

Introduction

This guide shows you how to schedule and edit advising appointments in Navigate, as well as locate the name and contact information for your assigned Academic Advisor.

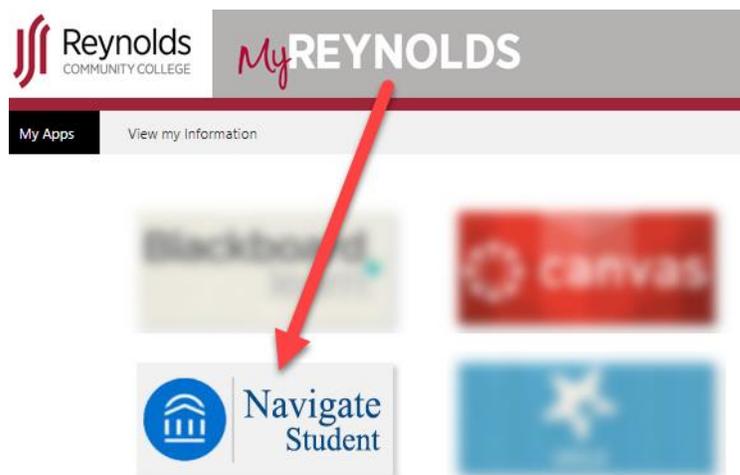


To Schedule an Advising Appointment

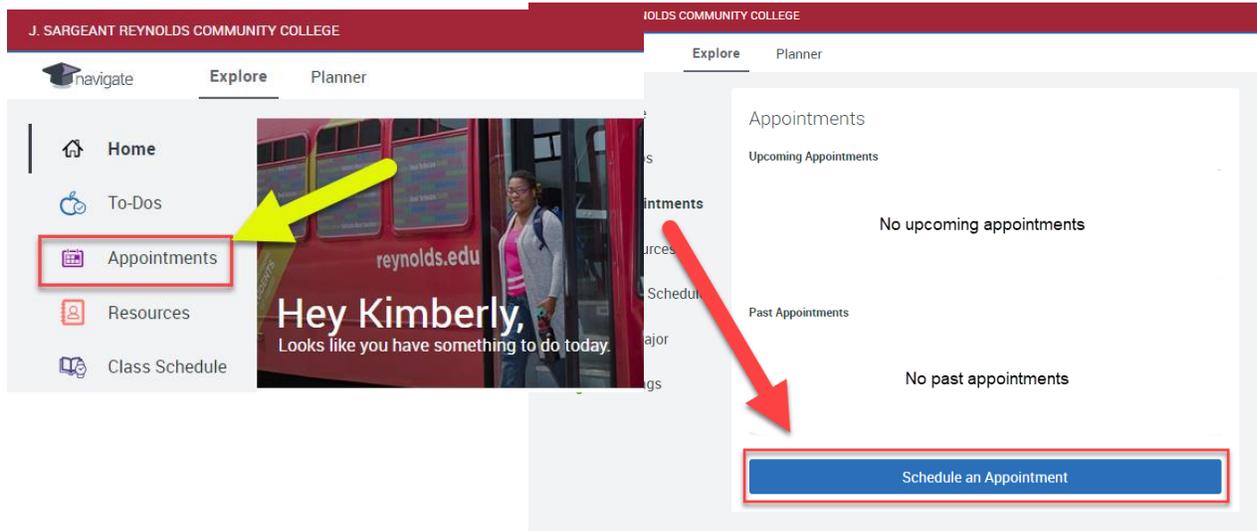
1. From the **Reynolds Homepage**, locate and log into **MyReynolds** using **Google Chrome or Mozilla Firefox**.



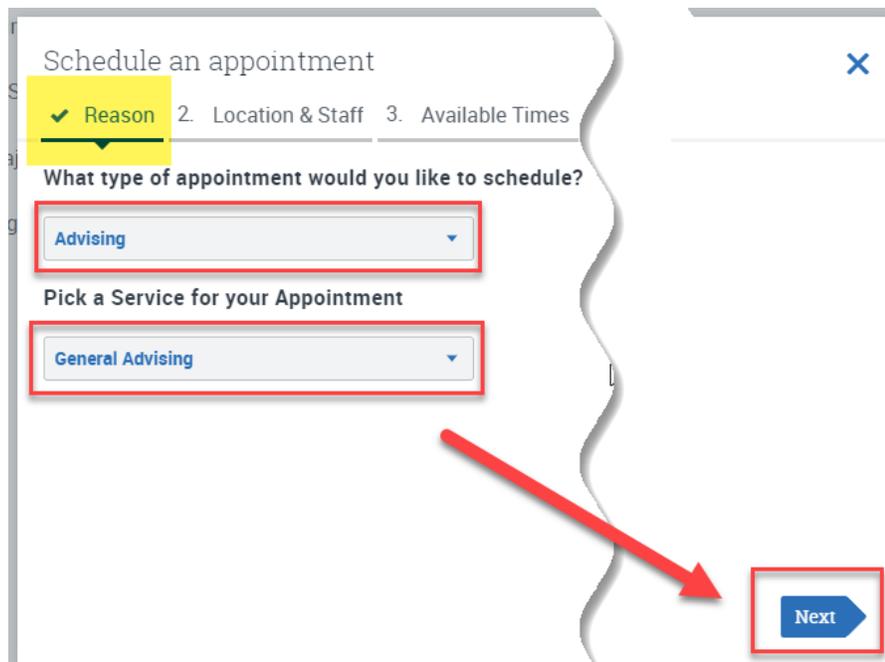
2. In MyReynolds, locate and click the **Navigate Student** icon.



3. Click the **Appointments Calendar** to **Schedule an Appointment**.



4. Select a **TYPE** and a **SERVICE** for your appointment from the **dropdown** menus. Click **Next**



5. Select a **LOCATION** and **STAFF MEMBER** from the **dropdown** menus. Click **Next**.

Select location and staff

✓ Reason ✓ Location & Staff 3. Available

Pick a Location for your Appointment

Downtown Campus

Pick a Staff Member

× Wendy Bolt

Appointments can be made on campus, by phone, email or virtually.

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6. Choose the best time for you from **AVAILABLE TIMES**. Click **Next**.

3. Available Times 4. Confirm

Tue, Aug 28 Wed, Aug 29 Thu, Aug 30 Fri, Aug 31 Sat, Sep 01

No Times No Times No Times AM 8 times available No Times

No Times No Times No Times PM 9 times available No Times

08:00 AM 08:30 AM 09:00 AM 09:30 AM 10:00 AM 10:30 AM

Next couple of weeks?

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7. Ensure the details on your **confirmation screen** are accurate. You may enter **Comments** for your advisor and select to receive an **email and/or text reminder**. Click **Confirm** to finish scheduling your appointment.

Confirm appointment ✕

✓ Reason ✓ Location & Staff ✓ Available Times **4. Confirm**

When : Fri, Aug 31 2018 - 10:00 AM-10:30 AM

Who : Jennifer [redacted] with Wendy Bolt

Why : Advising, General Advising

Where : Downtown Campus

Additional Details: Office Location DTC 105C

What would you like to discuss with Wendy Bolt?
Comments for your ...

Send a reminder Select one or more ways to be notified

Send email
Email : [redacted]@email.vccs.edu

Send text message
Enter Phone number : [redacted]

ⓘ Your request has not been submitted yet. Please review and click Confirm to complete.

[Back](#) **Confirm**

8. This screen will appear once scheduling is complete.

Appointments

Upcoming Appointments

Sep 06	9:00 - 9:30 am	Wendy Bolt General Advising Where: Parham Road Campus	view details
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Past Appointments

No past appointments

[Schedule an Appointment](#)

Appointment Scheduled. ✕

To Cancel or Reschedule an Advising Appointment

9. Click **VIEW DETAILS** on your appointment.

Appointments

Upcoming Past

Aug 31 | 10:00 - 10:30 am | **Wendy Bolt** | General Advising
Where: Downtown Campus

[view details](#)

Schedule an Appointment

Appointment Details

When: Thu, September 6 2018, 9:00 am - 9:30 am | Who: **Wendy Bolt** with Wendy Bolt
Why: General Advising | Type: One Time Appointment
Where: Parham Road Campus
Additional Details: Georgiadis Hall, Room 204

Close [Cancel Appointment](#)

Appointment Details

When: Thu, September 6 2018, 9:00 am - 9:30 am | Who: **Wendy Bolt** with Wendy Bolt

Cancel my Attendance

Select a Cancellation Reason

Comments:
Add optional comments

Close [Cancel Appointment](#)

10. Select **Cancel Appointment** to cancel the appointment.

Then select a **Cancellation Reason** and enter a **Comment** for your Advisor (optional).

To complete the cancellation, click **Cancel Appointment**

11. A **Cancelled Appointment** confirmation screen will appear. If you wish to reschedule, click **Reschedule** at the bottom of this window. **Repeat steps 3 – 7** to schedule another date and time.

