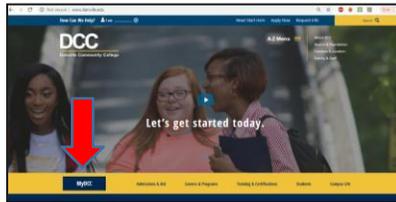




# Schedule an Advising Appointment using Navigate

## Step 1: Log into your MyDCC Account

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



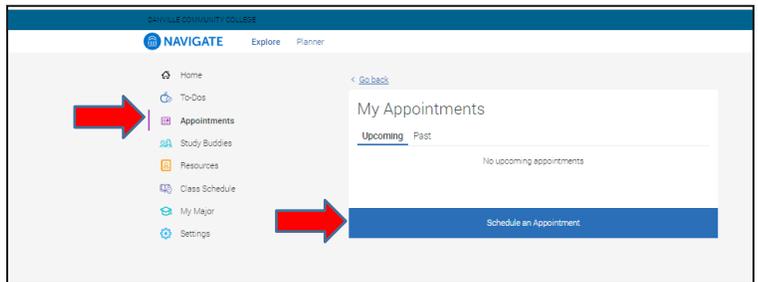
## Step 2: Click the Navigate Student Icon

- Select the Navigate Student icon located in the MyDCC Homepage.
- Notice all the other tools available to you via the MyDCC Homepage (canvas, Gmail, SIS, etc.).



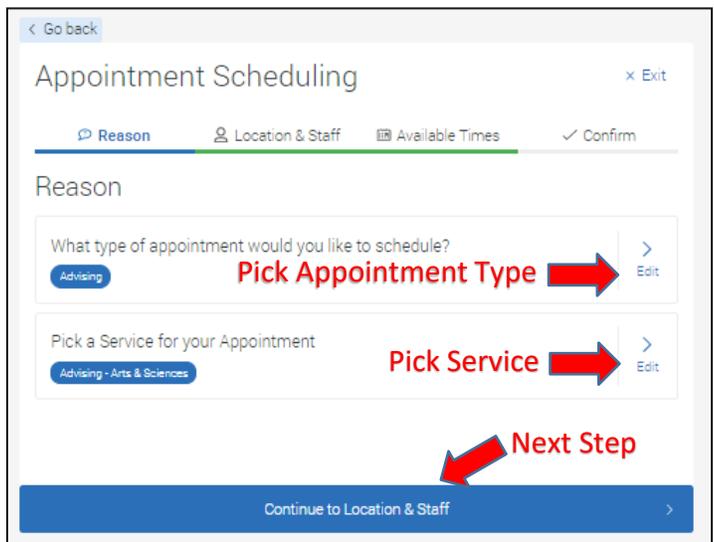
## Step 3: Click Appointments and Schedule an Appointment button

- Select the Appointments tab from the list on the left side of the screen.
  - Upcoming and Past Appointments are shown for your reference.
- Click the Schedule an Appointment button to make a new appointment.



## Step 5: Select the Reason

- The Type will be Advising
  - Notice that other types of appointments can also be made using Navigate.
- The Service will depend on your program of study, choose one of the following:
  - Administrative Support Technology
  - Arts & Sciences
  - Business & Marketing
  - Information Technology
  - Technical & Workforce



## Step 6: Select the Location and Staff

- The Location options will be as follows:
  - Main Campus (Danville)
  - RCATT (Danville)
  - SVHEC (South Boston)
- The Staff for Advising will be your assigned academic advisor.
  - Your advisor will be indicated with "Your Staff" in parentheses beside his or her name.
- Call your division assistant if you are having trouble locating your advisor.
  - Students in Administrative Support Technology, Arts & Sciences, Business & Marketing, or Information Technology should call 434-797-8402 or 434-797-8462.
  - Students in Technical & Workforce should call 434-797-8430 or 434-797-8440.

## Step 7: Select an Available Time

- Pick a day and time that fits your needs.
- Click the Next Week button to move to the next week.
- If you are having trouble finding a time that meets your needs, contact your advisor to discuss other options.
  - <https://danville.edu/directory>

## Step 8: Confirm the Appointment

- Read the additional details from your advisor to learn specifics about the appointment.
- Tell your advisor what you want to discuss by adding additional comments.
- Select how you would like to receive your appointment reminder.
- Click the Confirm Appointment 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.