HOW TO SCHEDULE AN ADVISING APPOINTMENT

Your General Engineering advisor can help you with many things, including: registering for classes, dropping a class, withdrawing from a class, resigning from a semester, choosing a major and/or minor, taking classes at another institution, studying abroad, completing undergraduate research, finding and accepting co-op/internship opportunities, and more.

USE THE NAVIGATE PLATFORM:  https://vt.campus.eab.com

Step 1: Schedule Appointment

Click Schedule an Appointment on the Navigate homepage.

Step 2: Select Appointment Details

Type of Appointment:
- Advising

Service:
- Engineering Advising ➔ General Engineering Advising

Pick a Date:
- Date on which you wish to have an appointment

Click Find Available Times

Step 3: Select Appointment Date

Your assigned advisor’s name will appear at the top.

Select a day and time for your meeting.

Note: Your advisor may have options to meet in-person or virtually. Before you select a date you can scroll down to filter appointments by in-person or virtual under How would you like to meet?

If no in-person meetings are available then switch your selection to virtual to find virtual appointment times.

Step 4: Review and Confirm

Review appointment details.

Provide a brief comment about what you want to discuss with your advisor along with a list of your top three Engineering major choices. This will help your advisor prepare for the appointment.

Click Schedule to confirm the appointment.
Additional information about your advising appointment:

- You will receive a confirmation email once you have scheduled the appointment.
- Specific details for attending your appointment can be found in: the appointment details when scheduling your appointment, the appointment confirmation email you receive after confirming your appointment, and appointment reminder notifications.
- Appointment lengths are 30 minutes and can only be scheduled up to 7 days in advance.
- Be prepared for your meeting with a list of questions, a [checksheet](#) for your intended major(s), and something to take notes with.
- If you need to cancel your appointment you can cancel in [Navigate](#) or email your advisor.