



CPP CONNECT

Student Guide

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Logging Into CPP Connect

To access CPP Connect, visit www.cpp.edu/cppconnect. Select “Log In to CPP Connect”. Log in using your BroncoName and Password.



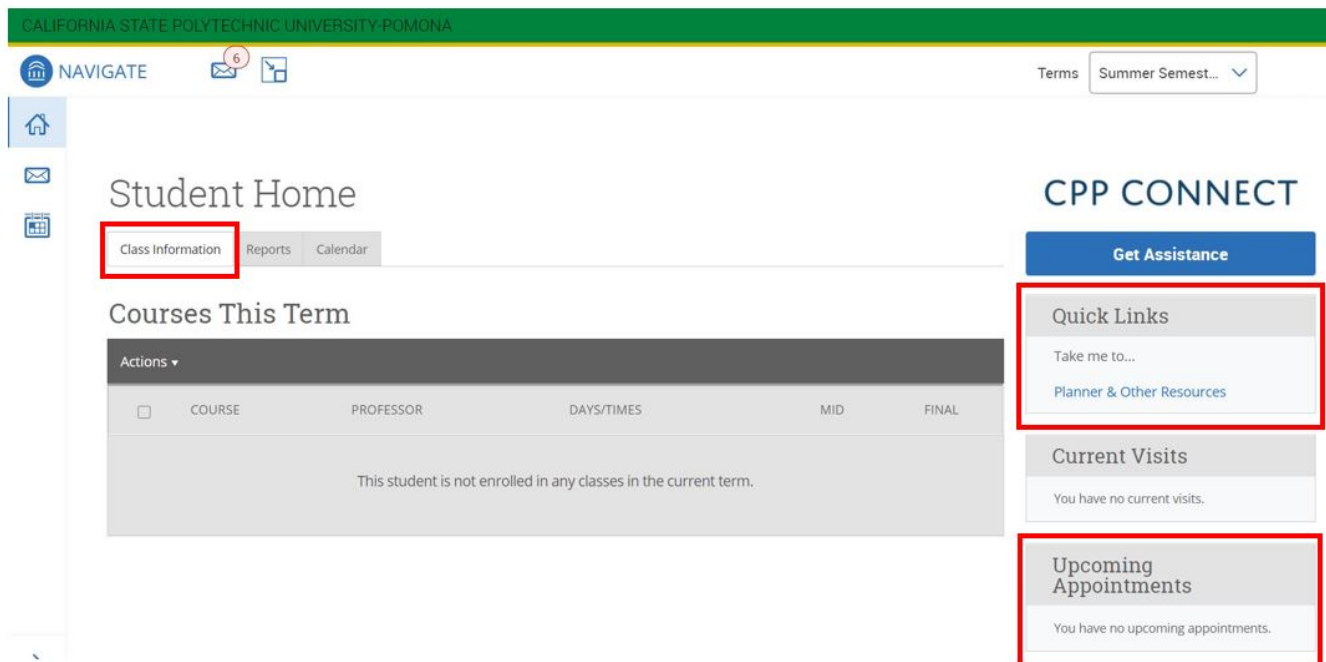
Student Home Page

The following are key features on your Student Home page:

Class Information: View your classes for the current term, class dates and times, and your instructors.

Quick Links: Find information about CPP Connect’s Planner, Bronco Advising Center, Student Success Central, and other resources.

Upcoming Appointments: View your upcoming appointments. You can also cancel your appointments by selecting it and following the prompts.



CALIFORNIA STATE POLYTECHNIC UNIVERSITY-POMONA

NAVIGATE 6

Terms Summer Semest... ▾

Student Home

Class Information Reports Calendar

Courses This Term

Actions ▾	COURSE	PROFESSOR	DAYS/TIMES	MID	FINAL
This student is not enrolled in any classes in the current term.					

CPP CONNECT

Get Assistance

Quick Links

Take me to...

Planner & Other Resources

Current Visits

You have no current visits.

Upcoming Appointments

You have no upcoming appointments.

Reports: View possible notes and documents that your advisors and other staff may have written.

The screenshot shows the NAVIGATE Student Home interface. The top navigation bar includes the NAVIGATE logo, a notification bell with a red '2', and a dropdown menu set to 'Fall Semester 2019'. A green sidebar on the left contains icons for Home, Messages, and Calendar. The main content area is titled 'Student Home' and features a sub-navigation bar with 'Class Information', 'Reports' (highlighted with a red box), 'Calendar', and 'Send a Message'. Below this, a section titled 'Notes About Billy Bronco' contains a table with columns: DATE, CREATED BY, NOTE, NOTE REASONS, ATTACHMENTS, and ACTIONS. The table is currently empty, displaying the message 'There are no notes for this student.' To the right, the 'CPP CONNECT' section includes a 'Get Assistance' button, 'Quick Links' (Take me to..., School information), and 'Upcoming Appointments' (You have no upcoming appointments).

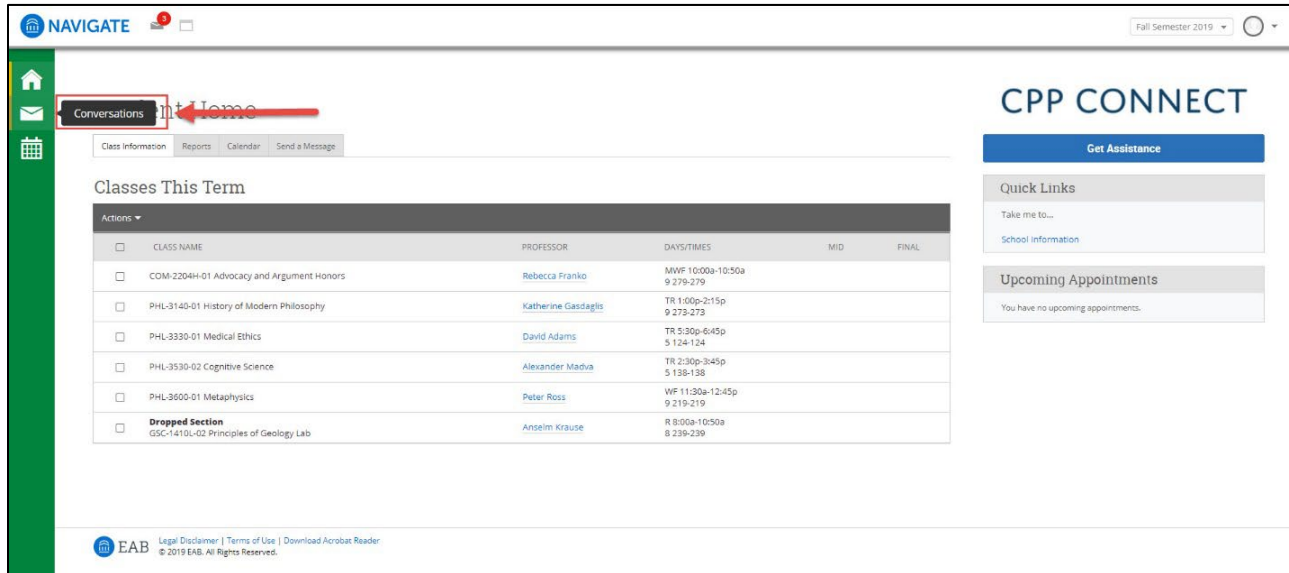
Calendar: See a calendar view of your classes and any advising or tutoring appointments you have. You can view the details and cancel your appointments if needed by selecting the session. Reference the color-coded key at the top to distinguish between your classes and appointments.

The screenshot shows the NAVIGATE Student Home interface with the 'Calendar' tab selected. The top navigation bar is identical to the previous screenshot. The sub-navigation bar now highlights 'Calendar'. Below it, a legend identifies appointment types: Course (green check), Assignment (orange check), General (blue check), Busy (purple check), Cancelled (grey check), and Blocked (black check). There is also a 'Settings and Sync' link and a 'Print Calendar (PDF) | List' option. The main calendar view is for the period 'Oct 27 - Nov 2 2019', with navigation buttons for 'today', 'day', 'week', and 'month'. The calendar grid shows several appointments: '10am COM-2204H-01 Advocacy and Argument Honors' on Mon 10/28, Tue 10/29, and Fri 11/1; '11:30am PHL-3600-01 Metaphysics' on Wed 10/30 and Thu 10/31; and '1pm PHL-3140-01 History of Modern Philosophy' on Tue 10/29 and Thu 10/31. The right-hand 'CPP CONNECT' sidebar remains the same.

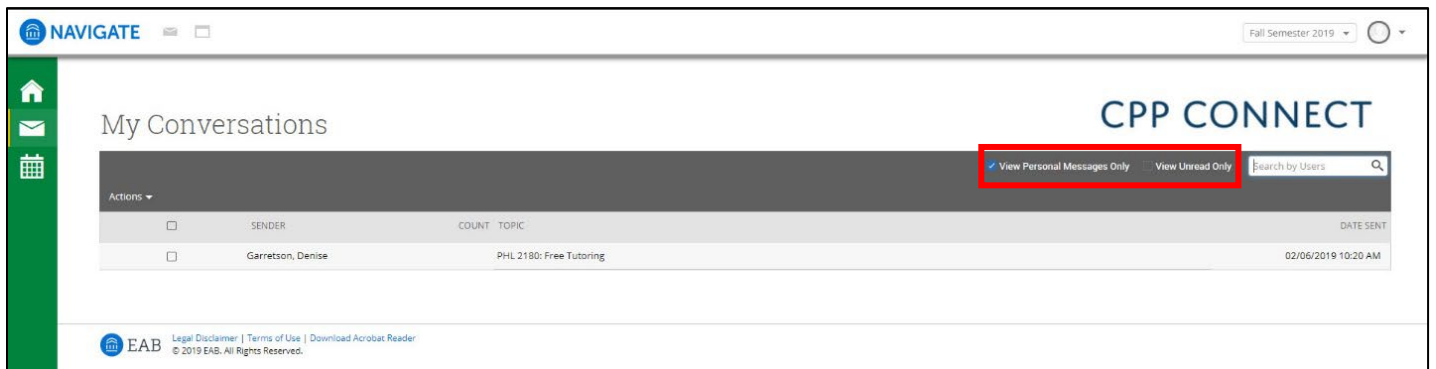
Conversations Page

Use the Conversations page to view your conversations with advisors, campus staff, or professors. You can also view appointment notifications, reminders, and appointment cancellation confirmations. These conversations are messages (emails) sent via CPP Connect, not Microsoft Outlook.

To access your Conversations page, select the envelope icon from the left-hand menu.



Once you are on your Conversations page, you can view all messages by unchecking the View Personal Messages Only option.



Calendar Page

Use the Calendar page to view all appointments, classes, and cancelled appointments. To access your calendar page, select the calendar icon from the left-hand menu.

NAVIGATE Fall Semester 2019

Student Home

Calendar

Classes This Term

Actions	CLASS NAME	PROFESSOR	DAYS/TIMES	MID	FINAL
<input type="checkbox"/>	COM-2204H-01 Advocacy and Argument Honors	Rebecca Franko	MWF 10:00a-10:50a 9 279-279		
<input type="checkbox"/>	PHL-3140-01 History of Modern Philosophy	Katherine Gasdaglis	TR 1:00p-2:15p 9 279-273		
<input type="checkbox"/>	PHL-3330-01 Medical Ethics	David Adams	TR 5:30p-6:45p 5 124-124		
<input type="checkbox"/>	PHL-3530-02 Cognitive Science	Alexander Madva	TR 2:30p-3:45p 5 138-138		
<input type="checkbox"/>	PHL-3600-01 Metaphysics	Peter Ross	WF 11:30a-12:45p 9 219-219		
<input type="checkbox"/>	Dropped Section GSC-1410L-02 Principles of Geology Lab	Anselm Krause	R 8:00a-10:50a 8 230-239		

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In this page you can also select List of Calendar Items to view your calendar as a list. Reference the color-coded key at the top to distinguish between your classes and appointments.

NAVIGATE Fall Semester 2019

My Calendar

Calendar View **List of Calendar Items**

Advising Course Assignment General Busy Cancelled

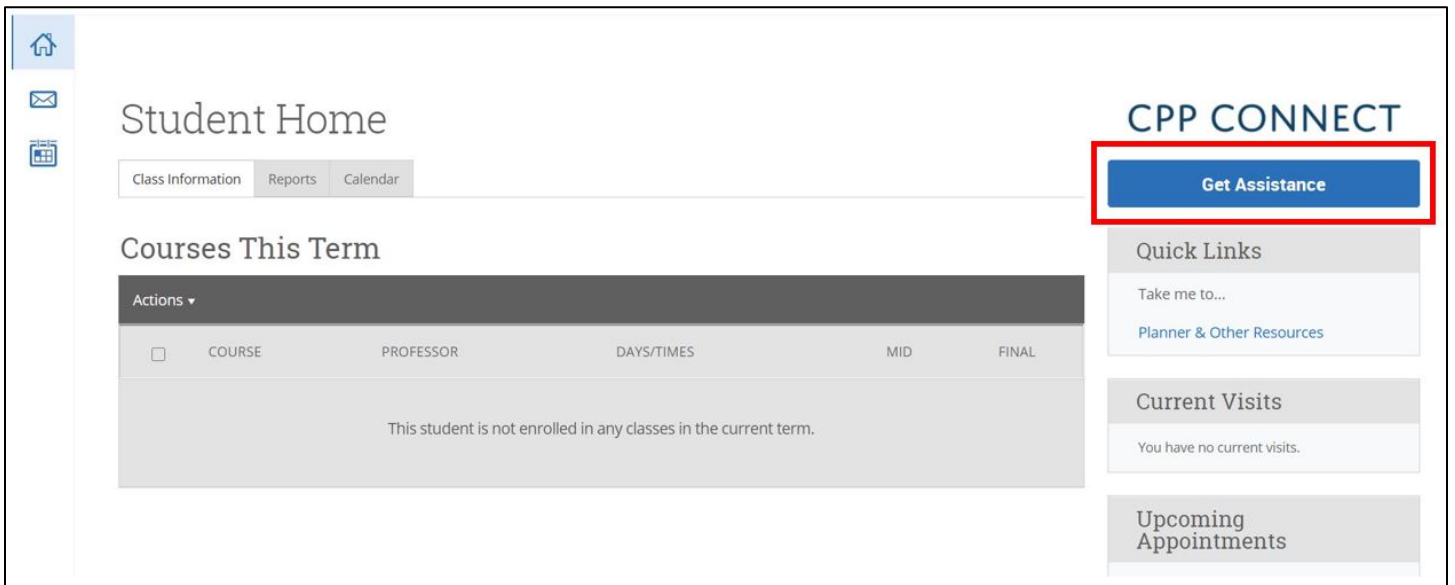
Print Calendar (PDF)

October 2019

SUN	MON	TUE	WED	THU	FRI	SAT
29 3:32pm CLASS Graduation Pledge	30 10am COM-2204H-01 Advocacy and Argument Honors	1 1pm PHL-3140-01 History of Modern Philosophy 2:30pm PHL-3530-02 Cognitive Science 5:30pm PHL-3330-01 Medical Ethics	2 10am COM-2204H-01 Advocacy and Argument Honors 11:30am PHL-3600-01 Metaphysics	3 1pm PHL-3140-01 History of Modern Philosophy 2:30pm PHL-3530-02 Cognitive Science 5:30pm PHL-3330-01 Medical Ethics	4 10am COM-2204H-01 Advocacy and Argument Honors 11:30am PHL-3600-01 Metaphysics	5
6	7 10am COM-2204H-01 Advocacy and Argument Honors	8 1pm PHL-3140-01 History of Modern Philosophy 2:30pm PHL-3530-02 Cognitive Science 5:30pm PHL-3330-01 Medical Ethics	9 10am COM-2204H-01 Advocacy and Argument Honors 11:30am PHL-3600-01 Metaphysics	10 1pm PHL-3140-01 History of Modern Philosophy 2:30pm PHL-3530-02 Cognitive Science 5:30pm PHL-3330-01 Medical Ethics	11 10am COM-2204H-01 Advocacy and Argument Honors 11:30am PHL-3600-01 Metaphysics	12
13	14 10am COM-2204H-01 Advocacy and Argument Honors	15 1pm PHL-3140-01 History of Modern Philosophy 2:30pm PHL-3530-02 Cognitive Science 5:30pm PHL-3330-01 Medical Ethics	16 10am COM-2204H-01 Advocacy and Argument Honors 11:30am PHL-3600-01 Metaphysics	17 1pm PHL-3140-01 History of Modern Philosophy 2:30pm PHL-3530-02 Cognitive Science 5:30pm PHL-3330-01 Medical Ethics	18 10am COM-2204H-01 Advocacy and Argument Honors 11:30am PHL-3600-01 Metaphysics	19

Scheduling an Appointment

To schedule an appointment, click on the Get Assistance blue button located on the top righthand side of the page.



The screenshot shows the 'Student Home' interface. On the right side, under the 'CPP CONNECT' header, there is a blue button labeled 'Get Assistance' which is highlighted with a red rectangular box. Below this button are sections for 'Quick Links', 'Current Visits', and 'Upcoming Appointments'. The 'Quick Links' section includes 'Take me to...' and 'Planner & Other Resources'. The 'Current Visits' section states 'You have no current visits.' The 'Upcoming Appointments' section is currently empty. On the left side, there is a navigation menu with icons for home, email, and calendar. Below the 'Student Home' header, there are tabs for 'Class Information', 'Reports', and 'Calendar'. The main content area is titled 'Courses This Term' and features a table with columns for 'COURSE', 'PROFESSOR', 'DAYS/TIMES', 'MID', and 'FINAL'. A message in the table states: 'This student is not enrolled in any classes in the current term.'

Once you are on the scheduling page, first select the type of appointment, either **Advising**, **Career Services**, **Financial Aid and Scholarships**, or **Tutoring**.

Advising: college advising center, faculty department advisor, and other academic support programs (International Center, Student Support & Equity Programs, Athletics, Kellogg Honors College, Early Start, Project SUCCESS, Graduate Resource Center, and more)

Career Services: Career Center

Financial Aid and Scholarships: Office of Financial Aid & Scholarships

Tutoring: Learning Resource Center, ARCHES, Maximizing Engineering Potential, RAMP, SSEP, and Graduate Resource Center.

New Appointment

What can we help you find?

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.

Other Options

[View Drop-In Times](#)

[Request an Appointment](#)

[Meet With Your Success Team](#)

* What type of appointment would you like to schedule?

Advising

* Career Services

Financial Aid and Scholarships

Tutoring

After you select the type of appointment, choose the reason for your appointment from the various options. Please refer to the examples below.

What can we help you find?

College Advising Center

CA Promise/Graduation Pledge

Degree Progress Review

* Grade Change Options

Other

Petition Assistance

* Registration Assistance

What can we help you find?

Be
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ap

Faculty Department Advising

- Add Minor
- Change of Major

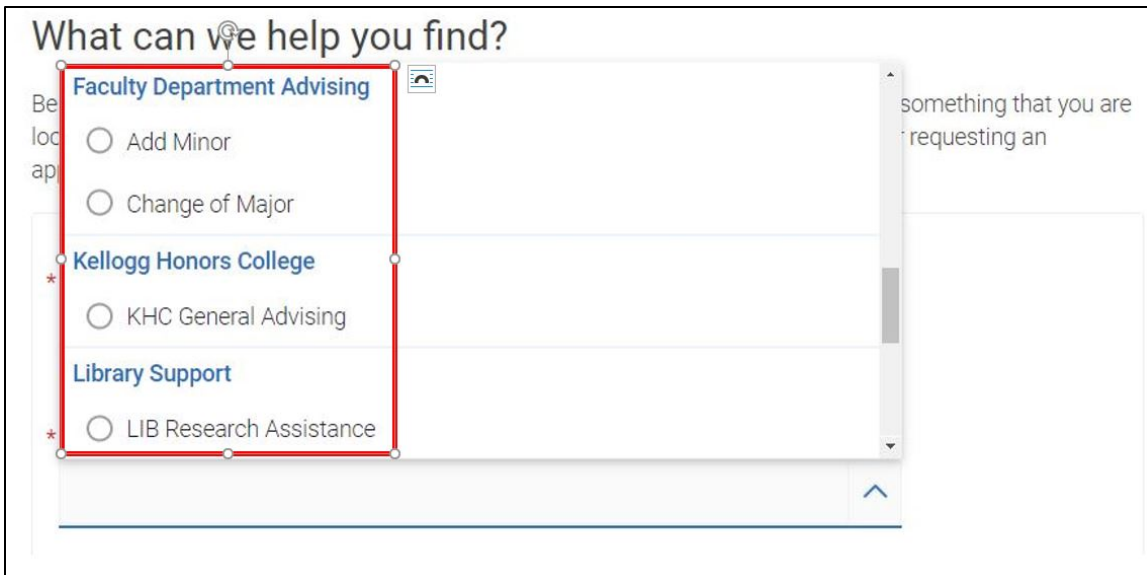
Kellogg Honors College

- KHC General Advising

Library Support

- LIB Research Assistance

something that you are requesting an



What can we help you find?

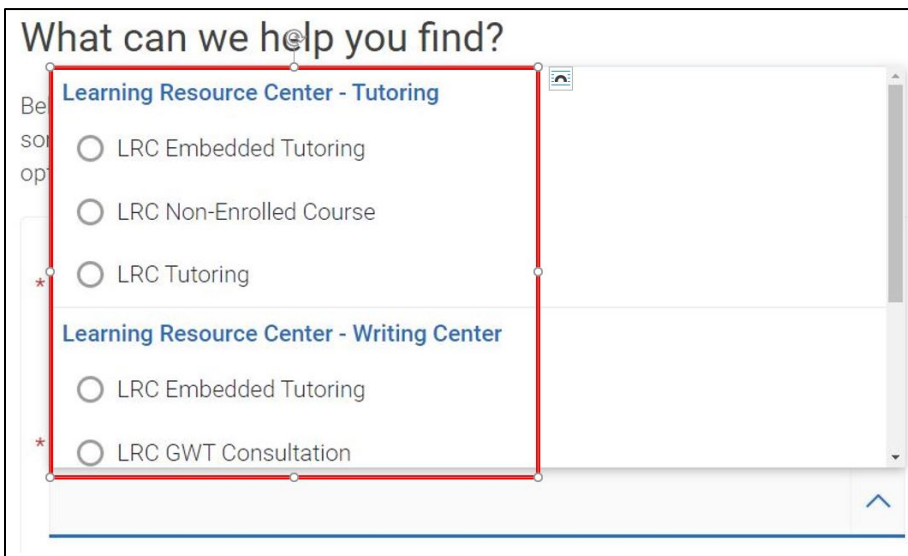
Be
so
op

Learning Resource Center - Tutoring

- LRC Embedded Tutoring
- LRC Non-Enrolled Course
- LRC Tutoring

Learning Resource Center - Writing Center

- LRC Embedded Tutoring
- LRC GWT Consultation



Then, select the date of your appointment. Please note, CPP Connect will display all available appointments 30 days from the date you select.

What can we help you find?

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 type of appointment would you like to schedule?

X Advising X

*Choose a reason for your appointment from the following options.

X Senior Graduation Check X

Pick a Date ⓘ

Wednesday, September 1st 2021

Find Available Time

Once you select a date, select the Meeting Type for the appointment (In-Person or Virtual) from the options in the bottom-left below the calendar view. You can also select a specific staff member.

Staff

Search by name

How would you like to meet?

Search by name

In-Person Meeting

Virtual Meeting

Search by name

Course

Select course

Select the date and time that works best for you from the options on the right side.

New Appointment

All Filters Start Over Advising Degree Progress Review Virtual Meeting ×

What type of appointment would you like to schedule?
 Advising

Choose a reason for your appointment from the following options.
 Degree Progress Review

Pick a Date ⓘ

August 2021						
Su	Mo	Tu	We	Th	Fr	Sa
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

College of Letters, Arts, & Social Sciences Student Success Center

AM AM 2 People
[View individual availabilities](#)

Mon, Aug 9th

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

Tue, Aug 10th

9:00 - 9:30 AM 9:30 - 10:00 AM 10:30 - 11:00 AM 11:00 - 11:30 AM 11:30 - 12:00 PM 1:00 - 1:30 PM 1:30 - 2:00 PM 2:00 - 2:30 PM
3:00 - 3:30 PM 3:30 - 4:00 PM

Wed, Aug 11th

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 1:00 - 1:30 PM 1:30 - 2:00 PM
2:30 - 3:00 PM 3:00 - 3:30 PM 3:30 - 4:00 PM

Thu, Aug 12th

Review all the details relating to your appointment before selecting the Schedule option at the very bottom.
Please note: if it's a virtual meeting, there will be a Zoom link displayed. If the session is in-person, review any details of where it will be taking place.

Review Appointment Details and Confirm

What type of appointment would you like to schedule?
Advising

Choose a reason for your appointment from the following options.
Degree Progress Review

Date
08/09/2021

Time
3:30 PM - 4:00 PM

Choose an office, center, faculty department, or program.
College of Letters, Arts, & Social Sciences Student Success Center

Staff

Details
If scheduling an in-person appointment, we're located in building room

URL / Phone Number

*How would you like to meet?

Virtual Meeting Search by name

You are seeing the meeting types available for this time slot.

Would you like to share anything else?

Add your comments here


Email Reminder
Reminder will be sent to

Text Message Reminder

Phone Number for Text Reminder

Once you schedule your appointment, you will see the appointment confirmation page.

Success!



Appointment Scheduled
Great job scheduling your appointment!

CANCELLING AN APPOINTMENT: You can cancel your appointment by selecting the specific session on your Home Page or Calendar page. Once the Manage Appointment page pops-up, select the Cancel My Attendance option. Make sure you select a Reason for cancelling and write any comments for your advisor or tutor to know. Then cancel your attendance. You should see the appointment cancelled confirmation.

The screenshot shows the CPP CONNECT interface. At the top is a blue button labeled "Get Assistance". Below it is a "Quick Links" section with a "Take me to..." dropdown and a link for "Other Resources". The "Current Visits" section states "You have no current visits." The "Upcoming Appointments" section is highlighted with a red box and contains a calendar icon, the text "Degree Progress Review With Billy Bronco", the date and time "06/01/2021 10:00am PT", and a URL: "https://cpp.zoom.us/j/123456789".

The screenshot shows a "MANAGE APPOINTMENT" dialog box. The title bar includes a close button (X). The main content area is titled "OSS General Advising" and is divided into two sections: "All Attendees" and "Appointment Details".

All Attendees

- Pedro Navarro (Organizer)**
Billy Bronco

Appointment Details

When	Tue Mar 24, 2020 09:00 am - 09:30 am	Care Unit	Advising
Where	Office of Student Success (121-1st Floor)	Comments	None
Service	OSS General Advising	Type	One Time Appointment
Course	N/A		

At the bottom of the dialog box, there is a "Cancel My Attendance" button highlighted with a red box and a "Close" button.

MANAGE APPOINTMENT

OSS General Advising

All Attendees

Pedro Navarro (Organizer)
Billy Bronco

Cancel My Attendance

Reason:
No longer able to attend

Comments:

Don't Mark **Mark as Cancelled**

Cancel My Attendance **Close**

MANAGE APPOINTMENT

OSS General Advising

All Attendees

Pedro Navarro (Organizer)
Billy Bronco (cancelled)

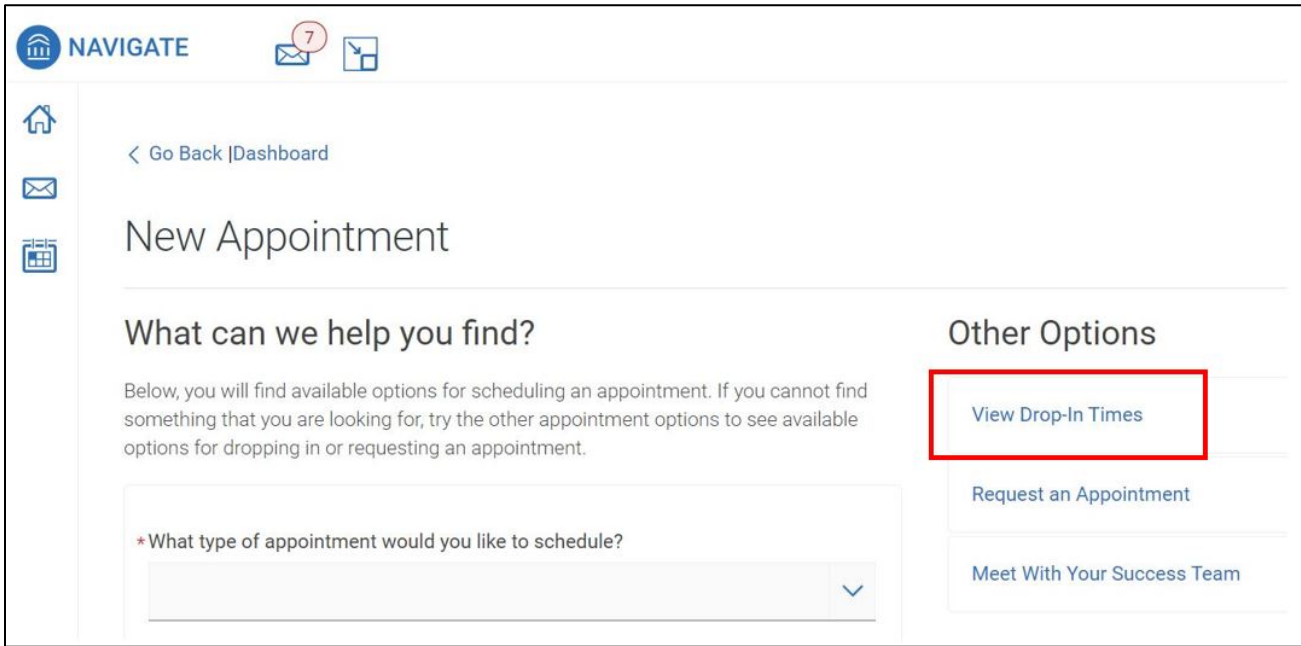
Appointment Cancelled

Billy Bronco Cancelled this Appointment due to **No longer able to attend**

Cancelled Mar 16 2020 at 05:05 PM

Viewing Drop-In Times

To view drop-in times, go back to the main scheduling page. On the right side under Other Options, select the View Drop-In Times option.



On the View Drop-In Times page, select the type and reason. Then select Find Available Time.

