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

IMPORTANT:

1. To request an advising appointment in Navigate, you should go to https://my.ccc.edu and click “LOGIN.”

2. Click the ‘Quick Access’ tile.

3. Click the ‘Navigate’ tile.
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.

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.
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.

7 Your appointment is now scheduled.

All attendees of the scheduled appointment will be notified.