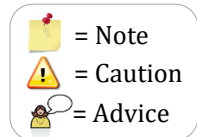


Introduction

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.

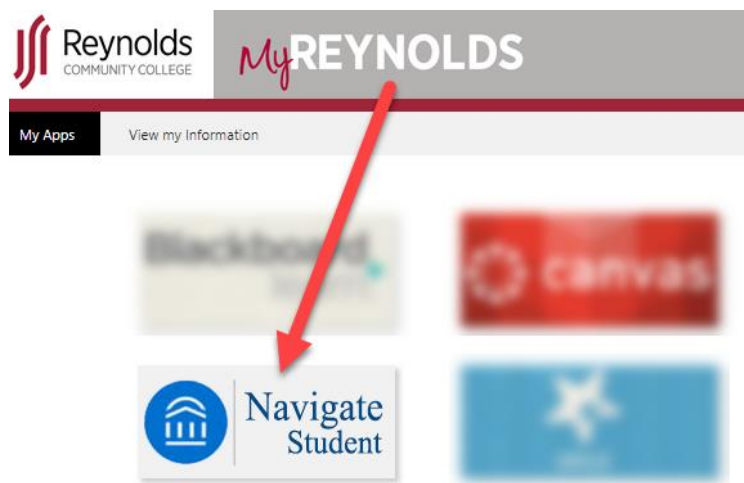


To Schedule an Advising Appointment

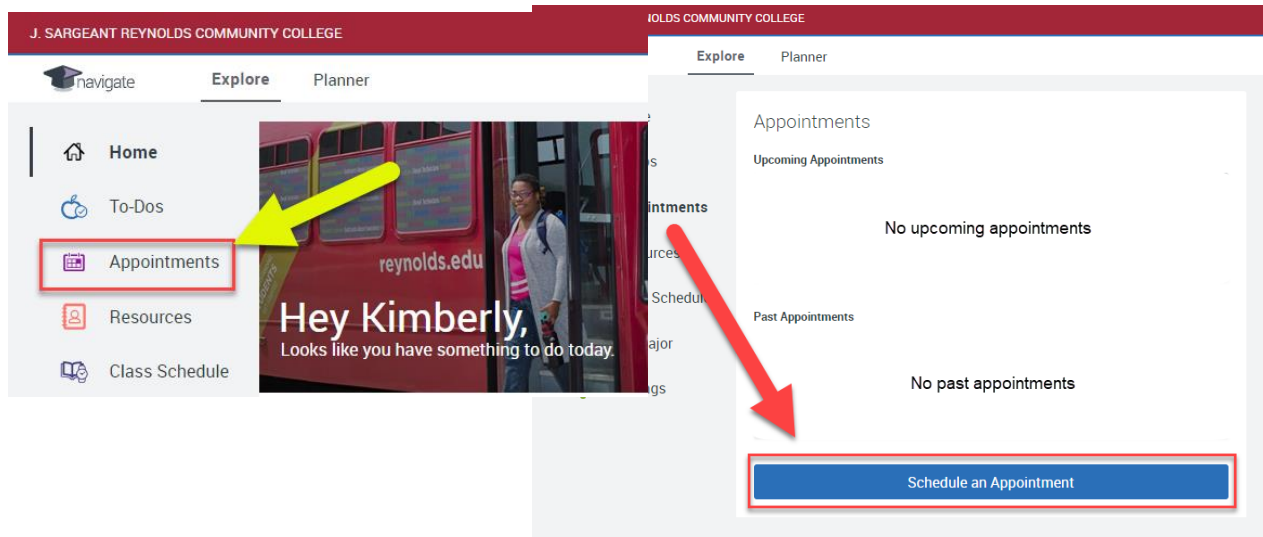
1. From the **Reynolds Homepage**, locate and log into **MyReynolds** using **Google Chrome** or **Mozilla Firefox**.



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**

The screenshot shows the 'Schedule an appointment' form. The first step, 'Reason', is highlighted with a yellow box. Below it, a dropdown menu is set to 'Advising'. The second step, 'Pick a Service for your Appointment', has a dropdown menu set to 'General Advising'. A red arrow points from the 'Next' button at the bottom right, which is highlighted with a red box, to the right.

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

16+ Credit Students -Downtown Campus

Pick a Staff Member

× Wendy Bolt

Back Next

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

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

PM 9 times available

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

Back Next

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 : 16+ Credit Students -Downtown Campus
Additional Details: Office Location DTC 105C

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]

i 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: 16 + Credit Students - 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: 16+ Credit Students -Downtown Campus
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[view details](#)

[Schedule an Appointment](#)

Appointment Details

When: Thu, September 6 2018, 9:00 am - 9:30 am
Who: [Redacted] with Wendy Bolt
Why: General Advising
Type: One Time Appointment
Where: 16 + Credit Students - Parham Road Campus
Additional Details: Georgiadis Hall, Room 204

[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**

Appointment Details [X]

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

Cancel my Attendance

Select a Cancellation Reason [v] ←

Comments:

Add optional comments ←

Close Cancel Appointment

This screenshot shows the 'Appointment Details' window with a yellow header. It displays appointment information and a 'Cancel my Attendance' section. A red box highlights the 'Select a Cancellation Reason' dropdown menu, with a red arrow pointing to it. Another red box highlights the 'Add optional comments' text area, also with a red arrow. A third red box highlights the 'Cancel Appointment' button, with a red arrow pointing down to it from the comments area.

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.

Appointment Details [X]

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

Why: General Advising **Type:** One Time Appointment

Where: 16 + Credit Students - Parham Road Campus

Additional Details: Georgiadis Hall, Room 204

Appointment Cancelled

Kimberly Evans cancelled this appointment due to **Other**

Comments
Cancelled Sep 05,2018 at 04:34 PM

Close Reschedule

Cancelled Appointment [X]

This screenshot shows the 'Appointment Details' window after cancellation. It includes a yellow header and displays the appointment details. A new section titled 'Appointment Cancelled' shows that the appointment was cancelled by Kimberly Evans due to 'Other' on September 5, 2018. A red box highlights the 'Reschedule' button at the bottom, with a red arrow pointing to it. To the right of the main window, a green box labeled 'Cancelled Appointment' with a close icon is shown, with a red arrow pointing down from it towards the 'Reschedule' button.