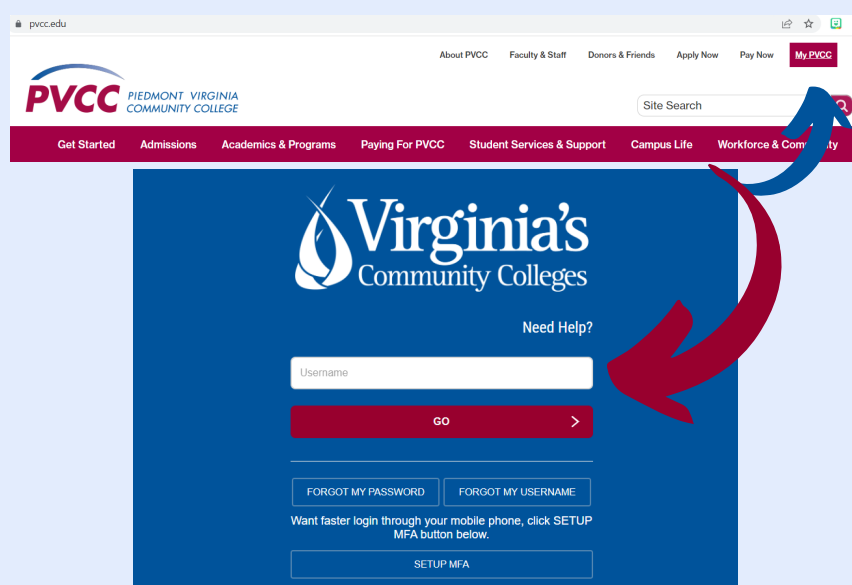


How to Make Appointments in Navigate

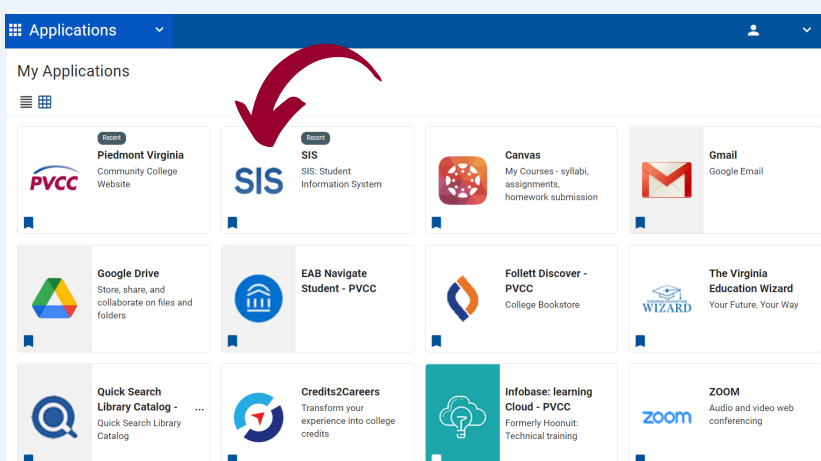
01

Start by logging into **My PVCC**



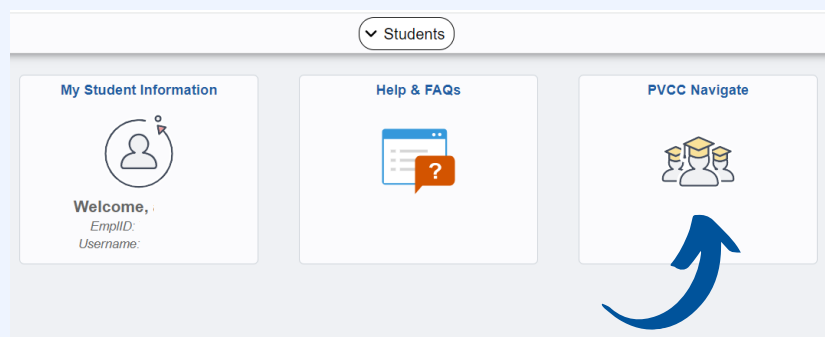
02

Select the **"SIS"** tile



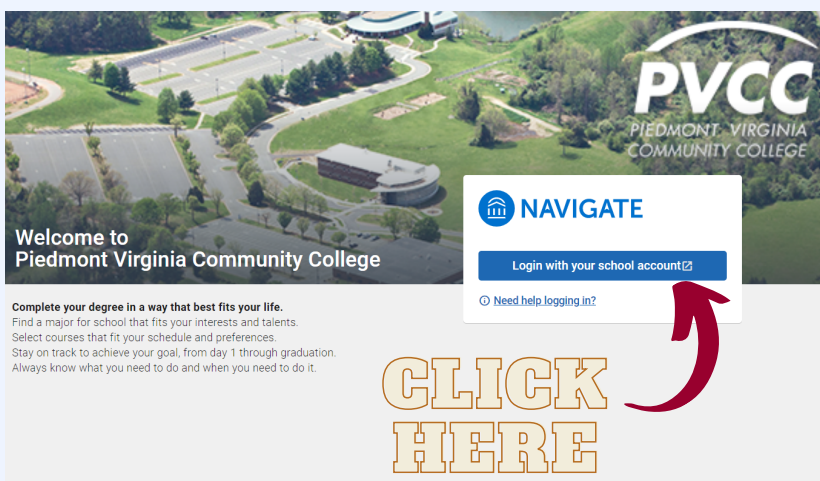
03

Select **"PVCC Navigate"**



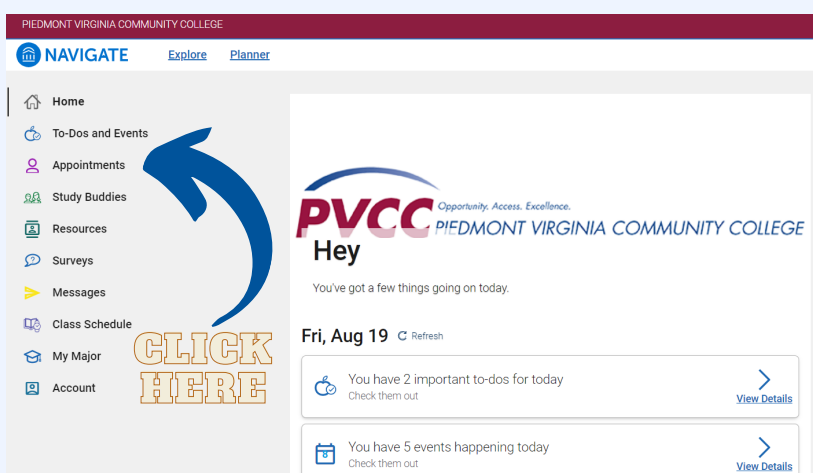
04

Log in using your **PVCC** account information



05

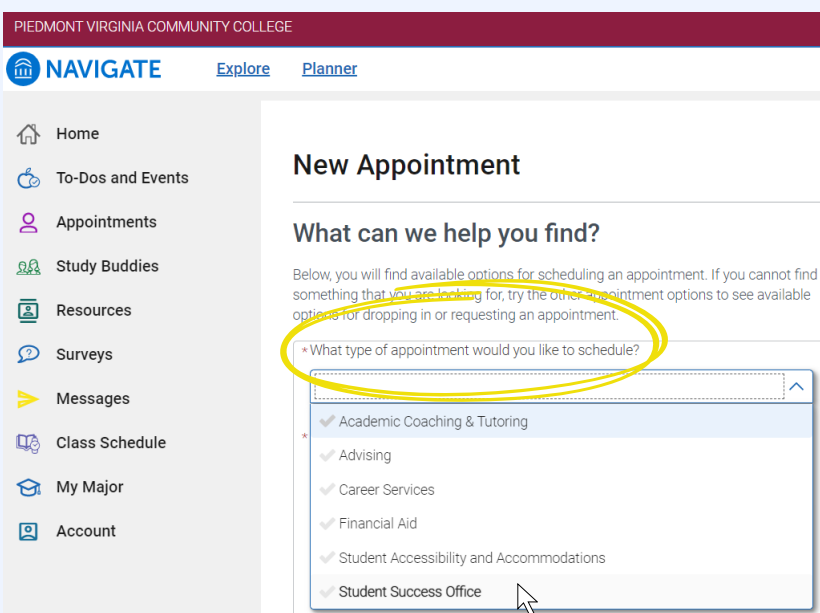
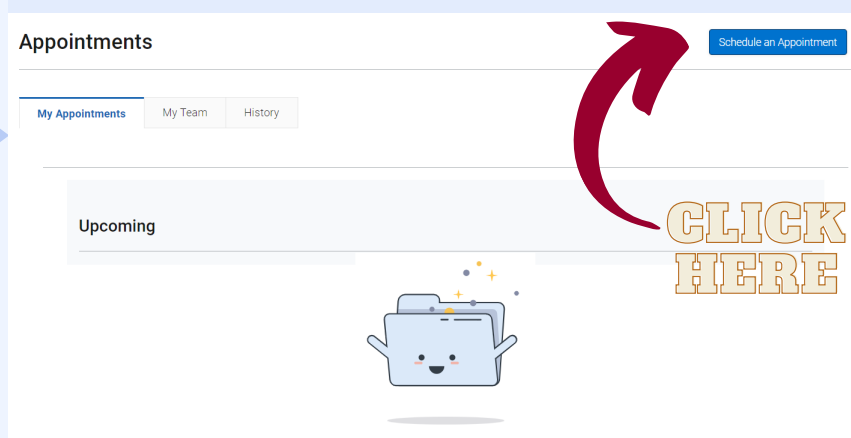
Select **"Appointments"** from the menu on the left



Making the Right Appointment

06

It's time to schedule your appointment: Click **"Schedule an Appointment"**

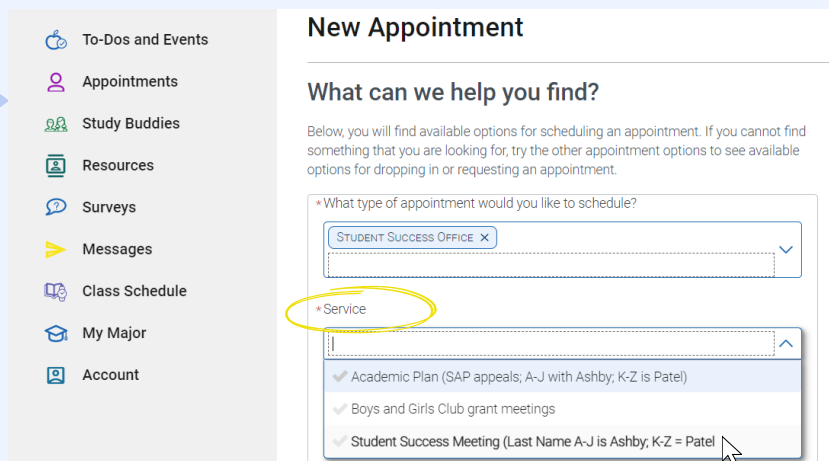


07

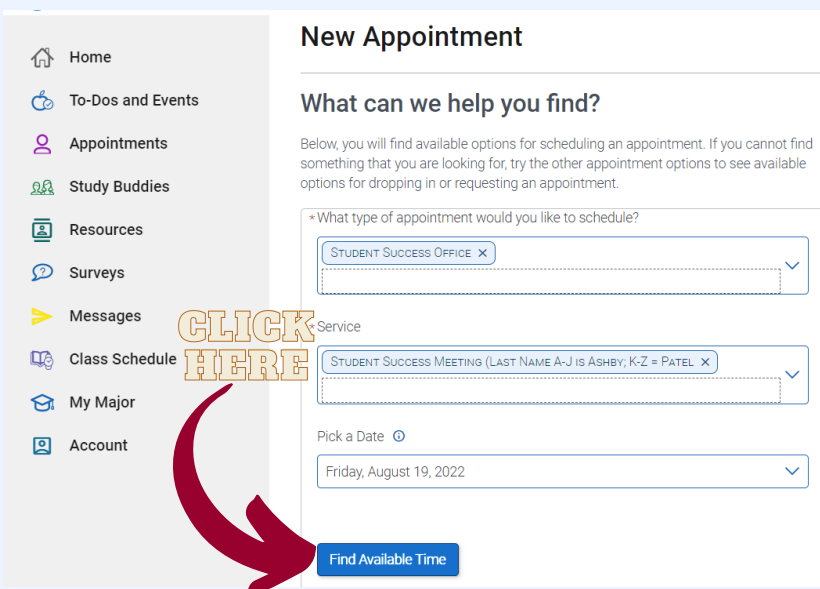
Choose your appointment type: Select **"Student Success Office"**

08

Choose a service



Student Success Meetings are to help you set goals and achieve them
Academic Plans are for financial aid SAP appeals
BGC Grant Meetings are for those in the Natural Bridge Program

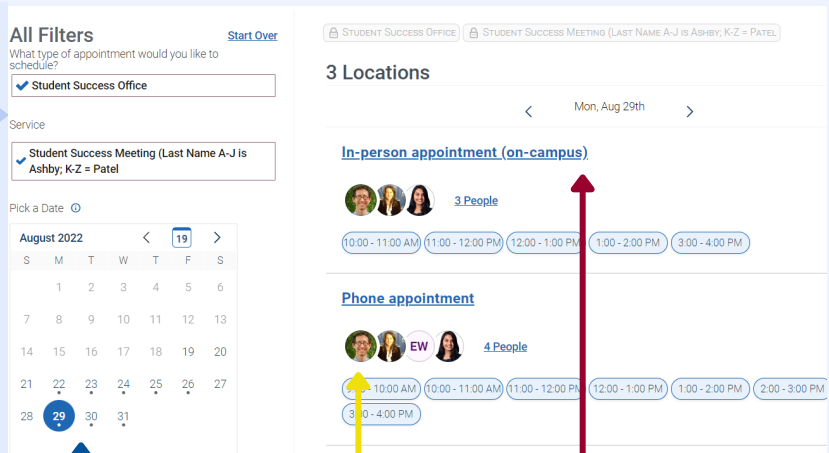


09

Select **"Find Available Time"**

10

Use filters to find an appointment that works for your schedule



The **grey dots** under the dates indicate that we have open appointments on those days.

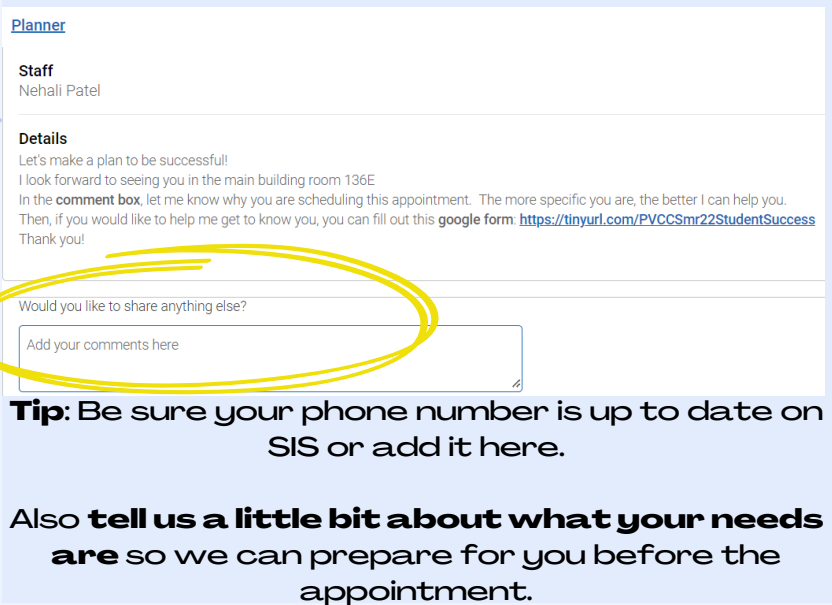
Choose the advisor that's assigned to you.
Last names A-J = Deborah Ashby
Last Names K-Z = Nehali Patel
 You might meet with David or Liz in other circumstances.

Choosing a **"location"** will help you narrow your search. We offer in-person, phone and Zoom appts.

After Selecting Your Appointment

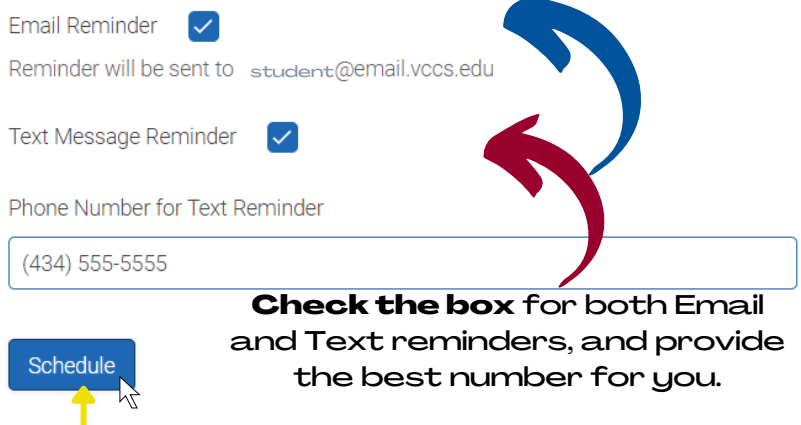
11

Leave a comment: It's important that we know why you need a meeting



Tip: Be sure your phone number is up to date on SIS or add it here.

Also **tell us a little bit about what your needs are** so we can prepare for you before the appointment.



Check the box for both Email and Text reminders, and provide the best number for you.

Confirm all details then select "**schedule**" to finalize your appointment!

12

Sign up for reminders so you don't miss your appointment!!

Tips for Making Appointments:

When should I schedule an appointment with the Student Success Office?

You can schedule an appointment with student success at any time! We enjoy working with you over an extended period of time to help you find the strength and resources necessary to succeed at PVCC and in life.

How do I know if I need an Academic Plan?

Academic Plans are intended for students who are filing for a SAP appeal with financial aid. If this applies to you, you will get a notice on your SIS account.

What if I don't know what kind of appointment I need?

If you aren't sure, select "Student Success Meeting." This is a general meeting type and we can point you in the right direction.

What is the Natural Bridge Program?

The Natural Bridge Program is a support program for alumni and staff of the Boys & Girls Clubs of Central Virginia, and their families. If you are not yet in the program, but you are a member of one of these groups, schedule a Boys & Girls Club meeting with Liz!

Am I required to meet with a Student Success Advisor?

Students with an Academic Plan are *required* to meet with a Success Advisor once per month. Other students have an *option* to meet with an advisor as frequently, or infrequently, as desired.

What if I want to make an appointment with a different office, or for a different service?

The process for making an appointment with other offices has the same basic steps. Just select the appropriate meeting type.



If you have questions you don't know the answer to, your first stop can ALWAYS be the Student Success Office!