



VCU

Strategic Enrollment Management and Student Success

Student Appointment Scheduling

Many offices across VCU use Navigate to help students schedule and manage appointments. Examples of services you can schedule through Navigate include academic advising, study abroad advising, financial aid counseling, Writing Center appointments, and one-on-one tutoring. To schedule an appointment on Navigate from a desktop or mobile device, log in to my.vcu.edu and click *Navigate Student*.

Scheduling an appointment in the Navigate mobile app:

[Please click here](#) for a screen recording of these steps.

From the mobile app home page:

- Click *Appointments*
- Click *Make an Appointment/Drop-In* on the bottom
- Expand the dropdown menus to select the type, service, and preferred date of your appointment
- Click *Find Available Times*
- Scroll through the staff member's availability and select a day/time for your appointment
- Review the staff member, service, and day/time you have selected for your appointment
 - a. Enter any comments you want to share with the staff member in the *Anything specific you want to discuss* text box
 - b. Select at least one way to receive an appointment reminder
- Click *Confirm Appointment* and check your inbox or text messages for details of your appointment confirmation

Scheduling an appointment in an internet browser (e.g. Chrome, Firefox, Safari):

[Please click here](#) for a screen recording of these steps.

From the Navigate home page:

- Click the *Make an Appointment/Drop-in* button on the right
- Expand each dropdown menu and select:
 - a. The type of appointment you want to make
 - b. The service you want to discuss in your appointment
 - c. A preferred date of your appointment
- If appointment times are available for the service and date you've selected, click your preferred time
- Review the staff member, service, and day/time for your meeting
 - a. Enter any comments to the staff member in the *Would you like to share anything else?* text box



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- b. Select at least one way to receive your appointment reminder
- Click *Schedule* and check your email or text messages for details of your appointment confirmation