Instructions for Scheduling an Appointment with your Academic Advisor

**Step 1:** Go to the Navigate platform:  [https://vt.campus.eab.com/](https://vt.campus.eab.com/)

**Step 2:** Select *Get Advising*

**Step 3:** Select *Engineering Advising* for why you would like to see someone, and then choose *General Engineering*

**Step 4:** Select *Goodwin Hall* as the location you prefer, and then choose your *assigned GE academic advisor*

**Step 5:** Select *Morning* or *Afternoon* for the date you want to schedule an appointment

**Step 6:** Select a time on the date you have chosen

**Step 7:** Review your appointment details, add comments, and select *Confirm Appointment*

**Step 8:** Review your confirmation and check your VT email for a confirmation email. If you do not receive a confirmation, you did not schedule the appointment successfully.

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Please note the following regarding the Navigate platform

- Appointments are 30 minutes.
- Appointment days are only available seven days in advance.
- Same day appointments are not available.
- If a timeslot or day is closed, I am not available.

Advising Appointment Etiquette

- Come prepared at with a list of questions, something to take notes with, and a [checksheet](https://vt.campus.eab.com/) for your intended engineering major.
- Please arrive on time. If you arrive more than 15 minutes late, you must reschedule your appointment.
- If you are unable to make your appointment for any reason, you may cancel using the SSC platform or email your assigned GE academic advisor as soon as you know you are unable to attend.