# Navigate Student - Schedule an Appointment

With Navigate, scheduling appointments with an advisor is now easier than ever. Use the instructions below to make an appointment with your advisor that fits your schedule. It's never been easier to get help making an academic plan, review your academic progress, and with registration.

**Step 1:** Login to Navigate using **my**RCC from any RCC webpage. Use the Google Chrome or Firefox browser. *Internet Explorer **is not** compatible with Navigate.*
(Click here to open *my*RCC in a new browser window)

**Step 2:** Select the Navigate tile:



**Step 3:** Select **Appointments** from the left-hand menu, then click **Schedule an Appointment**:
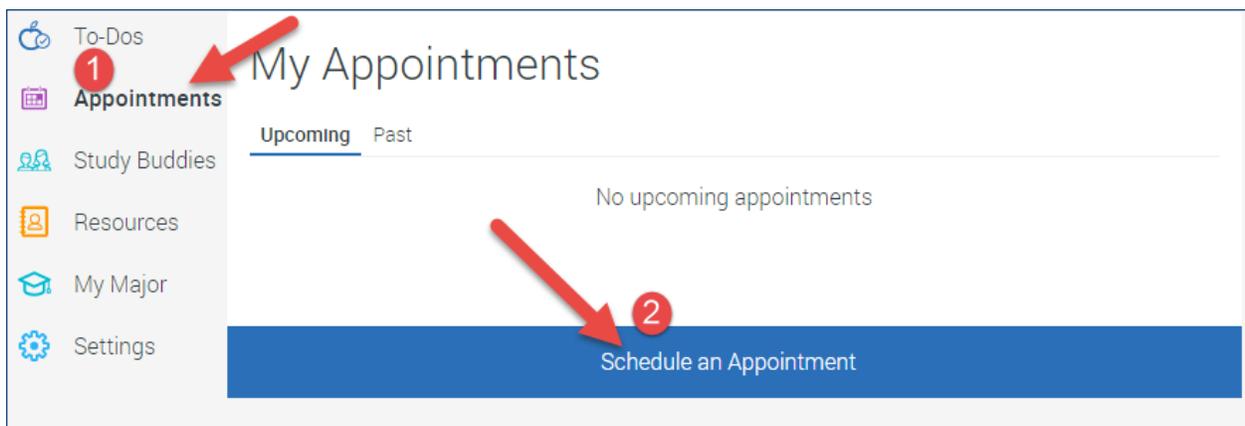


**Step 4:** Select **Advising** as the type of appointment you would like to schedule, then select **Academic Advising**. Click the Answer next question button at the bottom of the page.

**Step 5:** Choose from the list of Appointment Scheduling options by clicking on the radio button next to your choice.

Choose from the following options and click Next.

○ Faculty Advising

○ New Student Advising

- If you are already in a degree or certificate program and are a returning student taking classes at RCC, select **Faculty Advising.**

- New Students or non-degree/certificate seeking students, select **New Student Advising**.

Click the Done for Reason button at the bottom of the page.

Review your choices then click on the Continue to Next Step button at the bottom of the page.

**Step 6:** Select your Location and Staff.

Click on the radio button of your choice for location. When finished click the Answer next question button at the bottom of the page.

Click on the radio button of your choice for the advisor you wish to meet with. When finished click the Done for Location and Staff button at the bottom of the page.

Review your choices location and staff then click on the Continue to Next Step button at the bottom of the page.

**Step 7:** Select Available Times.

Click an available **AM** or **PM** box to view the appointments available on the day that would work best for you. Scroll through the drop-down menu of available times to select when you'd like to meet:



If the advisor you selected has walk-in hours you can click on the box to view the hours. NOTE: Not all advisors have walk-in hours.

When you are finished with the available times click the Continue to Next Step button at the bottom of the page.

**Step 8:** Confirm Your Appointment

Review your appointment details and **add comments** if there is anything specific you want to discuss during your appointment. Be as specific as possible.



When you are finished click the Confirm Appointment box at the bottom of the page.
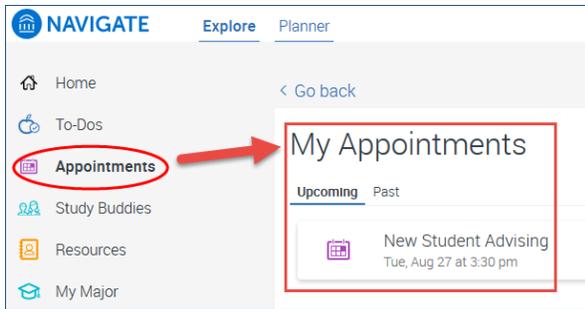
Confirmation page will appear:

Once you have made an appointment when you click on Appointments on the Navigate menu you will see your appointments, both upcoming and past appointments.

## Need to Cancel an Appointment?

To cancel an advising appointment in Navigate click on Appointments on the Navigate menu and find the upcoming appointment you want to cancel. Click anywhere on the appointment to advance to the appointment details.
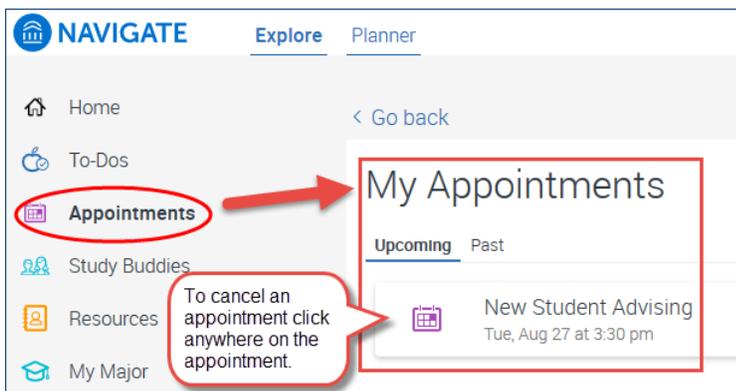


Click on the Cancel Appointment box at the bottom.
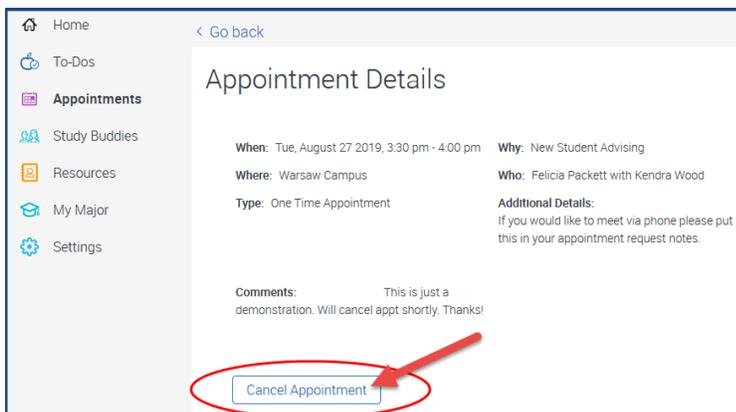
Select a Cancellation Reason from the drop down list and then add any necessary comments in the comments box.



You will immediately see the Appointment Details showing the appointment as CANCELLED.



**Did You Know?**

You can also use the **Navigate Student** mobile app to make appointments. Visit The Apple Store on your iOS mobile device, or the Google Play Store on your Android mobile device, to download the free **Navigate Student** app, published by EAB Global. Then, log in once using your myRCC username and password and choose *Appointments*.

Once you have made an appointment when you click on Appointments on the Navigate menu you will see your appointments, both upcoming and past appointments.