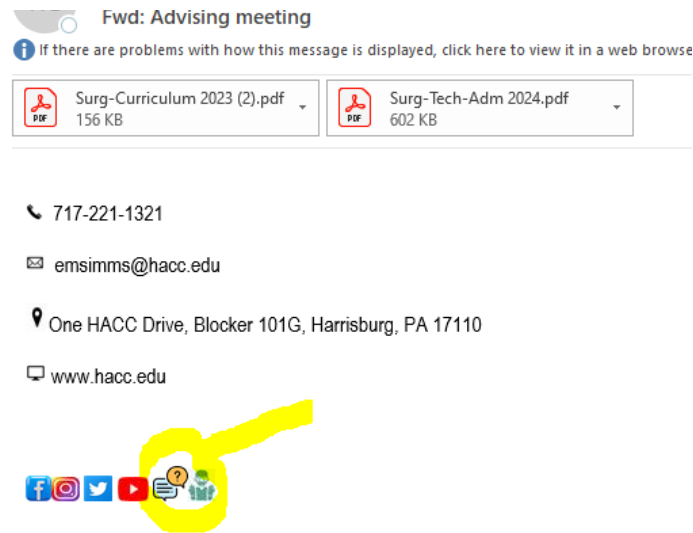
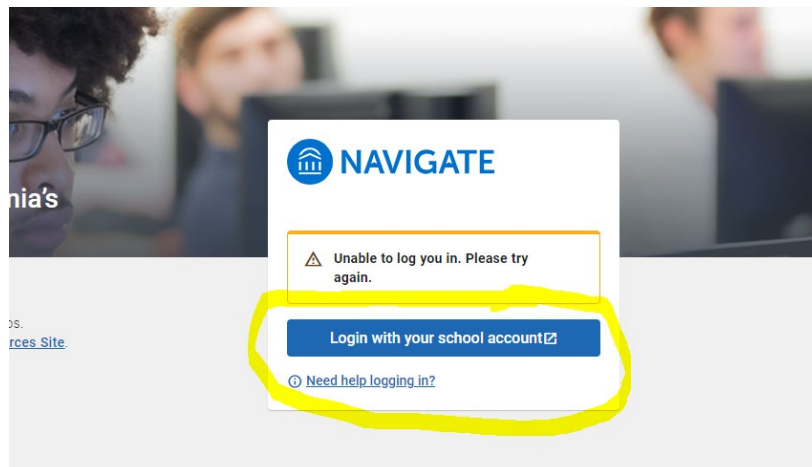


# How to set up an advising appointment in Navigate

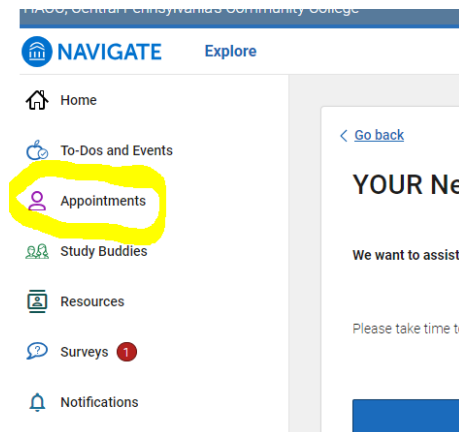
1.) Click on the icon that was sent in your email.



2.) Login with your school account

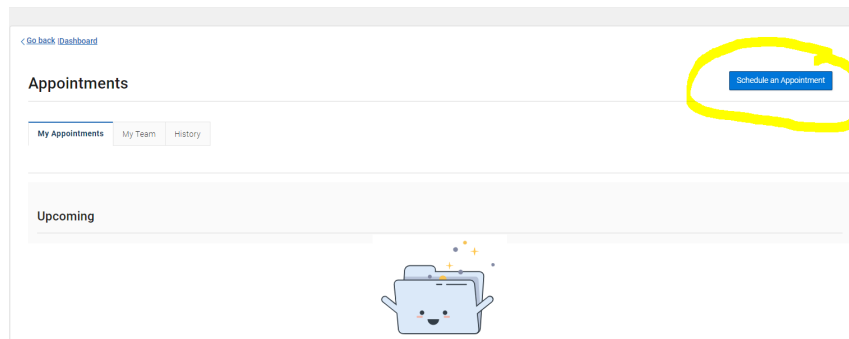


3.) Select Appointments



# How to set up an advising appointment in Navigate

## 4.) Schedule an Appointment



## 5.) Select: Type- **Faculty advising, office hours** and Service- **Program Director** and then find available time

### New Appointment

#### What can we help you find?

Below, you will find available options for scheduling an appointment. If you cannot find something that you are looking for, select the available options for dropping in. **Note: for information on Academic Advising, please click here to view Drop-In times.** <https://www.hacc.edu/Students/AdvisingCounseling/index.cfm>

What type of appointment would you like to schedule? \*

Faculty Advising, Office Hours & Services x v

Service \*

Program Director x v

Pick a Date

August 17, 2023 v

Find Available Time

## 6.) Select a time that works for you, change the date to find another time if needed.

### New Appointment

All Filters [Start Over](#)

What type of appointment would you like to schedule?  
Faculty Advising, Office Hours & Services

Service  
Program Director

Pick a Date

September 2023 < 17 >

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Staff  
Search by name v

How would you like to meet?  
Search by type v

Location  
Search by name v

FACULTY ADVISING, OFFICE HOURS & SERVICES PROGRAM DIRECTOR

ES Emily Simms  
Remote / Virtual

Thu, Sep 21st

1:00 - 1:30 PM 1:30 - 2:00 PM

Wed, Sep 27th

1:00 - 1:30 PM 1:30 - 2:00 PM 2:00 - 2:30 PM 2:30 - 3:00 PM

Thu, Sep 28th

1:00 - 1:30 PM 1:30 - 2:00 PM 2:00 - 2:30 PM 2:30 - 3:00 PM

Wed, Oct 4th

1:00 - 1:30 PM 1:30 - 2:00 PM 2:00 - 2:30 PM 2:30 - 3:00 PM

Thu, Oct 5th

2:00 - 2:30 PM 2:30 - 3:00 PM

Wed, Oct 11th

1:00 - 1:30 PM 1:30 - 2:00 PM 2:00 - 2:30 PM 2:30 - 3:00 PM

Thu, Oct 12th

# How to set up an advising appointment in Navigate

7.) Fill out the information and select **Schedule** at the bottom

## Review Appointment Details and Confirm

<b>What type of appointment would you like to schedule?</b> Faculty Advising, Office Hours & Services	<b>Service</b> Program Director
<b>Date</b> 09/21/2023	<b>Time</b> 1:00 PM - 1:30 PM
<b>Location</b> Remote / Virtual	
<b>Staff</b> Emily Simms	
<b>Details</b> This is a Remote Virtual Meeting on Zoom. No Driving! <b>Please allow 1 hr in length if this is your first appointment with me.</b> Click the link below for our advising appointment. Zoom Link: <a href="https://hacc.zoom.us/j/99786723311">https://hacc.zoom.us/j/99786723311</a> Thank you, Ms. Simms	
<b>URL / Phone Number</b> <a href="https://hacc.zoom.us/j/99786723311">https://hacc.zoom.us/j/99786723311</a>	

How would you like to meet? \*

Zoom/Virtual Meeting

You are seeing the only meeting type available for this time slot.

Would you like to share anything else?

Add your comments here

Email Reminder

Reminder will be sent to mltracey@hacc.edu

Text Message Reminder

Phone Number for Text Reminder

**Schedule**