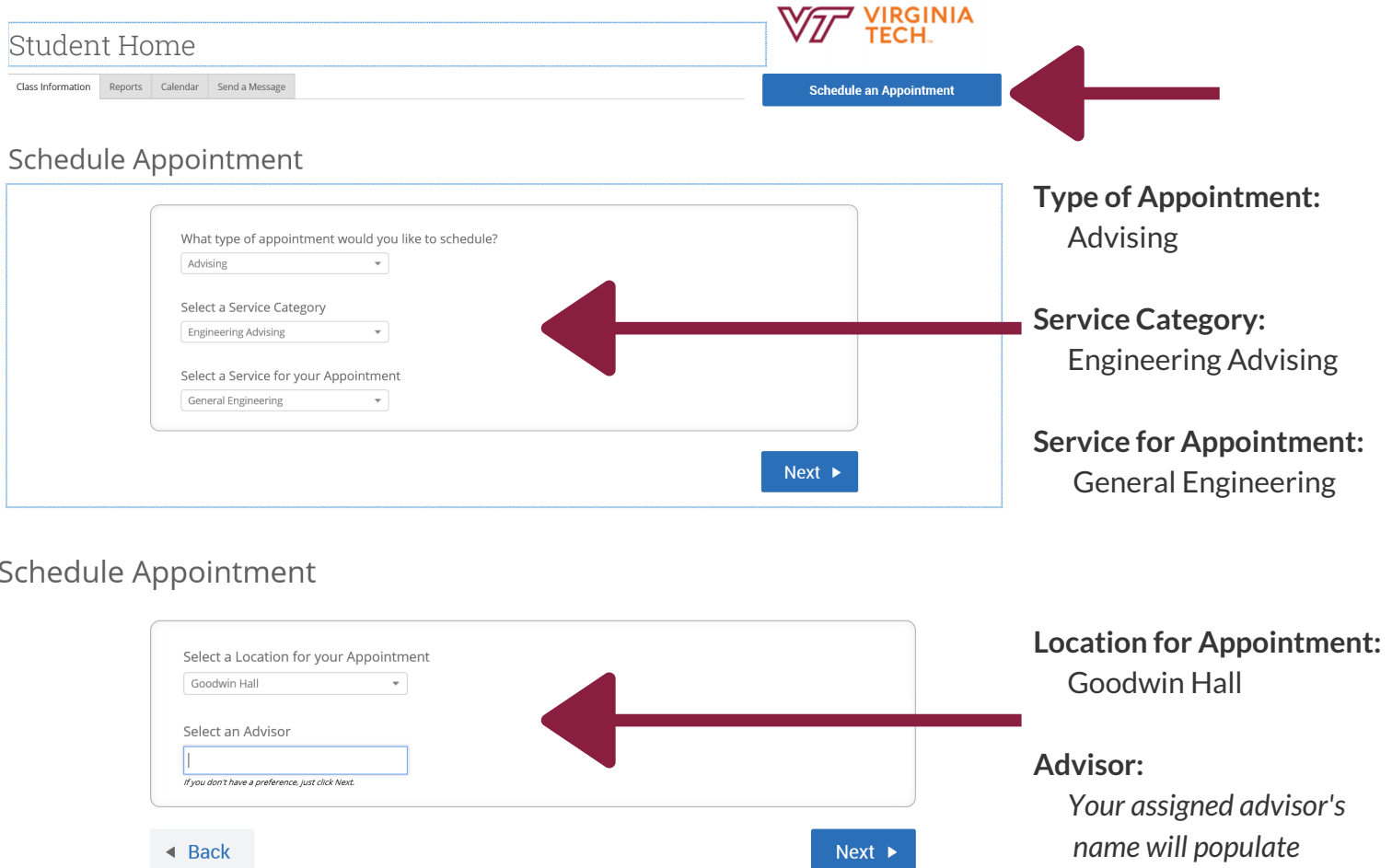


# HOW TO SCHEDULE AN ADVISING APPOINTMENT

## WHY SHOULD I MEET WITH MY ACADEMIC ADVISOR?

- registering for the next semester's 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
- accepting a co-op/internship

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



The screenshot shows the 'Student Home' page with a 'Schedule an Appointment' button. A red arrow points from this button to the 'Schedule Appointment' form. The form has three dropdown menus: 'What type of appointment would you like to schedule?' (set to 'Advising'), 'Select a Service Category' (set to 'Engineering Advising'), and 'Select a Service for your Appointment' (set to 'General Engineering'). A red arrow points from the 'Advising' dropdown to the text 'Type of Appointment: Advising'. Another red arrow points from the 'Engineering Advising' dropdown to 'Service Category: Engineering Advising'. A third red arrow points from the 'General Engineering' dropdown to 'Service for Appointment: General Engineering'. A 'Next' button is at the bottom right of the form.

**Type of Appointment:**  
Advising

**Service Category:**  
Engineering Advising

**Service for Appointment:**  
General Engineering

**Location for Appointment:**  
Goodwin Hall

**Advisor:**  
Your assigned advisor's name will populate

## A few notes:

- Appointment lengths are 30 minutes
- Appointments can only be scheduled up to 7 days in advance
- Please leave a comment so the advisors can prepare for your meeting
- All advising offices are located on the 3rd floor of Goodwin Hall
- Come prepared with a list of questions, a blank [checksheet](#) for your intended major(s) and something to take notes with.