Student Appointment Creation in Navigate

To begin scheduling an appointment, you will start by logging into your myGCC account using your username and password as illustrated in Figure 1. If you have forgotten your username and/or password, then click the appropriate link under the “SIGN IN” box and follow the steps.

**Figure 1: Logging into myGCC**

Once you have logged into your myGCC account, you will see the myGCC Homepage as illustrated in Figure 2. There are a variety of tools available in the myGCC Homepage including Blackboard, canvas, Gmail, SIS, and Navigate Student. To make an appointment, you will be using Navigate Student as highlighted in Figure 2.

**Figure 2: myGCC Homepage**

After selecting the Navigate Student icon, you will be directed to the Navigate Student Homepage as illustrated in Figure 3. As you can see, the Navigate Student Homepage has a variety of tools for your benefit. To create an appointment, you will select the Appointments tab as highlighted in Figure 3.

**Figure 3: Navigate Student Homepage**

After selecting the Appointments tab, you will be taken to your Appointments Calendar as illustrated in Figure 4. Here you will be able to see all of your past and upcoming appointments. To schedule a new appointment, click the Schedule an Appointment box highlighted in Figure 4 and follow the appointment scheduling workflow steps.

**Figure 4: Your Appointment Calendar**
**Step 1: Select your Appointment Type and Reason.**
1. What type of appointment would you like to schedule?
   1. Student Services
   2. Disability Services
2. Pick a Service for your Appointment
   1. Attending college while in HS
   2. Career Counseling
   3. Changes to my Schedule
   4. Counseling
   5. Faculty Advising
   6. General Advising

Your appointment type will typically be advising appointment. As for your reason, pick the one that best describes why you are scheduling the meeting.

**Step 2: Select your Meeting Location and Staff Member**
1. Pick a Location for your Appointment
   1. Daniel Technology Center
   2. Fredericksburg Area Campus
   3. Locust Grove Campus
   4. Stafford Count Center
2. Pick a Staff Member

**Step 3: Select the Day and Time**

Verify that everything looks right and confirm the appointment. You may also want to use the comment box to give a better idea as to why you are coming. This will help them to prepare for the meeting appropriately so that both of you can make the most of the appointment. Once your appointment has been confirmed, you will get an email verification of the appointment and it will appear in your Appointment Calendar illustrated in Figure 4.

**Step 4: Confirm your Appointment**

**For questions, please contact:**

Alicia Landes-Sweetser  
Retention Specialist  
Email: alandes@germanna.edu  
Phone: 540-423-9121

Dr. Sarah Somerville  
Assistant Dean of Student Development  
Email: ssomerville@germanna.edu  
Phone: 540-423-9139