



Navigate Student - Schedule an Appointment

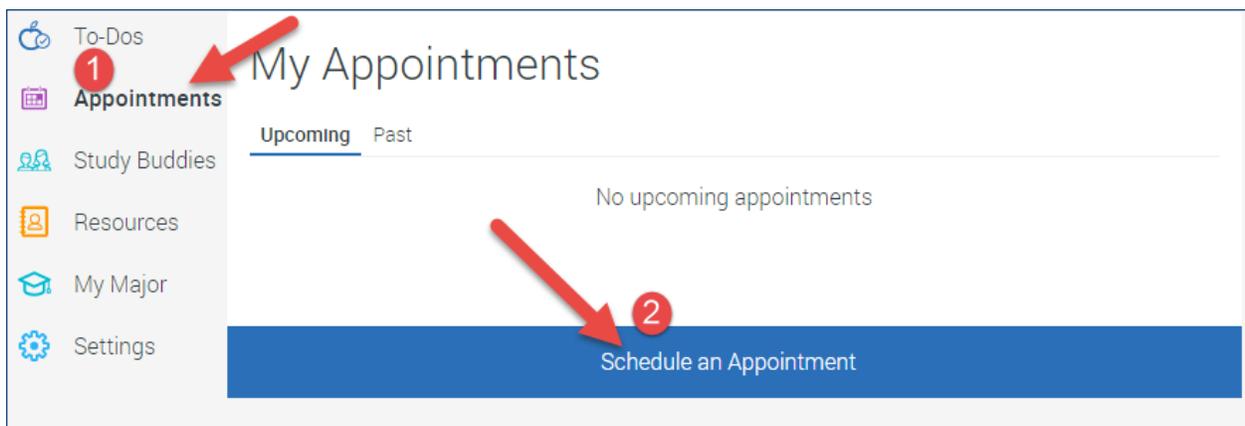
With Navigate, scheduling appointments with an advisor is now easier than ever. Use the instructions below to make an appointment with your advisor that fits your schedule. It's never been easier to get help making an academic plan, review your academic progress, and with registration.

Step 1: Login to Navigate using **myRCC** from any RCC webpage. Use the Google Chrome or Firefox browser. *Internet Explorer is not compatible with Navigate.*
([Click here to open myRCC](#) 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:

✓ ✓ Available Times 4

Select a day and time.

Sun, Jul 28 Mon, Jul 29 Tue, Jul 30 Wed, Jul 31 Thu, Aug 01 Fri, Aug 02 Sat, Aug 03

No Times No Times No Times AM No times available No Times AM No times available No Times

PM 6 times available PM 1 times available

View walk-in times

Some advisors have walk-in times available

Continue to Next Step

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.

Appointment Scheduling

✓ ✓ ✓ **Confirm**

New Student Advising
One Time Appointment

Fri, Aug 02 12:00 - 12:30 pm Kendra Wood

Warsaw Campus

Additional Details:
If you would like to meet via phone please put this in your appointment request notes.

Anything specific you want to discuss

Comments for your ...

Confirm Appointment

When you are finished click the Confirm Appointment box at the bottom of the page.

Confirmation page will appear:

Appointment Scheduling

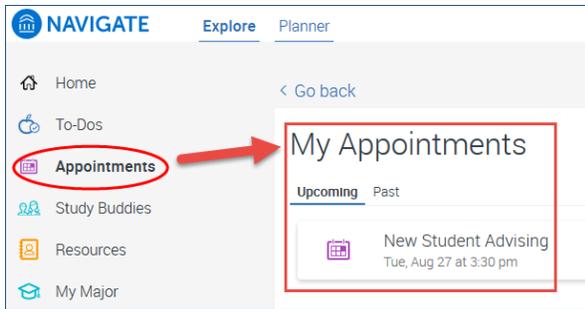
Appointment Scheduled. ✕

Appointment Scheduled

Great job scheduling your appointment!

Schedule another appointment

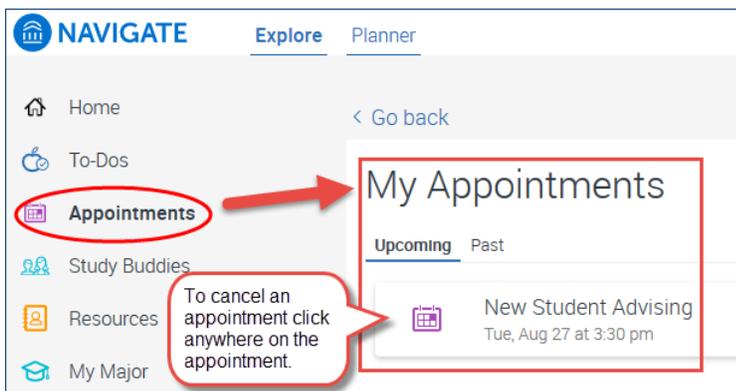
Continue where I left off



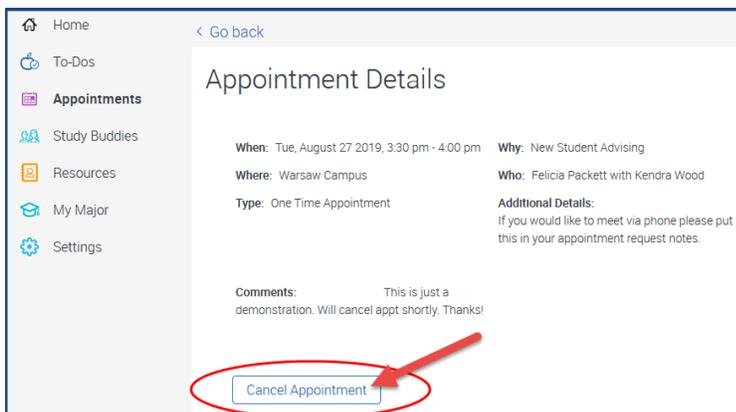
Once you have made an appointment when you click on Appointments on the Navigate menu you will see your appointments, both upcoming and past appointments.

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.

The screenshot shows the 'Appointment Details' form. At the top, it displays the appointment date and time: 'When: Tue, August 27 2019, 3:30 pm - 4:00 pm' and the participants: 'Who: Felicia Packett with Kendra Wood'. Below this, there are two main sections: '1 Cancel my Attendance' and '2 Comments'. In the 'Cancel my Attendance' section, there is a dropdown menu with the text 'Select a Cancellation Reason'. A red arrow points from the 'Cancel my Attendance' header to the dropdown arrow. The dropdown menu is open, showing several options: 'Appointment no longer needed', 'Don't have a ride', 'Personal Emergency', 'Schedule Conflict', and 'Sick/Sick Family Member'. Below the dropdown, there is a text input field for 'Comments'. At the bottom of the form, there are two buttons: 'Close' and 'Cancel Appointment'. A red arrow points from the 'Cancel Appointment' button to the 'Cancel my Attendance' header.

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

The screenshot shows the 'Appointment Details' form after the appointment has been cancelled. At the top left, there is a 'Go back' link. At the top right, there is a green notification banner that says 'Cancelled Appointment.' with a close button (X). The main content area shows the appointment details with a yellow highlight on the word 'CANCELLED'. The details include: 'When: Tue, August 27 2019, 3:30 pm - 4:00 pm', 'Where: Warsaw Campus', 'Type: One Time Appointment', 'Why: New Student Advising', 'Who: Felicia Packett with Kendra Wood', and 'Additional Details: If you would like to meet via phone please put this in your appointment request notes.' There is also a 'Comments' section with the text: 'Comments: Felicia Packett: This is just a demonstration. Will cancel appt shortly. Thanks!'. At the bottom, there is a blue 'Reschedule' button.

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.