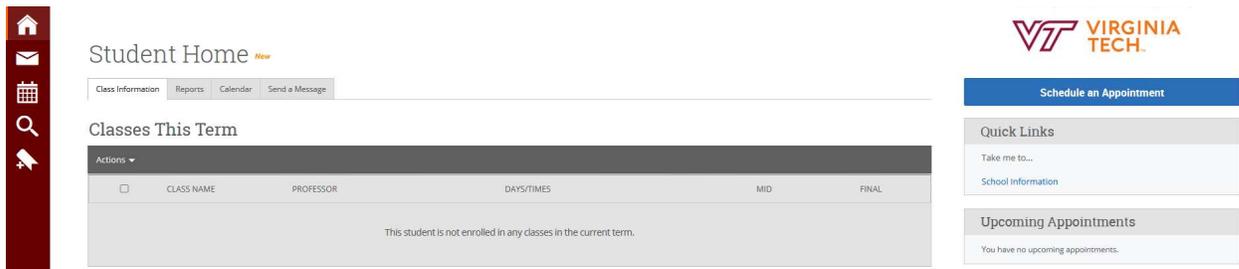


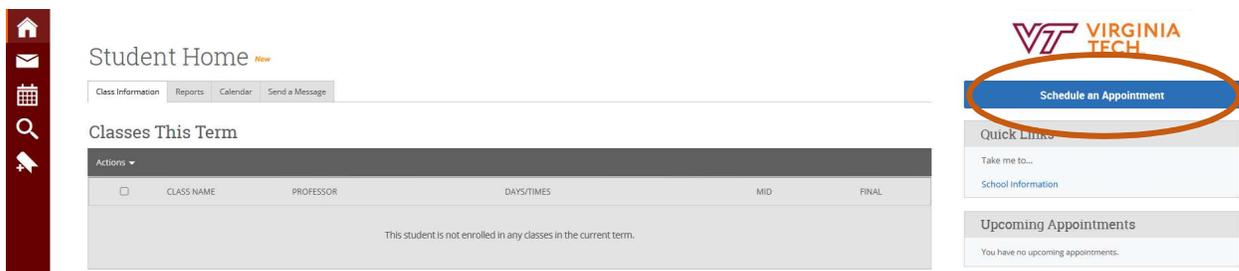
How do I schedule a transitional advising appointment?

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

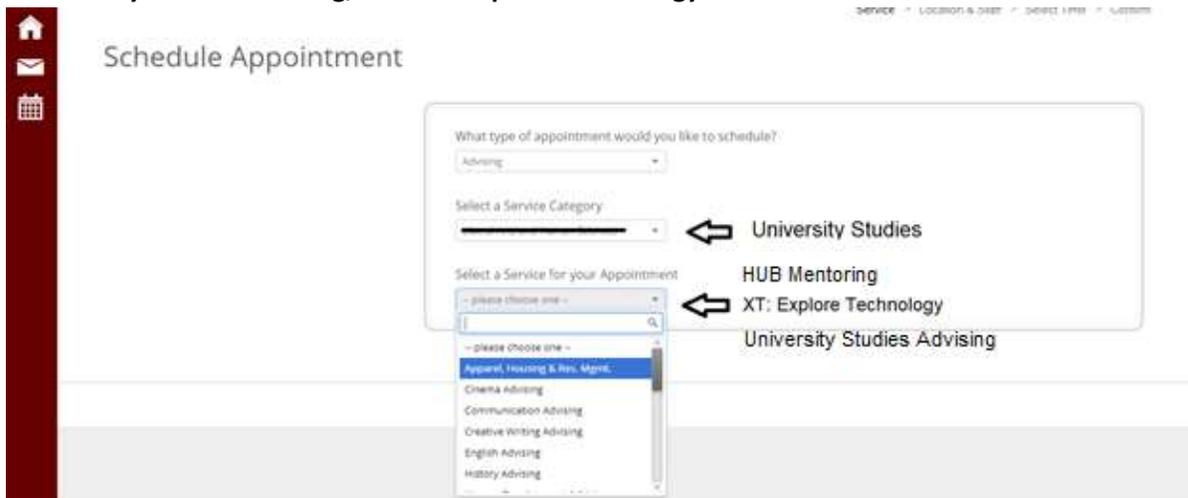
1. Go to www.registrar.vt.edu/campus to learn more about the platform and launch the platform by clicking the “Launch Navigate Platform” button.
2. Once in the platform you will see a screen similar to this:



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 the type of appointment, then “**University Studies**” for the Service Category, and finally “**HUB Mentoring**,” “**University Studies Advising**,” or “**XT: Explore Technology**” as the Service.



- Then select the location from the drop-down menu, this should be **“Newman Library, Suite 419 (Virtual)”**, and then you can select your advisor or mentor from the **“Select an Advisor”** box.

The screenshot shows the 'Schedule Appointment' page. At the top right, there is a breadcrumb trail: Service > Location & Staff > Select Time > Confirm. On the left, there is a vertical navigation bar with icons for home, mail, and calendar. The main heading is 'Schedule Appointment'. Below the heading, there are two selection boxes. The first is labeled 'Select a Location for your Appointment' and has a dropdown menu with 'Newman Library, Suite 419 (Virtual)' selected. The second is labeled 'Select an Advisor' and has a dropdown menu with 'Select your advisor (Banks, Janice, Jason, Nick, or Zack)' selected. Below these boxes are 'Back' and 'Next' buttons.

- Then click **Next** to see the availability options for your advisor or mentor.

The screenshot shows the 'Schedule Appointment' page with availability options. At the top right, there is a breadcrumb trail: Service > Location & Staff > Select Time > Confirm. On the left, there is a vertical navigation bar with icons for home, mail, and calendar. The main heading is 'Schedule Appointment'. Below the heading, there are navigation arrows and the text 'Times From September 23 To September 27'. Below this is a grid of availability options for five days: Mon, Sep 23; Tue, Sep 24; Wed, Sep 25; Thu, Sep 26; and Fri, Sep 27. Each day has two options: Morning and Afternoon. The 'Morning' option for Tue, Sep 24 is highlighted in blue and shows '16 Available'. The 'Afternoon' option for Tue, Sep 24 is also highlighted in blue and shows '5 Available'. All other options are greyed out and show 'N/A'. Below the grid, there is a note: '*All times listed are in Eastern Time (US & Canada). refreshed at 3:14pm EDT.' At the bottom, there is a yellow banner with the text 'Don't see the time you're looking for?' and a 'View Drop-in Times' button. Below the banner are 'Back' and 'Next' buttons.

Mon, Sep 23	Tue, Sep 24	Wed, Sep 25	Thu, Sep 26	Fri, Sep 27
Morning N/A	Morning 16 Available	Morning N/A	Morning N/A	Morning N/A
Afternoon N/A	Afternoon 5 Available	Afternoon N/A	Afternoon N/A	Afternoon N/A