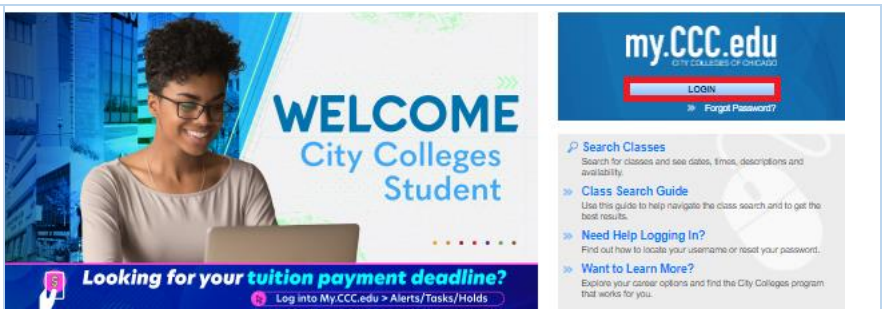
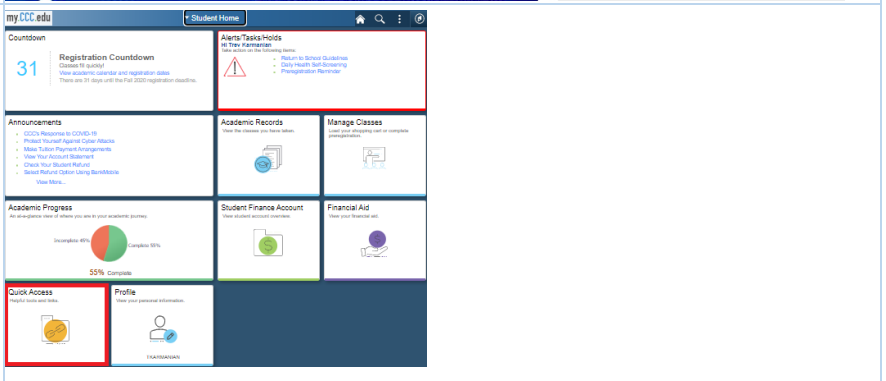
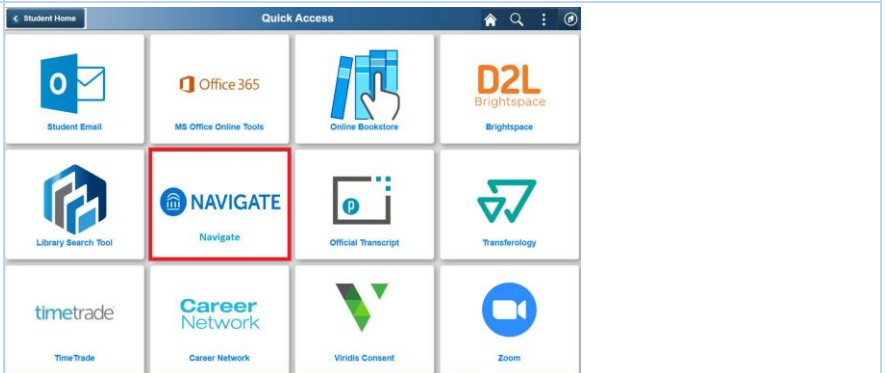


## This guide illustrates step-by-step instructions to request Advising Appointments in Navigate.

### IMPORTANT:

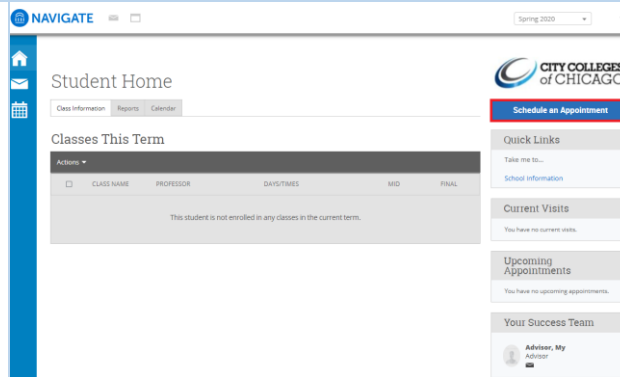
<p><b>1</b> To request an advising appointment in Navigate, you should go to <a href="https://my.ccc.edu">https://my.ccc.edu</a> and click “<b>LOGIN.</b>”</p>	 <p>The screenshot shows the my.CCC.edu website. On the left, there is a banner for 'WELCOME City Colleges Student' with a 'Looking for your tuition payment deadline?' message. On the right, there is a login section with a 'LOGIN' button highlighted by a red box. Below the login section, there are links for 'Search Classes', 'Class Search Guide', 'Need Help Logging In?', and 'Want to Learn More?'.</p>
<p><b>2</b> Click the ‘Quick Access’ tile.</p>	 <p>The screenshot shows the 'my.CCC.edu Student Home' dashboard. The 'Quick Access' tile is highlighted with a red box. Other tiles include 'Registration Countdown', 'Alerts/Tasks/ Holds', 'Announcements', 'Academic Records', 'Manage Classes', 'Academic Progress', 'Student Finance Account', 'Financial Aid', and 'Profile'.</p>
<p><b>3</b> Click the ‘Navigate’ tile.</p>	 <p>The screenshot shows the 'Quick Access' grid. The 'NAVIGATE' tile is highlighted with a red box. Other tiles include 'Student Email', 'Office 365', 'Online Bookstore', 'D2L Brightspace', 'Library Search Tool', 'Official Transcript', 'Transferology', 'Time Trade', 'Career Network', 'Viridis Consent', and 'Zoom'.</p>

**4** Click the **'Schedule an Appointment'** button.

Next, you will click the dropdown menu and select the type of appointment. In this case, you will select **Advising**.

Then, select the **reason** you want to meet. In this example we have selected **'Prepare for Transfer'**

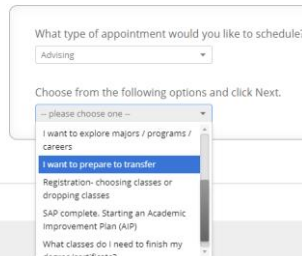
Click **Next**.



Schedule Appointment



Schedule Appointment



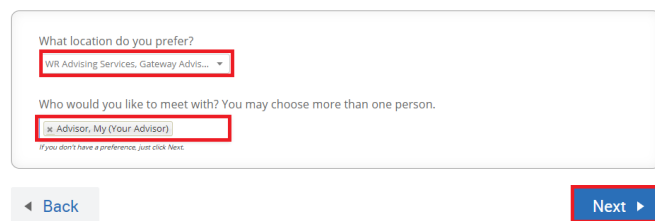
**5** Now, select the **location** and **who you would like to meet with**. You may select more than one person, or, if you do not have a preference, you can click **'Next'** without making a selection.

Click **Next**.

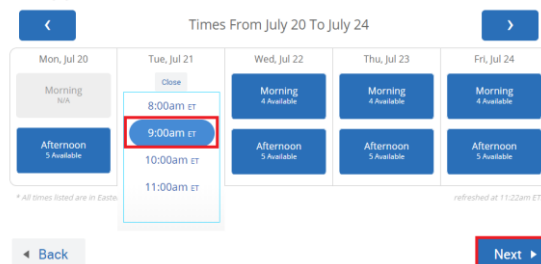
You will see availability to schedule an appointment for the service and location you selected.

Select a **time** and click **Next**.

Schedule Appointment



Schedule Appointment



**6** Review your **Appointment Details** prior to confirming.

**Additional Details** are notes for your advisor that they can review prior to your meeting.

The free form text box presented is where you can send a note detailing your needs for the appointment. It helps your advisor be prepared and research ahead of time if you have unique needs for the meeting.

Select how you want to be notified and reminded of your appointment. You can receive an **email and/or text**.

Click the **'Confirm Appointment'** button.

### Schedule Appointment

Your appointment has not been scheduled yet. Please review and click Confirm Appointment to complete.

#### Appointment Details

**Who:** with  
My Advisor

**When:** Tuesday, July 21  
9:00am - 10:00am ET

**Why:** I want to prepare to transfer

**Where:** WR Advising Services, Gateway Advising & Transfer Center, Room A120

#### Additional Details

Please arrive 5 minutes early with all materials you want to discuss.

Is there anything specific you would like to discuss with My ?

I want to transfer to a four year with a good veterinary program.

Send Me an Email

Send Me a Text

Please provide your mobile number

*Comments for your staff...*

◀ Back

Confirm Appointment

**7** Your appointment is now scheduled.

All attendees of the scheduled appointment will be notified.

### Success! Your Appointment Has Been Created

#### Appointment Details

**Who:** with My Advisor

**Why:** I want to prepare to transfer

**When:** Tue Jul 21, 2020 9:00am - 10:00am ET

**Where:**

WR Advising Services, Gateway Advising & Transfer Center, Room A120

**Additional Details:**

Please arrive 5 minutes early with all materials you want to discuss.

What would you like to do now?

[Create Another Appointment](#)

[View My Calendar](#)

[Go Home](#)

**END OF PROCESS**