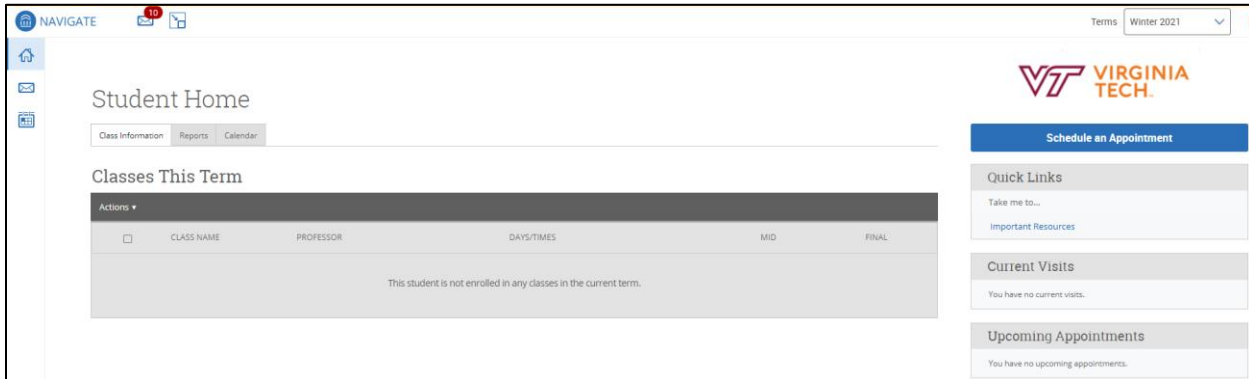


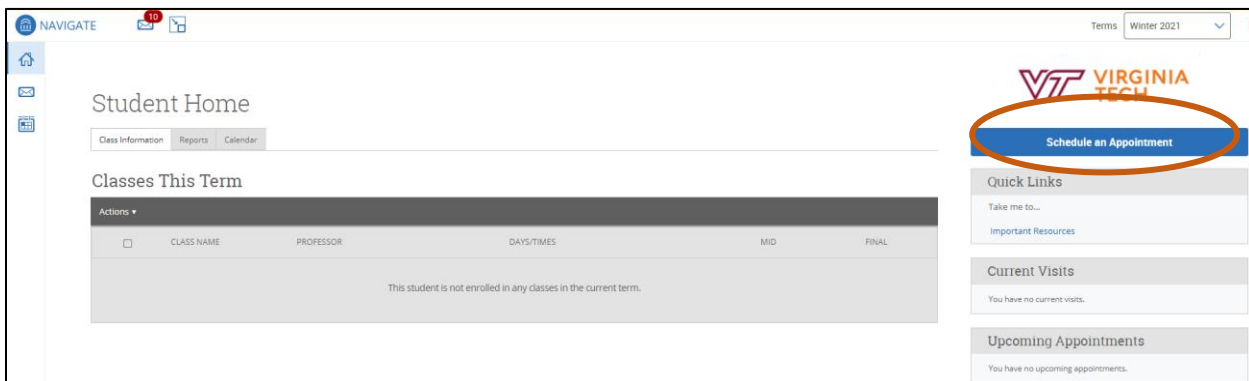
# How do I schedule an appointment with my advisor?

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

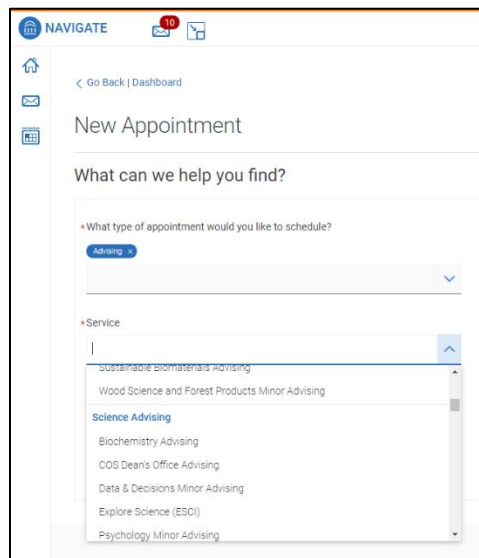
1. Go to [www.registrar.vt.edu/campus](http://www.registrar.vt.edu/campus) to learn more about the platform and launch the platform by clicking the “Launch Navigate Platform” button.
2. Once in the platform you will see a screen similar to this:



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 *What type of appointment would you like to schedule*, then **select International Trade and Development** 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 'New Appointment' page. On the left, there are filters for 'What type of appointment would you like to schedule?' (Advising is selected) and 'Service' (Explore Science (ESCI) is selected). Below the filters is a calendar for January 2021 with the 16th selected. At the bottom left, there is a 'Staff' search field. The main area displays appointment times for 'VS North End Center (Virtual)' from Tuesday, Jan 19th to Tuesday, Jan 26th. Each day has a row of time slots: 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.