

# 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*

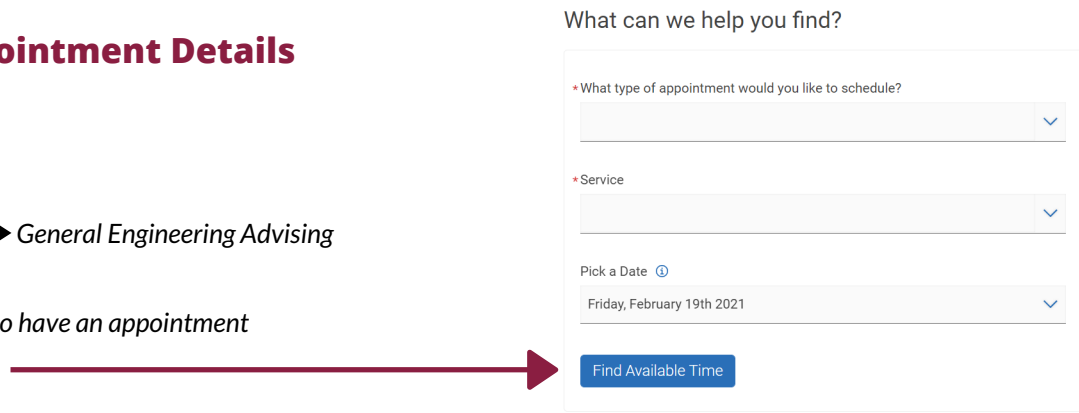
Service:

- *Engineering Advising* → *General Engineering Advising*

Pick a Date:

- *Date on which you wish to have an appointment*

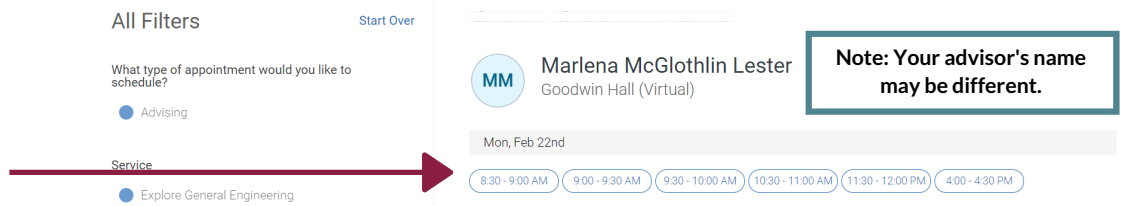
Click **Find Available Times**



## Step 3: Select Appointment Date

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

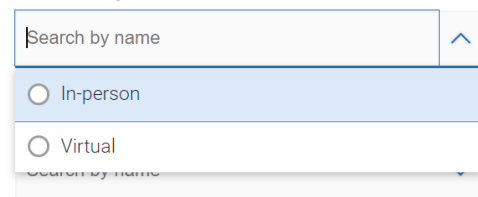
Select a day and time for your meeting.



**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.

How would you like to meet?

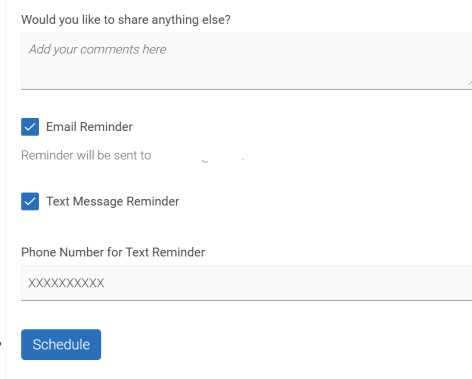

 A screenshot of the 'How would you like to meet?' dropdown menu. It has a search bar 'Search by name' and two radio button options: 'In-person' and 'Virtual'. A red arrow points from the text 'Before you select a date you can scroll down to filter appointments by in-person or virtual under How would you like to meet?' to the 'In-person' option.

## 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.


 A screenshot of the appointment confirmation form. It has a text area for 'Would you like to share anything else?' with the placeholder 'Add your comments here'. Below it are two checked checkboxes: 'Email Reminder' and 'Text Message Reminder'. Below the checkboxes is a text input field for 'Phone Number for Text Reminder' with the placeholder 'XXXXXXXXXX'. At the bottom is a blue button labeled 'Schedule'. A red arrow points from the text 'Click Schedule to confirm the appointment.' to this button.

## Additional information about your advising appointment:

- You will 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.