## 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	VIRGINIA TECH.				
餔	Class Information Reports Calenda	Schedule an Appointment				
Q	Classes This Term	Quick Links Take me to				
<b>A</b>	Actions 🕶					
	CLASS NAME	PROFESSOR	DAYS/TIMES	MID	FINAL	School Information
		Upcoming Appointments				
	This student is not enrolled in any dasses in the current term.					You have no upcoming appointments.

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

Appointment
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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*.

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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	
	Meet With Your Success Team	
Pick a Date		
November 3, 2022 V		

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.

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	Service	Mon, Nov 7th
	Pick a Date ①	(900-915AM)(915-930AM)(930-945AM)(945-1000AM)(000-1015AM)(015-1030AM)(030-1045AM)(045-1100AM)(120-11:15AM)(115-11:30AM)(130-145PM)(145-200PM)(;
	November 2022 < 3 >	Tue, Nov 8th
	S M T W T F S 1 2 3 4 5	(900-915 AM) (915-930 AM) (330-345 PM) (345-400 PM)
	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) (045-1100AM) (1100-1115AM) (115-1130AM) (130-145PM) (145-200PM) (200-215PM) (215-230PM) (230-245PM) (245-300PM) (300-315PM) (300-300-300) (300-300-300) (300-300-300) (300-300-300) (300-300-300) (300-300-300-300) (300-300-3
		Mon, Nov 14th
	Staff	(900-915AM) (915-930AM) (930-945AM) (945-1000AM) (000-1015AM) (015-1030AM) (030-1045AM) (045-1100AM)
	Search by name	Tue, Nov 19th
	How would you like to meet?	(900-915AM) (915-930AM) (045-1100AM) (1100-11:15AM) (1115-11:30AM) (330-345PM) (345-400PM)
>	Search by type	Wed, Nov 16th
	Location Search by name	(130-1.45 PM) (1.45-200 PM) (200-2.15 PM) (215-230 PM) (230-2.45 PM) (245-300 PM) (300-3.15 PM) (315-330 PM) (330-3.45 PM) (345-400 PM)
	[	Thu, Nov 17th
	Course	(900-9154M) (915-9304M) (045-1100 AM) (1100-11:15 AM) (1:15-11:30 AM) (1:30-1:45 PM) (1:45-200 PM) (200-2:15 PM) (2:15-2:30 PM) (2:30-2:45 PM) (2:45-3:00 PM) (3:00-3:15 PM

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.

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