

Courses Reports Calendar List of Calendar Items

Courses

Term: Fall Semester 2025 ( ▾ )

Schedule an Appointment

Actions

I want to...

Issue an Alert

Find the **“Schedule an Appointment”** Button

< [Go Back](#) | [Dashboard](#)

## New Appointment

Below, you will find available options for scheduling an appointment. If you cannot find something that you

### What can we help you find?

What type of appointment would you like to schedule? ★

On-Campus Academic Success - Tutoring & Success Coaching x ▾

Service ★

Course-Based Tutoring x ▾

Pick a Date ⓘ

August 25, 2025 ▾

[Find Available Time](#)

Upon opening, the left side drop-downs should match the following:

1. **On-Campus Academic Success - Tutoring & Success Coaching**
2. **Course-Based Tutoring**
3. **Your available meeting date**

After finding a date that works for you, select **“Find Available Time.”**

## New Appointment

### All Filters

[Start Over](#)

What type of appointment would you like to schedule?

On-Campus Academic Success - Tutoring & Success Coaching

Service

Course-Based Tutoring

Pick a Date ⓘ

August 2025 < 21 >

S M T W T F S

1 2

3 4 5 6 7 8 9

10 11 12 13 14 15 16

ON-CAMPUS ACADEMIC SUCCESS - TUTORING & SUCCESS COACHING COURSE-BASED TUTORING

**RK** Riley Kershner  
Tutoring - Center for Student Success: Room 113  
**Contact Information**  
Phone: (785) 628-5050  
Email: [success@fhsu.edu](mailto:success@fhsu.edu)

1 Please select one of the courses below to see available times at this location.  
[Fundamentals of Oral Communication \(COMM-100\)](#)

Don't see anything that works for you?

[Request Alternate Appointment Time](#)  
There may be other locations that support Appointment Requests.

Once the portal launches, it will prompt you to select a course that has tutors available.  
Select the course that you need assistance with.



FORT HAYS STATE  
UNIVERSITY

[Go Back](#) [Dashboard](#)

## New Appointment

All Filters [Start Over](#)

What type of appointment would you like to schedule?

Service

Pick a Date

August 2025 < 21 >

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

**RK** Riley Kershner  
Tutoring - Center for Student Success: Room 113  
Contact Information  
Phone: (785) 628-5050  
Email: [success@fhsu.edu](mailto:success@fhsu.edu)

Wed, Aug 27th

Fri, Aug 29th

Mon, Sep 1st

Wed, Sep 3rd

Fri, Sep 5th

Times and Dates shown are available for scheduling. Chose one that fits your availability

After selecting a time, review the details of your appointment. If correct, click **"Schedule"**

### Review Appointment Details and Confirm

What type of appointment would you like to schedule?  
On-Campus Academic Success - Tutoring & Success Coaching

Service  
Course-Based Tutoring

Date  
08/27/2025

Time  
12:15 PM - 1:15 PM

Location  
Tutoring - Center for Student Success: Room 113  
Contact Information  
Phone: (785) 628-5050  
Email: [success@fhsu.edu](mailto:success@fhsu.edu)

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 [jmschlyer@mail.fhsu.edu](mailto:jmschlyer@mail.fhsu.edu)

Text Message Reminder



Phone Number for Text Reminder

**Schedule**

Tutoring appointments are held in the **Fischli-Wills Center for Student Success** on campus. Be sure to check in at the front desk!



Appointment Scheduled  
Great job scheduling your appointment!

[View Appointments](#)

[Schedule Another Appointment](#)

# How to Schedule a Success Coaching Appointment in Navigate

(Web Edition)



FORT HAYS STATE  
UNIVERSITY

Student Home ▾

**Courses** Reports Calendar List of Calendar Items

Courses

Term: Fall Semester 2025 ( ▾ )

Actions

I want to...

[Issue an Alert](#)

[Schedule an Appointment](#)

Find the **“Schedule an Appointment”** Button

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 requesting an appointment.

What can we help you find?

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

On-Campus Academic Success - Tutoring & Success Coaching x ▾

Service \*

Check-In x ▾

Pick a Date ⓘ

August 21, 2025 ▾

[Find Available Time](#)

Other Options

[Request Appointment Time](#)

[Meet With Your Success Team](#)

Upon opening, the left side drop-downs should match the following:

1. **On-Campus Academic Success - Tutoring & Success Coaching**
2. **Academic Coaching -**
  - a. (There are options to choose from- Select the service that fits your needs)
3. **Your available meeting date**

After finding a date that works for you, select “Find Available Time.”

Service \*

Academic Coaching

Check-In

Note Taking

Other

Required Session

Study Skills

Time Management



[Go Back](#) | [Dashboard](#)

## New Appointment

All Filters [Start Over](#)

What type of appointment would you like to schedule?

Service

Pick a Date

August 2025

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16

[Diane Hernandez-Ramirez](#)

[Emily Roth](#)

Don't see anything that works for you?

[Request Alternate Appointment Time](#)  
There may be other locations that support Appointment Requests.

If you would like to schedule an appointment with a specific staff member, this is where you can select

Times and Dates shown are available for scheduling. Chose one that fits your availability

Mon, Aug 25th

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

Tue, Aug 26th

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	1:30 - 2:00 PM	2:00 - 2:30 PM
2:30 - 3:00 PM			

Wed, Aug 27th

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	1:30 - 2:00 PM	2:00 - 2:30 PM	2:30 - 3:00 PM

Thu, Aug 28th

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	1:30 - 2:00 PM	2:00 - 2:30 PM
2:30 - 3:00 PM			



FORT HAYS STATE  
UNIVERSITY

[Go Back](#) | [Dashboard](#)

## Review Appointment Details and Confirm

### What type of appointment would you like to schedule?

On-Campus Academic Success - Tutoring & Success Coaching

### Service

Check-In

### Date

08/25/2025

### Time ⓘ

2:00 PM - 2:30 PM

### Location

Academic Success - Center for Student Success 142

### Staff

Emily Roth

### Details

Please check in at the front desk on the first floor of the Fischli-Wills Center for Student Success.

### 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 [jmschlyer@mail.fhsu.edu](mailto:jmschlyer@mail.fhsu.edu)

### Text Message Reminder



### Phone Number for Text Reminder

Schedule

After selecting a time, review the details of your appointment. If correct, click "Schedule"

### Success Coaching

appointments are held in the Fischli-Wills Center for Student Success on campus. Be sure to check in at the front desk!



Appointment Scheduled  
Great job scheduling your appointment!

[View Appointments](#)

[Schedule Another Appointment](#)