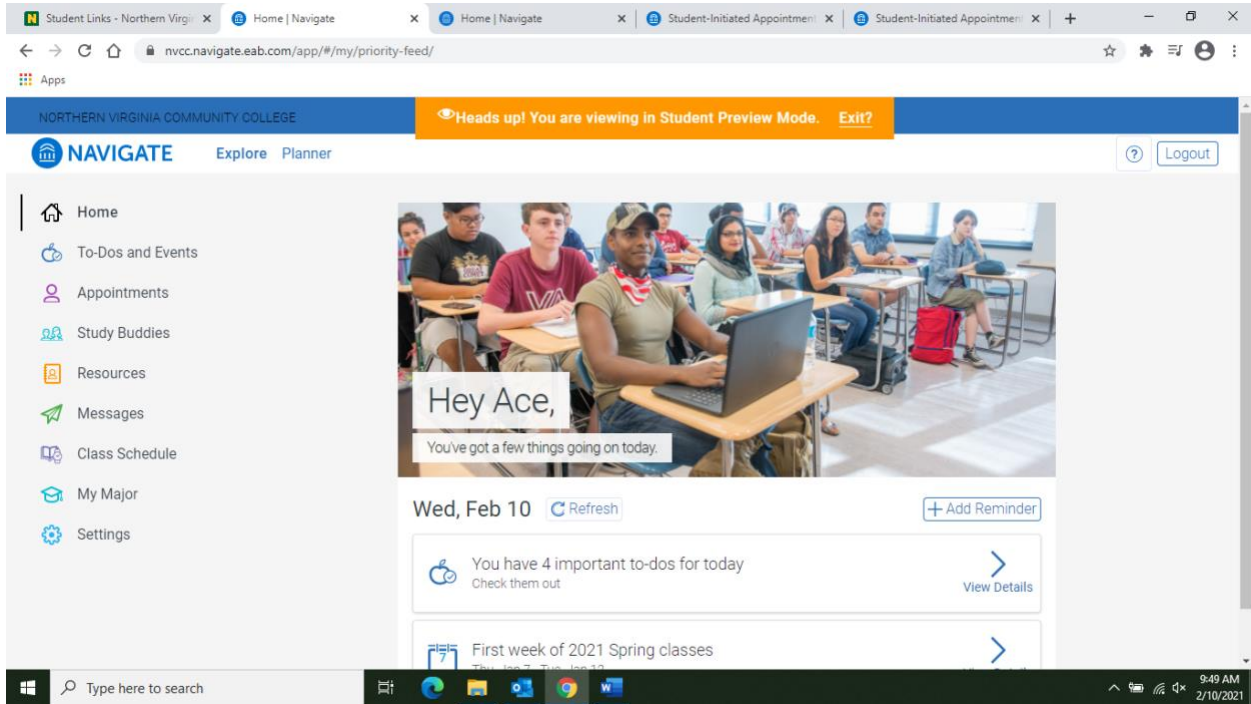
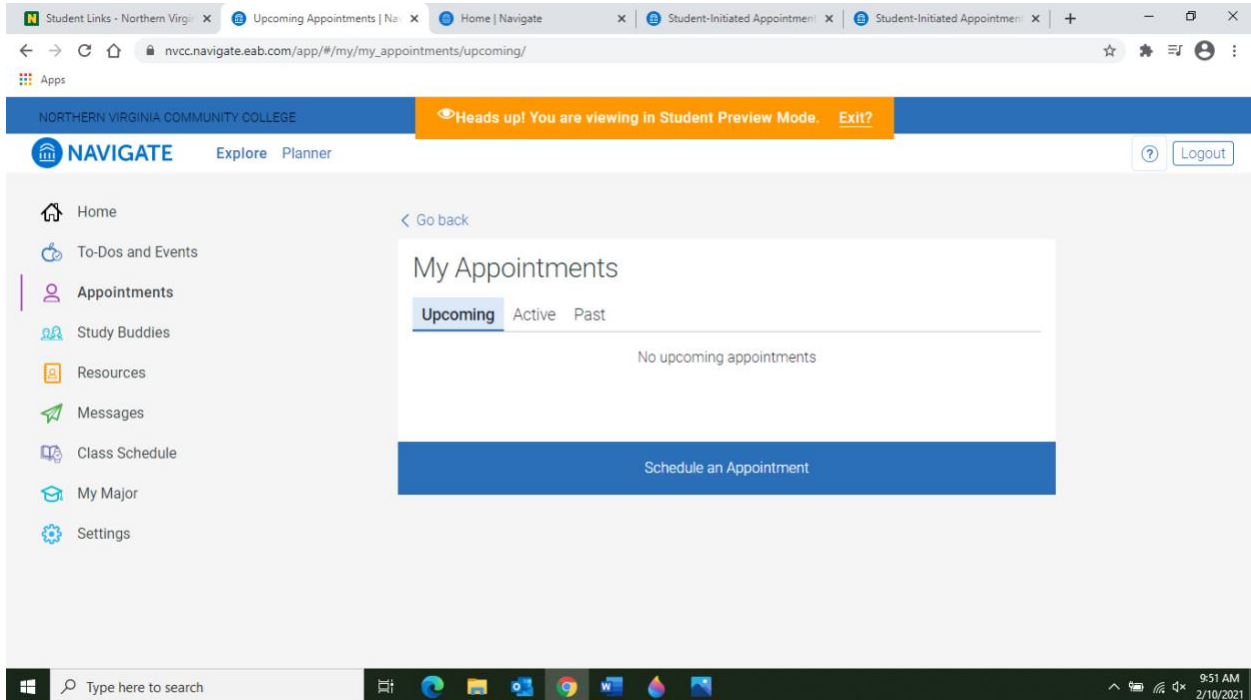


Student Instructions – Scheduling an Appointment

Students can schedule appointments through the **Appointments** tab of their Navigate Student mobile app or desktop site.

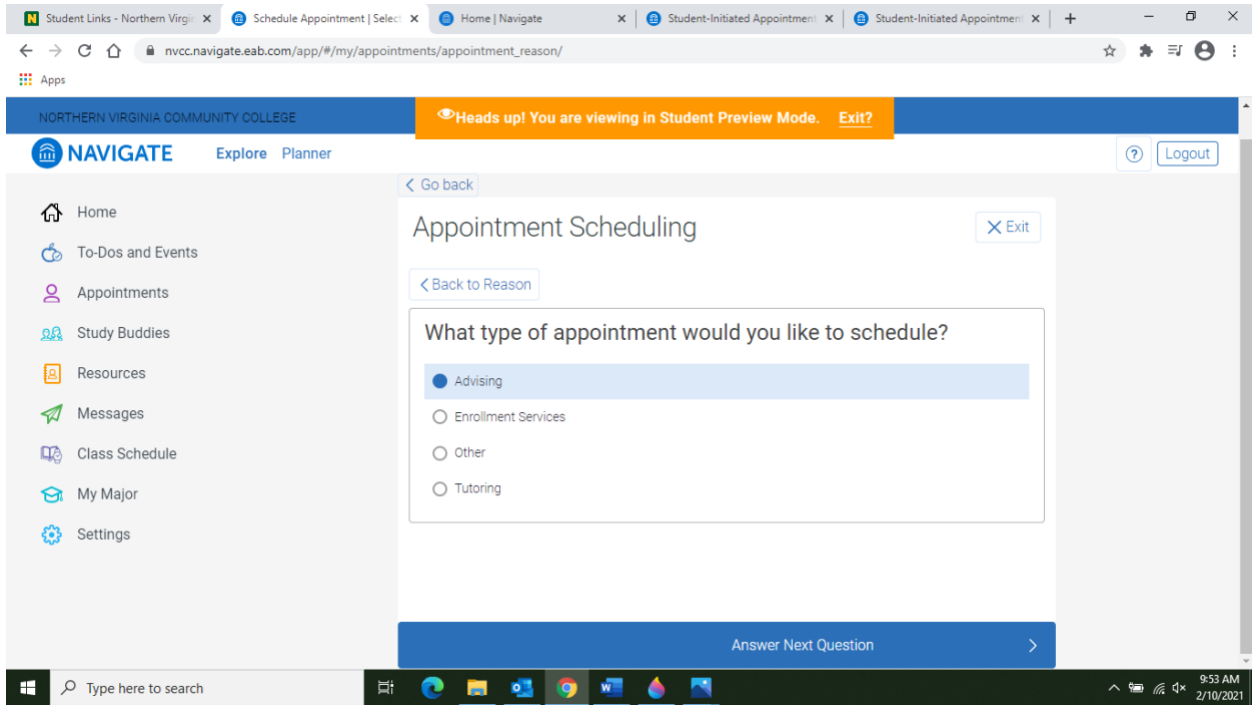


After clicking the “Appointments” tab on the left, the following screen will appear.

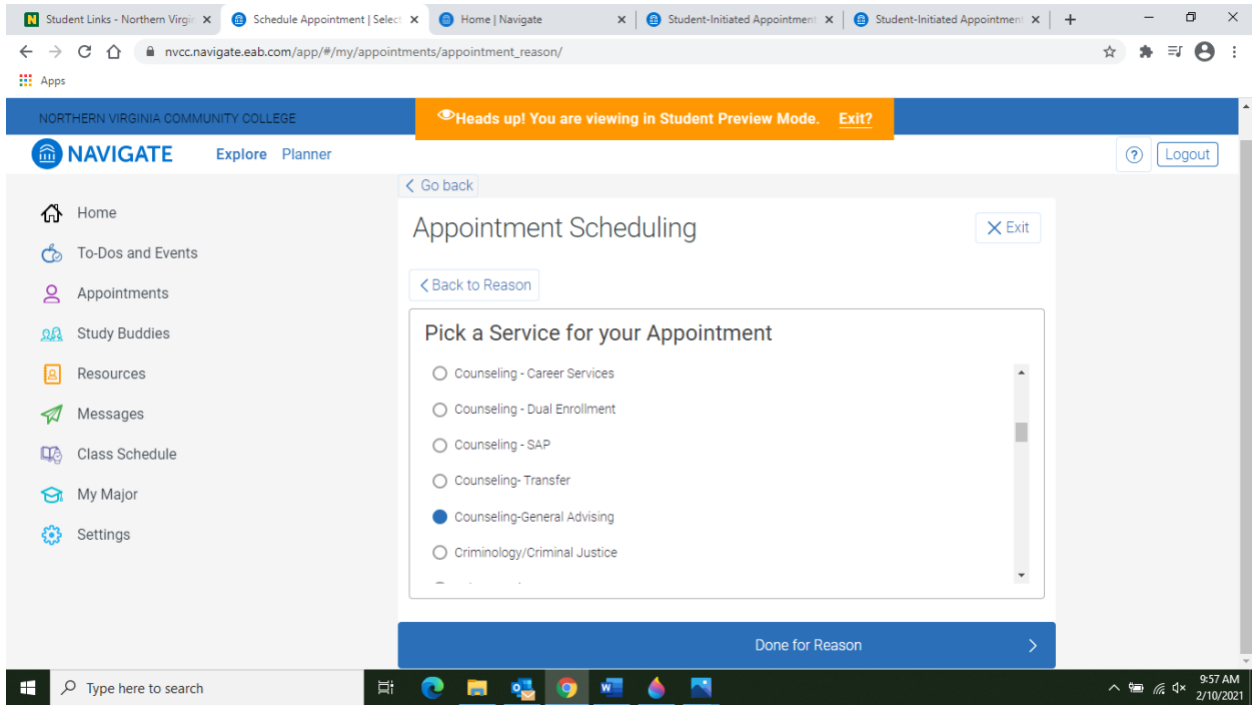


Now Click “Schedule Appointment”

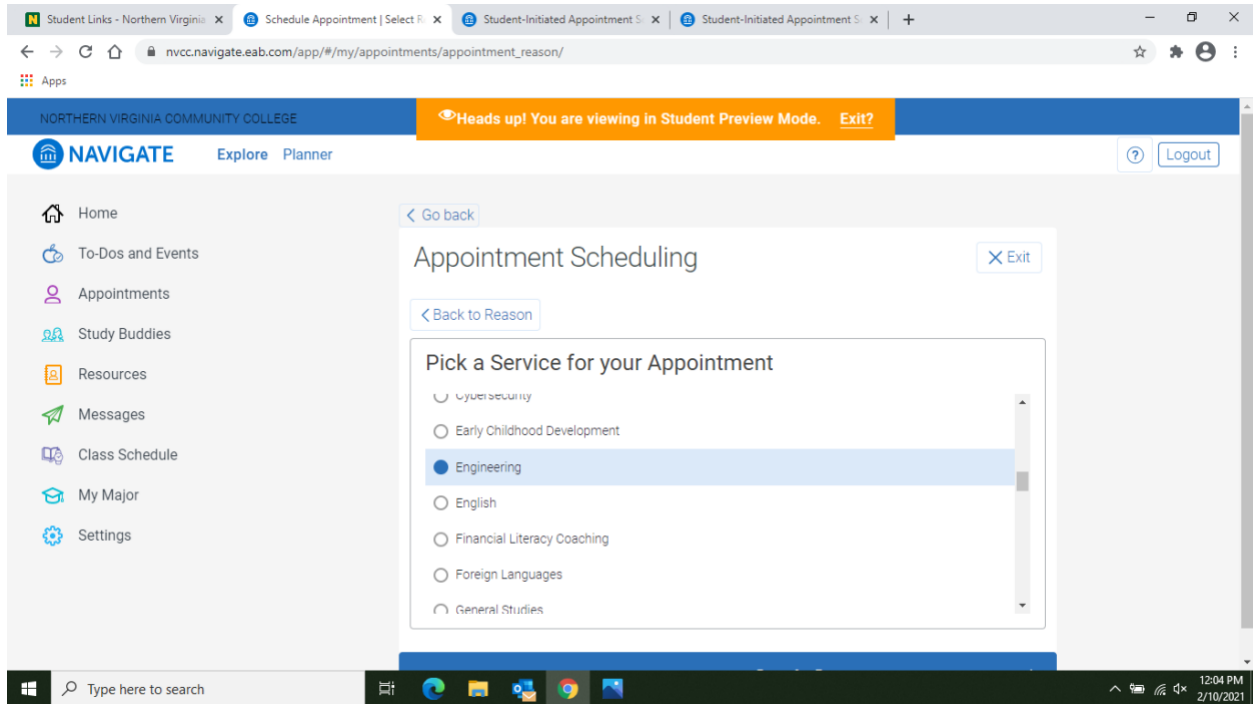
You will now have to select the type of appointment you would like to schedule. Click "Advising".



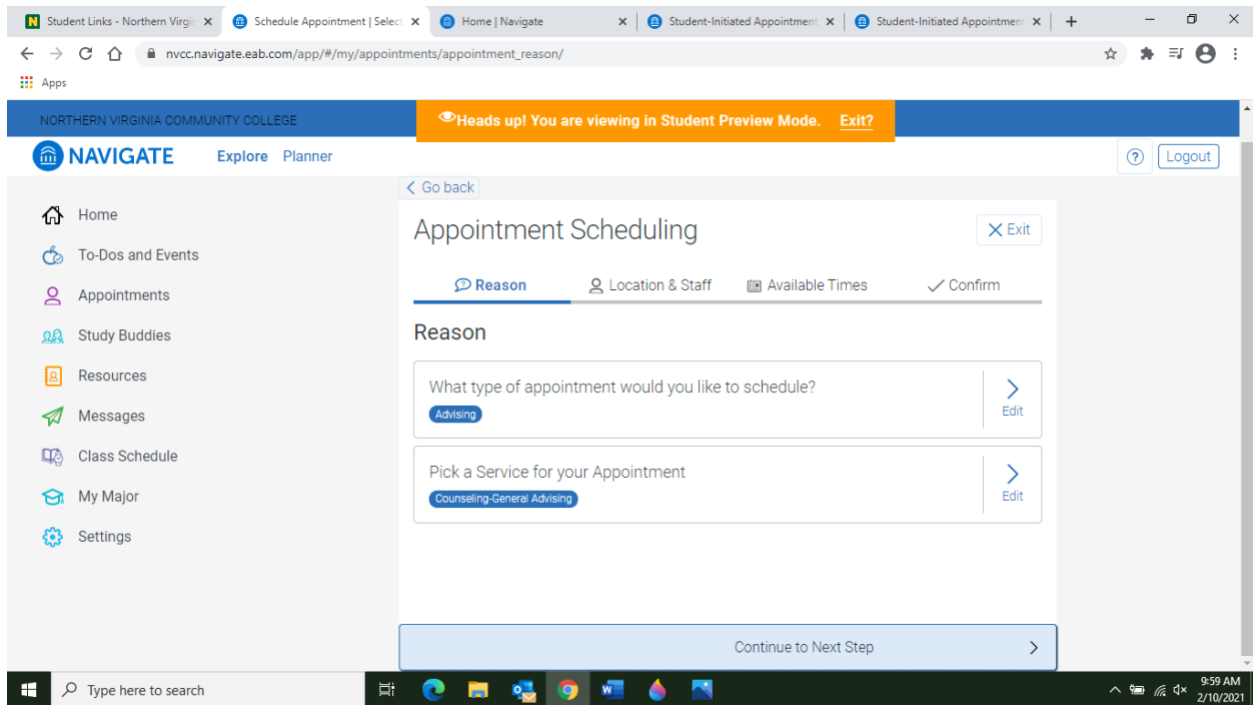
Now pick the type of service for which you are seeking an appointment. ***If your advisor is NOT a professor, please select one of the "Advising or Counseling choices" as your service.***



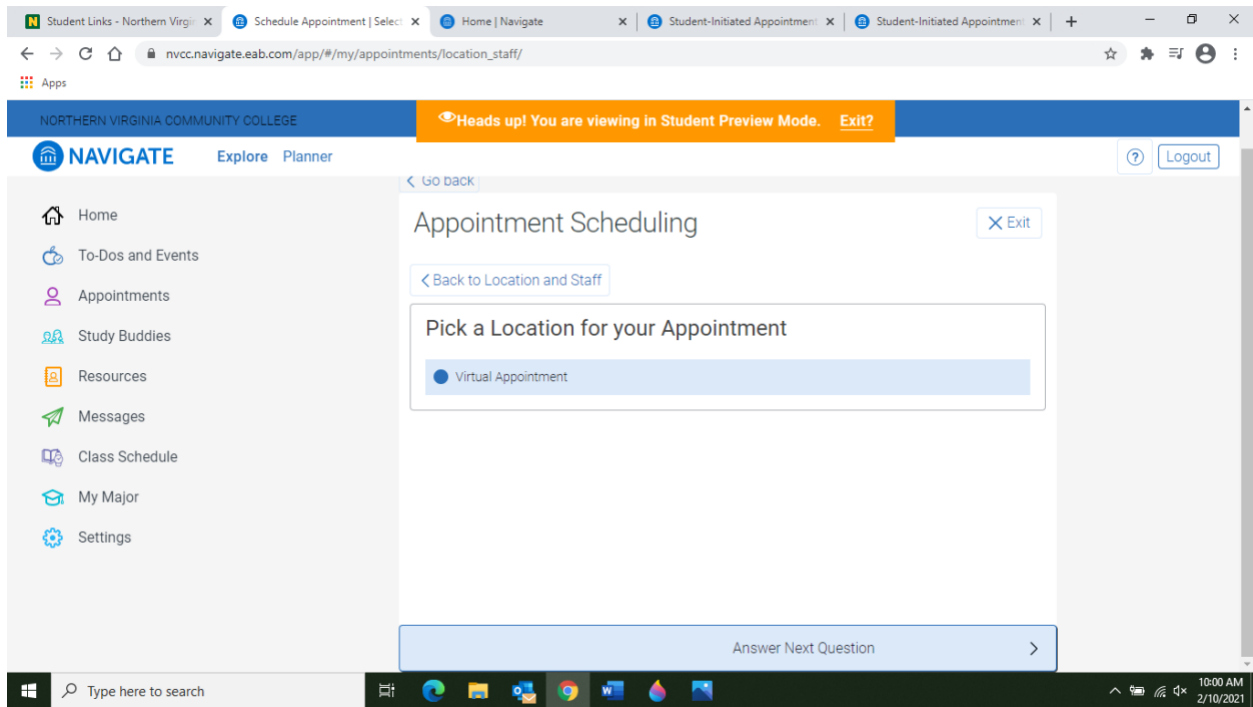
If your advisor is a professor, please select the service based on your major at NOVA and select your faculty advisor from the list.



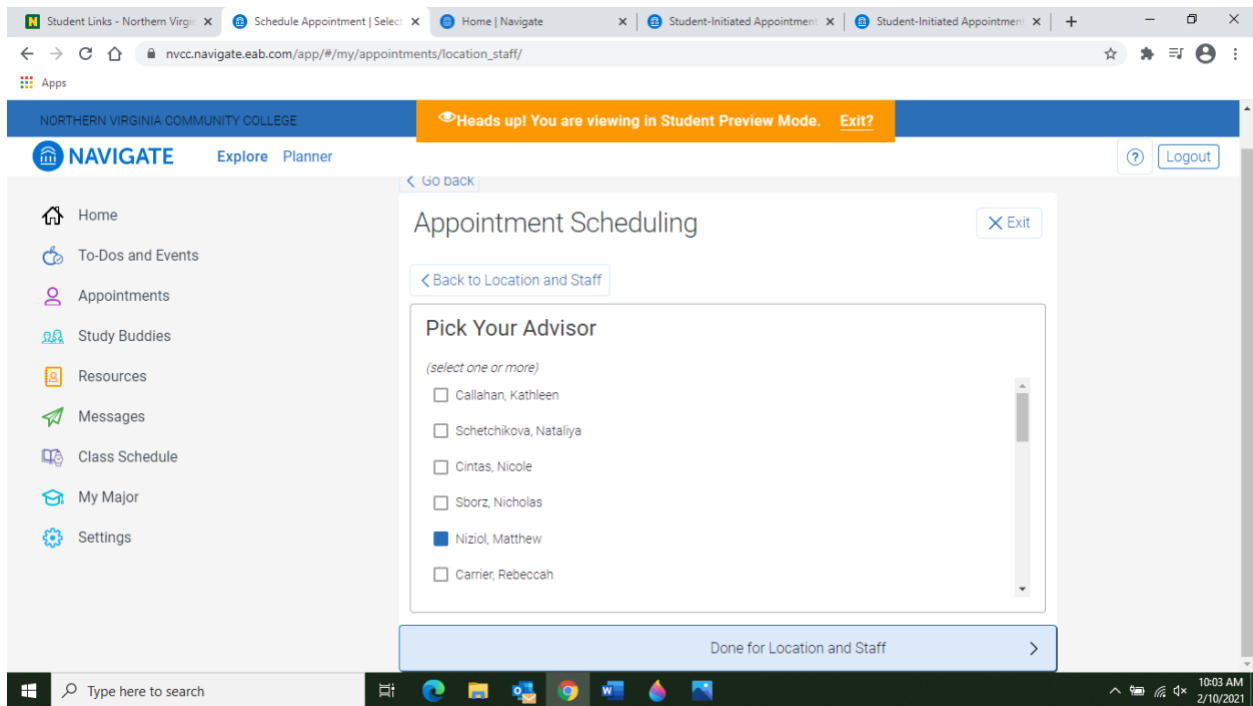
You will now see the type of appointment and service you selected as shown below. Click Next.



Now select "Virtual Appointment" for location as we are currently in a remote-learning environment.



Next, select an advisor from the list. **If you know your advisor, please select them from this list.**



Now select the Day/Time that your advisor is available.

Student Links - Northern Virgi... Schedule Appointment | Select... Home | Navigate... Student-Initiated Appointment... Student-Initiated Appointment... + -

nvcc.navigate.eab.com/app/#/my/appointments/available_times/

Apps

NORTHERN VIRGINIA COMMUNITY COLLEGE

Heads up! You are viewing in Student Preview Mode. Exit?

NAVIGATE Explore Planner ? Logout

Appointment Scheduling

Reason Location & Staff Available Times Confirm

Available Times

Selected day and time Feb 16 @ 2:30 PM

< Previous Week Next Week >

SUN 14 Feb	MON 15 Feb	TUE 16 Feb	WED 17 Feb	THU 18 Feb	FRI 19 Feb	SAT 20 Feb
		(1)	(4)	(5)		

Before noon After noon

02:30 PM

Continue to Next Step >

Type here to search

10:04 AM 2/10/2021

Once you select a day/time, click Next. Now you will need to Confirm the details of your appointment.

Student Links - Northern Virgi... Confirm Appointment Schedul... Home | Navigate... Student-Initiated Appointment... Student-Initiated Appointment... + -

nvcc.navigate.eab.com/app/#/my/appointments/confirm/

Apps

NORTHERN VIRGINIA COMMUNITY COLLEGE

Heads up! You are viewing in Student Preview Mode. Exit?

NAVIGATE Explore Planner ? Logout

Confirm

Counseling-General Advising
One Time Appointment

Tue, Feb 16 2:30 - 3:00 pm Matthew Niziol

Virtual Appointment

Additional Details:

Thank you for scheduling an Advising Appointment. Here is my Zoom Link. <https://vccs.zoom.us/my/mniziol>

- click the link when your appointment day/time arrives
- Please let me know if you need to reschedule.

I'll see you soon.

Yours truly,
Mr. Matthew Niziol / First Year Advisor / mniziol@nvcc.edu

Anything specific you want to discuss?


Type here to search

10:07 AM 2/10/2021

Once you click Confirm, your appointment is now scheduled. You will receive an appointment reminder email 24 hours in advance. If you need to cancel your appointment, please contact the advisor.

- Home
- To-Dos and Events
- Appointments
- Study Buddies
- Resources
- Messages
- Class Schedule
- My Major
- Settings

Appointment Scheduling



Appointment Scheduled
Great job scheduling your appointment!