

Scheduling an Advising Appointment in Navigate

Step 1: Log into your MyDCC Account

- If you are unable to log into your myDCC account, then please call 434-797-8500 or email passwordreset@danville.edu for assistance



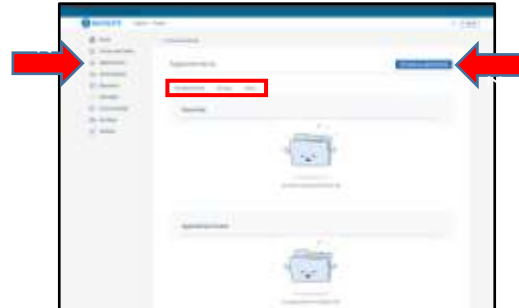
Step 2: Select the EAB Navigate Student Icon

- Select the EAB Navigate Student icon from your Applications
- Notice all the other tools available to you via the MyDCC Homepage (Canvas, Gmail, SIS, etc.)



Step 3: Select Appointments and Schedule an Appointment button

- Select the Appointments tab from the list on the left side of the screen
 - My Appointments displays upcoming appointments and appointment invites
 - My Team displays your success team (advisor, coach, etc.)
 - History displays past appointments
- Click the Schedule an Appointment button to make a new appointment



Step 4: Select the Reason

- The Type will be Advising
 - Notice that other appointment types are available
- The Service will be one of the following:
 - Academic Advisor
 - To meet with your assigned academic advisor
 - Advising Center
 - Use this option if your assigned academic advisor is unavailable
 - Other Options
 - Meet with any member of your success team



New Appointment

What can we help you find?
Below you will find available options for scheduling an appointment. If you cannot find something that you are looking for, try the other Appointment options to see available options for creating or re-scheduling an appointment.

Other Options

- View Student Profile
- Request Appointment Time
- Meet With Your Success Team

What type of appointment would you like to schedule?

Service

Pick a date (2)

Tuesday, October 09, 2019

Find Available Time

Appointment Type

Service

Date

Next Step

Step 5: Select the Staff, Location, Day, and Time

- The Staff for Advising will be your assigned academic advisor
 - If your assigned academic advisor is not available, then you can contact the Advising Center for assistance
- The Location options will be as follows:
 - Main Campus (Danville)
 - RCATT (Danville)
 - SVHEC (South Boston)
 - Other-Off Campus
 - Use this option for virtual or phone appointments
- Pick a day and time that fits your needs
 - Use the Calendar to move ahead as needed
- Contact the Advising Center if you are having trouble making an appointment or finding a day/time that works
 - Email: advising@danville.edu

The screenshot shows the 'New Appointment' interface. A red arrow labeled 'Day' points to the calendar widget. A red arrow labeled 'Staff' points to the dropdown menu for selecting an advisor. A red arrow labeled 'Location' points to the dropdown menu for selecting a campus. A red arrow labeled 'Time' points to the grid of available appointment slots.

Step 6: Review and Confirm the Appointment

- Read the additional details from your advisor to learn specifics about the appointment
- Tell your advisor what you would like to discuss by adding your comments
- Select how you would like to receive your appointment reminder
- Click the Schedule button.
 - You will get a confirmation receipt immediately
 - You will also receive a reminder prior to the appointment
- Upcoming and past appointments can be viewed as mentioned in step 3

The screenshot shows the 'Review Appointment Details and Confirm' interface. Red arrows point to various sections: 'Appointment Details' points to the top summary section; 'Additional Details' points to the advisor's notes; 'Add Your Comments' points to the text input field; 'Reminder Options' points to the checkbox for receiving reminders; 'Schedule' points to the blue 'Schedule' button; and 'Confirmation Receipt' points to the receipt area at the bottom.

