How do I schedule an appointment with my advisor?

Virginia Tech is excited to offer online appointment scheduling through the Navigate.

- 1. Go to <u>www.registrar.vt.edu/campus</u> to learn more about the platform and launch the platform by clicking the "Launch Navigate Platform" button.
- 2. Once in the platform you will see a screen similar to this:

	Student Home	New				
餔	Class Information Reports Calendar	r Send a Message				Schedule an Appointment
Q	Classes This Term					Quick Links
A	Actions 👻					Take me to
	CLASS NAME	PROFESSOR	DAYS/TIMES	MID	FINAL	School Information
	This student is not enrolled in any classes in the current term.					Upcoming Appointments
						You have no upcoming appointments.

3. To schedule an appointment with your advisor, click on *Schedule an Appointment*.

∩	Student Home ⊷				VIRGINIA TECH.
曲	Class Information Reports Calendar Send a Message				Schedule an Appointment
Q	Classes This Term				Quick Links
A	Actions -				Take me to
	CLASS NAME PROFESSOR	DAYS/TIMES	MID	FINAL	School Information
	This	student is not enrolled in any classes in the current term.			Upcoming Appointments You have no upcoming appointments.

4. Follow the prompts to schedule an advising appointment by first selecting *Advising* for the type of appointment, then select the Service, and finally *preferred date you want to schedule an appointment*.

VIGATE P To The second	
What can we help you find?	Other Options
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.	View Drop-In Times
* What type of appointment would you like to schedule?	
November 3, 2022	

5. You will then be shown available appointment times with additional filters on the left-hand side of the screen. Filter as needed and select your ideal appointment time.

n NA	AVIGATE 🔐 🕞	
	Service	Mon, Nov 7th
	Pick a Date ()	(900-915AM)(915-930AM)(930-945AM)(945-1000AM)(000-1015AM)(015-1030AM)(020-1045AM)(045-1100AM)(120-11:15AM)(115-11:30AM)(130-145PM)(145-200PM)(;
November 2022 < 3 >		Tue, Nov Bth
	S M T W T F S 1 2 3 4 5	(900-915AM) (915-930AM) (330-345PM) (345-400PM)
	6 7 8 9 10 11 12	Wed, Nov 9th
	13 14 15 16 17 18 19	(130-145 PM) (145-200 PM) (200-215 PM) (215-230 PM) (230-245 PM) (245-300 PM) (300-315 PM) (315-330 PM) (330-345 PM) (345-400 PM)
	20 21 22 23 24 25 26	Thu, Nov 10th
	27 28 29 30	(900-915AM) (915-930AM) (045-11:00AM) (1:00-11:15AM) (1:15-11:30AM) (1:30-1:45PM) (1:45-200 PM) (200-2:15PM) (2:15-2:30PM) (2:30-2:45PM) (2:45-3:00 PM) (3:00-3:15PM) (3:0
		Man, Nov 14th
	Staff	(900-915AM) (915-930AM) (930-945AM) (945-1000AM) (000-1015AM (015-1030AM) (000-1045AM) (045-1100AM)
	Search by name	Tue, Nov 15th
	How would you like to meet?	(900-915AM) (915-930AM) (045-11:00 AM) (1:00-11:15 AM) (1:15-11:30 AM) (330-345 PM) (345-400 PM)
>	search by type	Wed, Nov 16th
	Location Search by name	(130-145 PM) (145-200 PM) (200-215 PM) (215-230 PM) (230-245 PM) (245-300 PM) (300-315 PM) (315-330 PM) (330-345 PM) (345-400 PM)
	(i)	Thu, Nov 17th
	Course	(900-915AM) (915-930AM) (045-11:00AM) (1:00-11:15AM) (1:15-11:30AM) (1:30-1:45PM) (1:45-200PM) (200-2:15PM) (2:15-2:30PM) (2:30-2:45PM) (2:45-3:00PM) (3:00-3:15PM) (3:00-

6. Your appointment details will be shown based on your selections with any applicable meetings notes, such as location or virtual meeting link. Click the confirmation button at the button of the screen to confirm appointment.

ራ	< <u>Go Back Dashboard</u>					
	Review Appointment Details and Confirm	iew Appointment Details and Confirm				
	What type of appointment would you like to schedule? Advising	Service Engineering Dean's Office Advising				
	Date 11/09/2022	Time 2:15 PM - 2:30 PM				
	Location 212 Hancock Hall					
	Staff Christi Boone					
	Details					