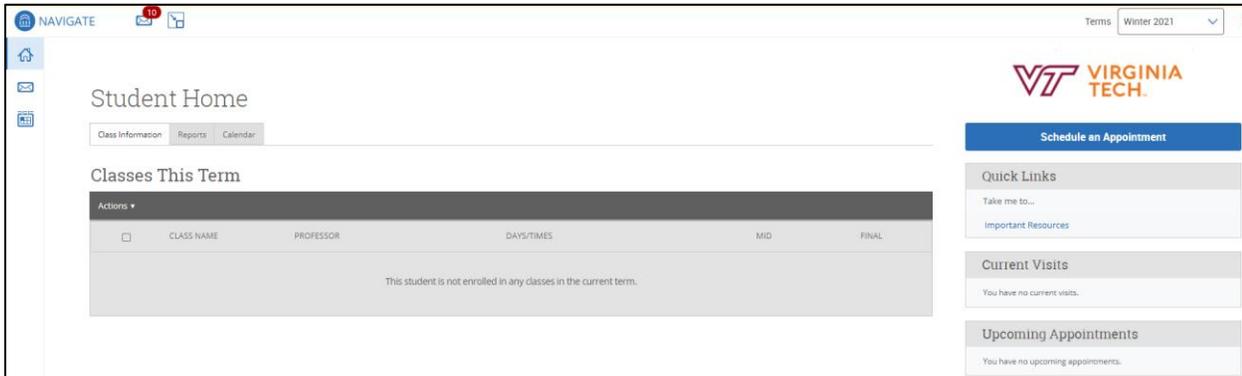


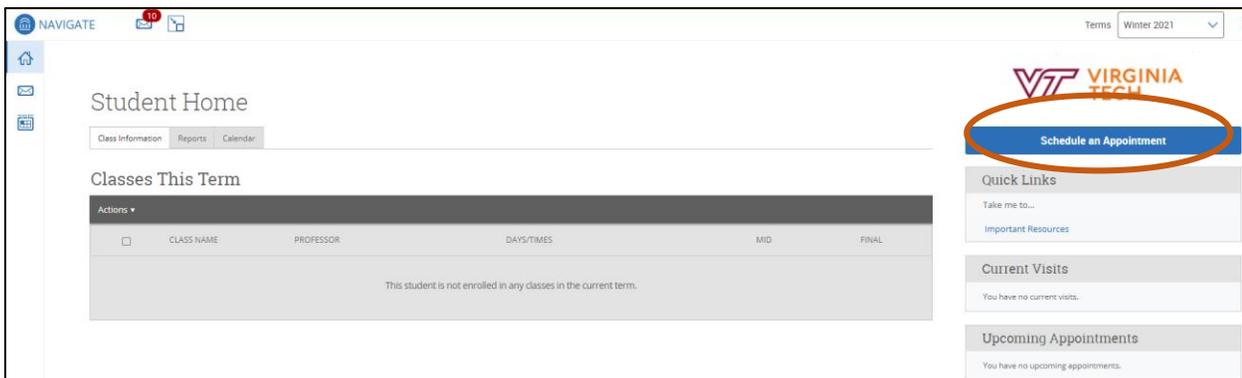
How do I schedule an appointment with my advisor?

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

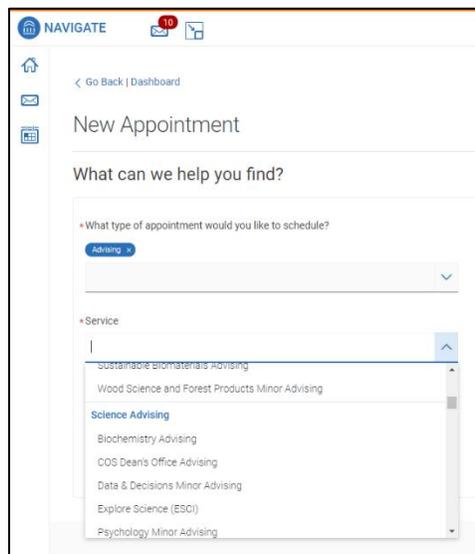
1. Go to www.registrar.vt.edu/campus to learn more about the platform and launch the platform by clicking the “Launch Navigate Platform” button.
2. Once in the platform you will see a screen similar to this:



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 *What type of appointment would you like to schedule*, then **search for the major** you want advising for under the service menu. You can leave the date as the current date or put in a future date which will of course limit your options. The click **Find Available Time**



5. You are then presented with the available appointment times based on the criteria you have selected. Find the appointment time that fits your schedule by clicking the time, fill in the details for the appointment such as comments and appointment reminder information and click **Schedule**.

The screenshot shows the 'NAVIGATE' 'New Appointment' interface. On the left, there are navigation icons and a 'Go Back | Dashboard' link. The main title is 'New Appointment'. Below it, the 'All Filters' section includes 'Start Over', 'Advising' (selected), and 'Explore Science (ESCI)'. A question asks 'What type of appointment would you like to schedule?' with 'Advising' selected. The 'Service' section has 'Explore Science (ESCI)' selected. The 'Pick a Date' section shows a calendar for January 2021 with the 16th selected. Below the calendar is a 'Staff' search bar. The main content area displays appointment times for 'VS North End Center (Virtual)'. The times are listed by date: Tue, Jan 19th; Wed, Jan 20th; Thu, Jan 21st; Fri, Jan 22nd; Mon, Jan 25th; and Tue, Jan 26th. Each date has a row of time slots in rounded rectangles, such as '10:30 - 11:00 AM', '11:00 - 11:30 AM', '4:00 - 4:30 PM', '4:30 - 5:00 PM', '5:00 - 5:30 PM', and '5:30 - 6:00 PM'.