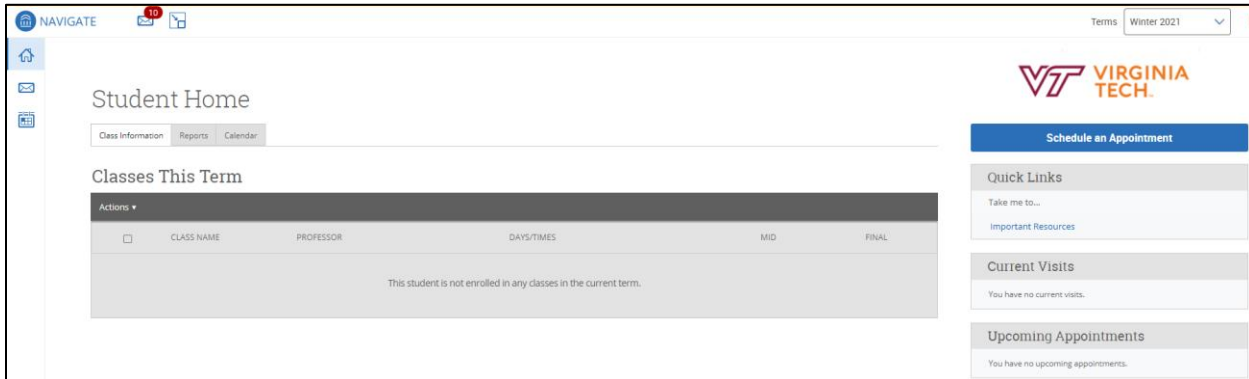


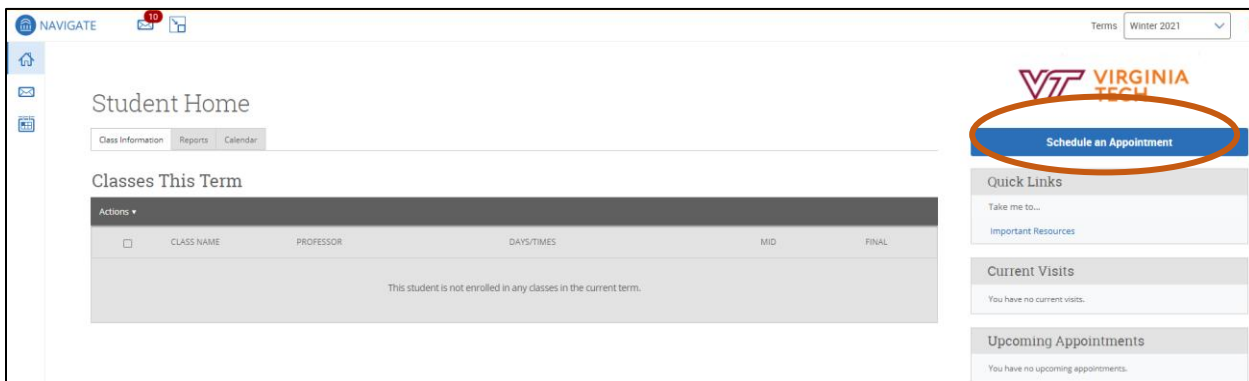
How do I schedule an appointment with my advisor?

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

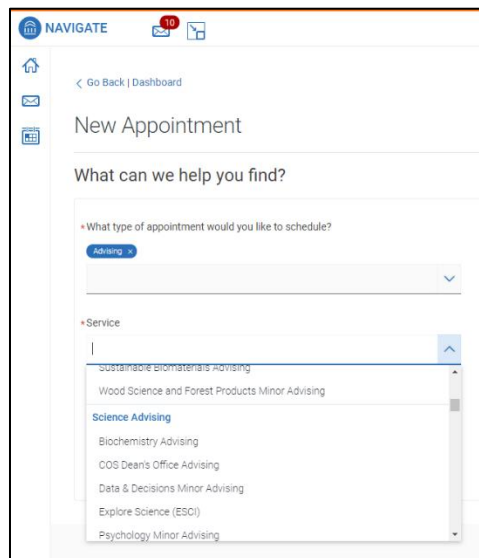
1. Go to www.registrar.vt.edu/campus to learn more about the platform and launch the platform by clicking the “Launch Navigate Platform” button.
2. Once in the platform you will see a screen similar to this:



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 **select Environmental Economics Management and Policy** for 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' interface for creating a new appointment. The page title is 'New Appointment'. On the left, there are 'All Filters' and a 'Start Over' button. The filters include 'What type of appointment would you like to schedule?' with 'Advising' selected, and 'Service' with 'Explore Science (ESCI)' selected. Below the filters is a 'Pick a Date' calendar for January 2021, with the 16th selected. At the bottom left, there is a 'Staff' search field with the placeholder text 'Search by name'. The main content area shows the appointment details: 'VS North End Center (Virtual)'. Below this, there is a list of dates from Tuesday, Jan 19th to Tuesday, Jan 26th. For each date, there are several time slots available, 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'.