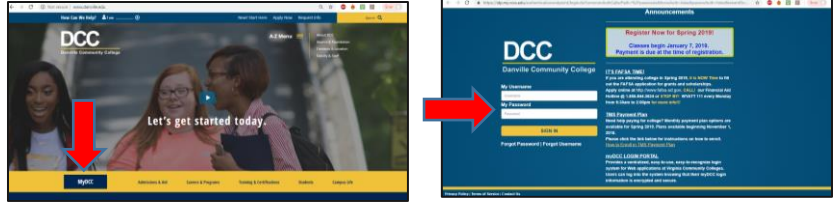




# Schedule an Advising Appointment using Navigate

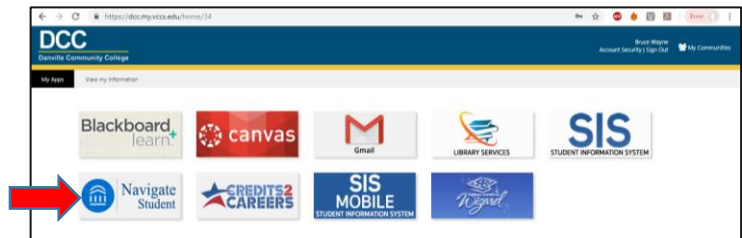
## Step 1: Log into your MyDCC Account

- If you are unable to log into your myDCC account, then please call 434-797-8500 or send an email to [passwordreset@danville.edu](mailto:passwordreset@danville.edu) for assistance.



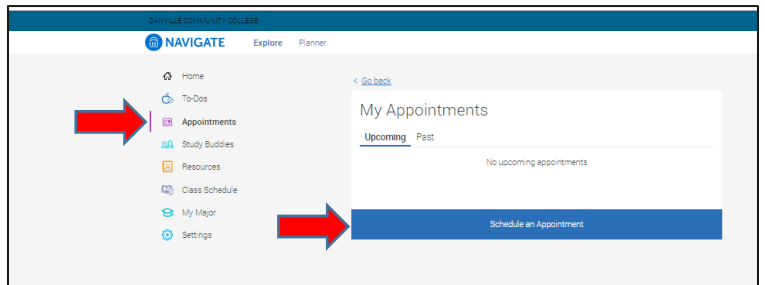
## Step 2: Select the Navigate Student Icon

- Select the Navigate Student icon located in the MyDCC Homepage.
- Notice all the other tools available to you via the MyDCC Homepage (canvas, Gmail, SIS, etc.).



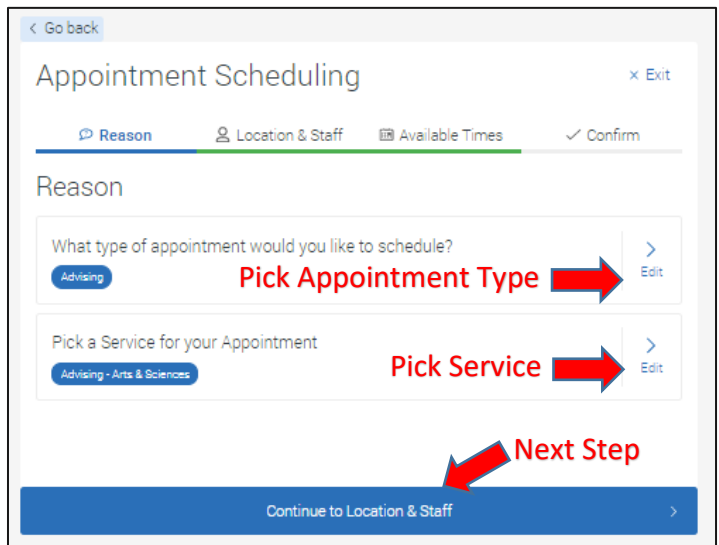
## Step 3: Select Appointments and Schedule an Appointment button

- Select the Appointments tab from the list on the left side of the screen.
  - Upcoming and Past Appointments are shown for your reference.
- Click the Schedule an Appointment button to make a new appointment.



## Step 4: Select the Reason

- The Type will be Advising
  - Notice that other appointment types are available.
- The Service will be one of the following:
  - Academic Advisor
    - Use this option to schedule with your assigned academic advisor.
  - Advising Center
    - Use this option if your assigned academic advisor is unavailable.



## Step 5: Select the Location and Staff

- The Location options will be as follows:
  - Main Campus (Danville)
  - RCATT (Danville)
  - SVHEC (South Boston)
  - Other-Off Campus
    - Use this option for virtual or phone appointments.
- The Staff for Advising will be your assigned academic advisor.
  - If your assigned academic advisor is not available, then you can contact the Advising Center for assistance.
- Contact the Advising Center if you are having trouble making an appointment.
  - Email: [advising@danville.edu](mailto:advising@danville.edu)
  - Phone: 434-797-8554

Appointment Scheduling

Reason Location & Staff Available Times Confirm

Location & Staff

Pick a Location for your Appointment

Main Campus Pick Location Edit

Pick a Staff Member

Prillaman, Bradley Pick Staff Edit

Continue to Next Step

## Step 6: Select an Available Time

- Pick a day and time that fits your needs.
- Click the Next Week button to move to the next week.
- If you are having trouble finding a time that meets your needs, then contact your advisor to discuss other options.
  - <https://danville.edu/directory>

Appointment Scheduling

Reason Location & Staff Available Times Confirm

Available Times

Selected day and time Oct 31 @ 3:30 PM

Next Week

SUN 27 Oct (6) MON 28 Oct (6) TUE 29 Oct (2) WED 30 Oct (6) THU 31 Oct (4) FRI 01 Nov SAT 02 Nov

Before noon After noon

02:00 PM 02:30 PM 03:00 PM 03:30 PM Pick Time

Other Options

View walk-in times

Continue to Next Step

## Step 7: Confirm the Appointment

- Read the additional details from your advisor to learn specifics about the appointment.
- Tell your advisor what you want to discuss by adding additional comments.
- Select how you would like to receive your appointment reminder.
- Click the Confirm Appointment button.
  - You will get a confirmation receipt immediately.
  - You will also receive a reminder prior to the appointment.
- Upcoming and past appointments can be viewed as mentioned in step 3.

Appointment Scheduling

Reason Location & Staff Available Times Confirm

Confirm

Advising - Arts & Sciences

One Time Appointment

Thu, Oct 31 3:30 - 4:00 pm Bradley Prillaman

Main Campus

Additional Details

My office is on the first floor of the Temple Building (Temple 121B). Additional Details

Anything specific you want to discuss?

Comments for your ... Add Comments

Appointment Reminder

Send email to jeb21168@gmail.com vccs.edu

Send text message

Reminder Options

Confirm Appointment

Confirmation Receipt

Appointment Scheduling

Appointment Scheduled

Great job scheduling your appointment

Schedule another appointment

Done