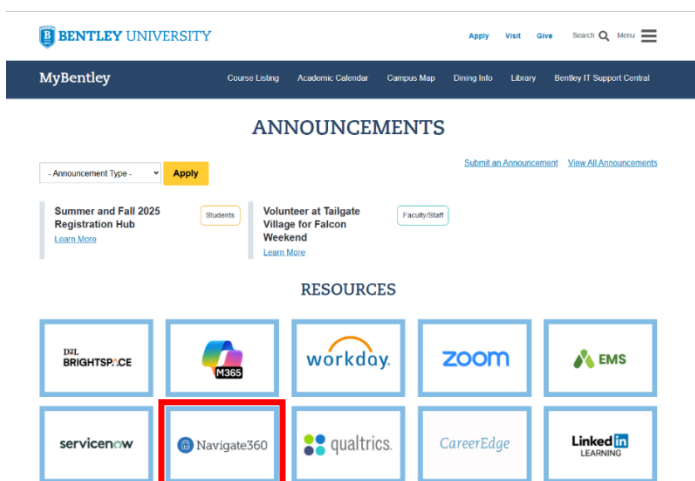


## Scheduling an Academic Advising Appointment

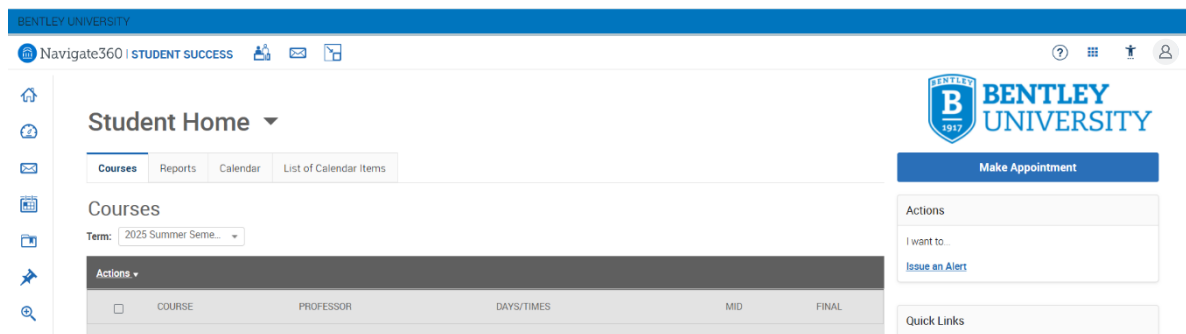
### Step 1

At [MyBentley](#), select **Navigate360** under **Resources**.



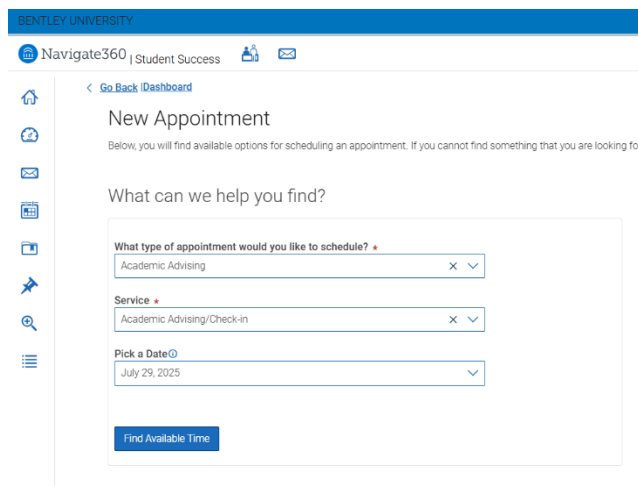
### Step 2

On the Navigate360 homepage, select **Make Appointment**.



### Step 3

Select **Academic Advising** for Appointment Type and **Academic Advising/Check-in** for Service. You can then select the day you're trying to find an appointment for. Select **Find Available Time**.



## Step 4

Under **Location**, select **Office of Student Success**.

- Optional: Under **Staff**, select an advisor to meet with, if you have a preference.
- Optional: Select to meet **In Person** or **Online**, if you have a preference

Once you have applied your filters, select a day and time from the table which will bring you to the review page.

**NOTE:** Advisor availability may change based on meeting type/time due to remote workdays.

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

### New Appointment

[Start Over](#)

All Filters

What type of appointment would you like to schedule?  
Academic Advising

Service  
Academic Advising/Check-in

Pick a Date

July 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

Office of Student Success

Jennison 336

SF CM MC MS TG VC 6 People

[View individual availabilities](#)

Tue, Jul 29th

3:00 - 3:30 PM

Thu, Jul 31st

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

Mon, Aug 4th

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 12:15 - 12:45 PM 12:30 - 1:00 PM 1:00 - 1:30 PM 2:30 - 3:00 PM 4:00 - 4:30 PM

Tue, Aug 5th

2:30 - 3:00 PM 3:00 - 3:30 PM 3:30 - 4:00 PM 4:00 - 4:30 PM 4:30 - 5:00 PM

Wed, Aug 6th

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

Thu, Aug 7th

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 2:00 - 2:30 PM

Mon, Aug 11th

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

Tue, Aug 12th

10:30 - 11:00 AM 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 3:00 - 3:30 PM

## Step 5

Enter a comment to give the advisor an idea of what you are looking to discuss.

Select **Schedule** to book your appointment.

How would you like to meet? \*

Online

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 @falcon.bentley.edu

Text Message Reminder

☒

Phone Number for Text Reminder

[Schedule](#)