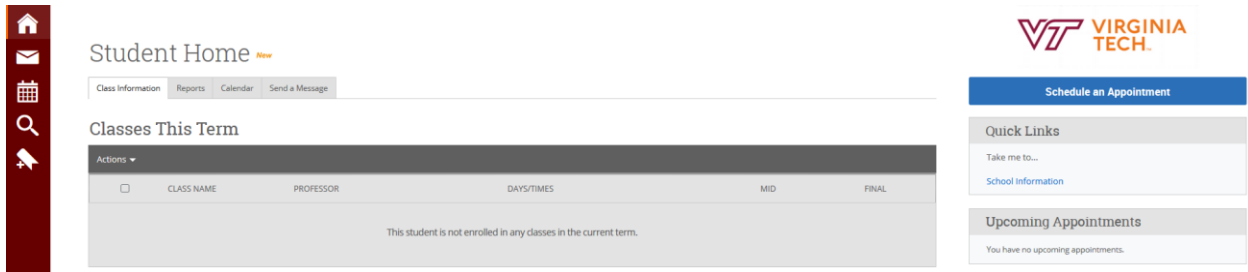


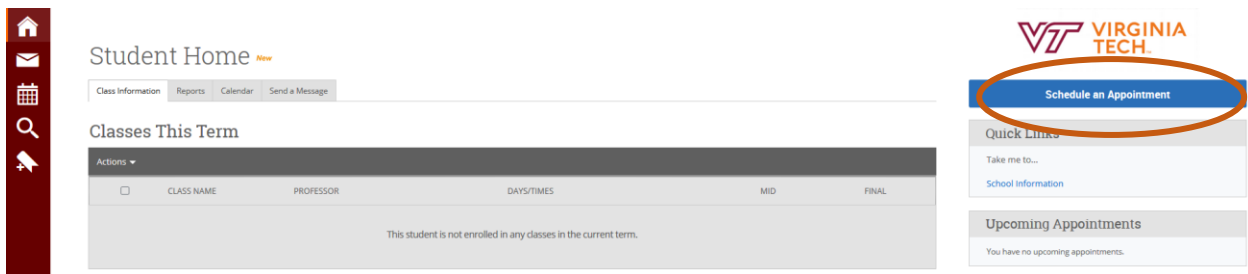
# How do I schedule an appointment with my advisor?

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

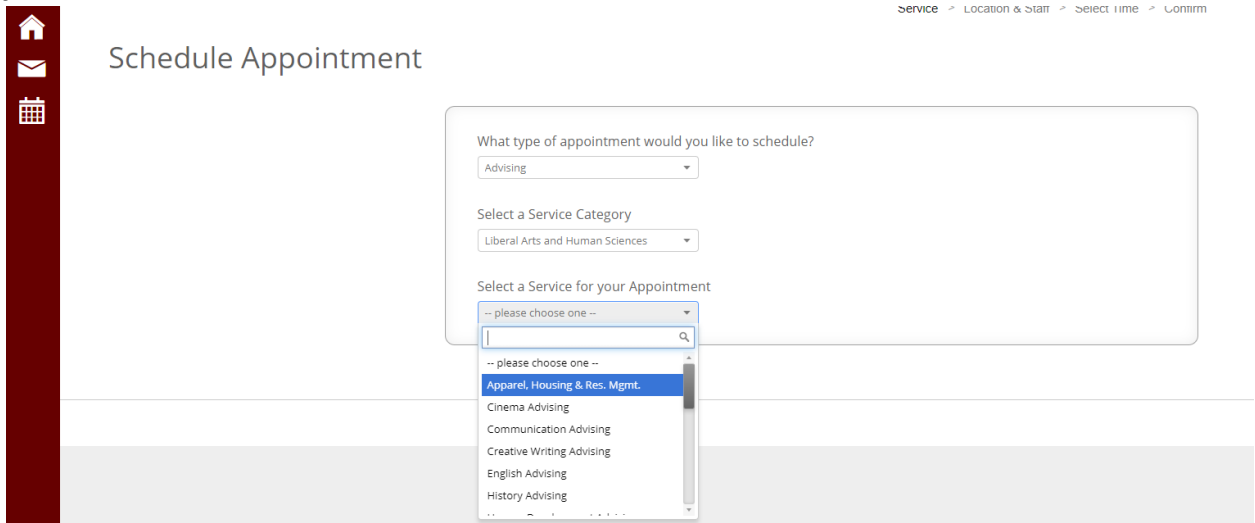
1. Go to [www.registrar.vt.edu/campus](http://www.registrar.vt.edu/campus) to learn more about the platform and launch the platform by clicking the “Launch Navigate Platform” button.
2. Once in the platform you will see a screen similar to this:



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



4. Follow the prompts to schedule an advising appointment by first selecting **Advising** for the type of appointment, then **Your College** for the Service Category, and finally **the major you want advising for** as the Service.



- Then select the location from the drop down menu (this should only list one building location based on the major you selected) and then you can either click **Next** or select a specific advisor if you are able to in the Select an Advisor box.

The screenshot shows the 'Schedule Appointment' page. On the left is a dark red sidebar with icons for home, mail, and calendar. The main content area has a breadcrumb trail: 'Service > Location & Staff > Select Time > Confirm'. Below the title 'Schedule Appointment' is a form with two sections: 'Select a Location for your Appointment' with a dropdown menu showing 'Shanks Hall', and 'Select an Advisor' with a text input field containing 'Any Staff' and a note: 'If you don't have a preference, just click Next.' At the bottom of the form are 'Back' and 'Next' buttons.

- Then click **Next** to see the availability options for that advisor.

The screenshot shows the 'Schedule Appointment' page after clicking 'Next'. The breadcrumb trail is 'Service > Location & Staff > Select Time > Confirm'. Below the title 'Schedule Appointment' is a calendar view titled 'Times From September 23 To September 27'. The calendar shows availability for five days: Mon, Sep 23; Tue, Sep 24; Wed, Sep 25; Thu, Sep 26; and Fri, Sep 27. For each day, there are two time slots: 'Morning' and 'Afternoon'. On Tuesday, Sep 24, the 'Morning' slot is highlighted in blue and shows '16 Available', and the 'Afternoon' slot is also highlighted in blue and shows '5 Available'. All other slots are greyed out and show 'N/A'. Below the calendar is a yellow banner with the text 'Don't see the time you're looking for?' and a button 'View Drop-in Times'. At the bottom are 'Back' and 'Next' buttons.

Mon, Sep 23	Tue, Sep 24	Wed, Sep 25	Thu, Sep 26	Fri, Sep 27
Morning N/A	Morning 16 Available	Morning N/A	Morning N/A	Morning N/A
Afternoon N/A	Afternoon 5 Available	Afternoon N/A	Afternoon N/A	Afternoon N/A

\* All times listed are in Eastern Time (US & Canada). refreshed at 3:14pm EDT.