



Navigate Student - Schedule an Appointment

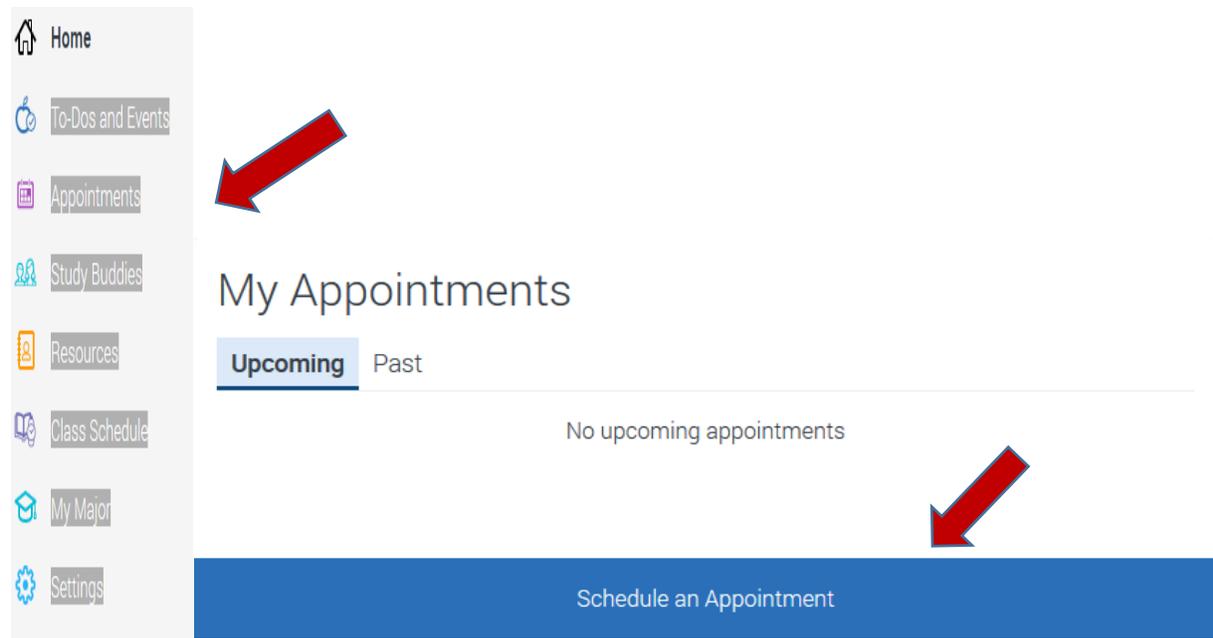
Scheduling appointments with an advisor is now easier than ever. Use the instructions below to make an appointment with your advisor that fits your schedule. Get help with registration, creating an academic plan, and reviewing your academic progress.

Step 1: Login to Navigate using *myTNCC* from any TNCC webpage. Use the Google Chrome or Firefox browser. *Internet Explorer is not compatible with Navigate.*
([Click here to open myTNCC](#) in a new browser window)

Step 2: Select the Navigate tile:



Step 3: Select Appointments from the left-hand menu, then click Schedule an Appointment:



Step 4: Select Advising as the type of appointment you would like to schedule, then select Academic Advising. Click the Answer next question button at the bottom of the page.

Appointment Scheduling ✕ Exit

🗨 Reason | 👤 Location & Staff | 🕒 Available Times | ✓ Confirm

Reason

What type of appointment would you like to schedule? > Select

Continue to Location & Staff >

Appointment Scheduling

1. Current: Reason
2. Location & Staff
3. Available Times
4. Confirm

Reason

What type of appointment would you like to schedule?

Advising, Student Services, Faculty Mentoring/Faculty Office Hours

Step 5: Choose from the list of Appointment Scheduling options by clicking on the button next to your choice.

If you are already in a degree or certificate program and are a returning student taking classes at TNCC, select **Academic Division**.

- New Students or non-degree/certificate seeking students, select **Academic Division**.

Click the General advising or Transfer option and done for Reason button at the bottom of the page.

Review your choices then click on the Continue to Next Step button at the bottom of the page.

Step 6: Select your Location and Staff.

Click on the button of your choice for location. When finished click the Answer next question button at the bottom of the page.

Click on the button of your choice for the advisor you wish to meet with. When finished click the Done for Location and Staff button at the bottom of the page.

Review your selected choices location and staff then click Continue to Next Step button at the bottom of the page.

Step 7: Select Available Dates and Times.

Click an available **AM** or **PM** box to view the appointments available on the day that would work best for you. Scroll through the drop-down menu of available times to select when you'd like to meet

Appointment Scheduling ✕ Exit

🗨 Reason 👤 Location & Staff 📅 **Available Times** ✓ Confirm

Available Times

Select a day and time.

Next Week >

SUN 08 Mar	MON 09 Mar	TUE 10 Mar	WED 11 Mar	THU 12 Mar	FRI 13 Mar (8)	SAT 14 Mar
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Before noon After noon

09:30 AM 11:00 AM 11:30 AM

Other Options

View walk-in times

Continue to Next Step >

If the advisor you selected has walk-in hours you can click on the box to view the hours. NOTE: walk-in hours are Thursday only, check websites for hours of operation.

When you are finished with the available times click the Continue to Next Step button at the bottom of the page.

Step 8: Confirm Your Appointment

Review your appointment details and **add comments** if there is anything specific you want to discuss during your appointment. Be as specific as possible.

Appointment Scheduling ✕ Exit

Reason Location & Staff Available Times **Confirm**

Confirm

ABHS Transfer to a 4 year college
One Time Appointment

Fri, Mar 13 9:30 - 10:00 am Melissa Gray

Hampton Campus

Additional Details:
The Arts, Business, Humanities and Social Sciences (ABHS) Advising office is located in Diggs Hall, room 122 on the Hampton campus.

Anything specific you want to discuss?

Test

Appointment Reminder

Send email to *dempseyv@tncc.edu*

Send text message

When you are finished click the Confirm Appointment box at the bottom of the page Confirmation page will appear.

Appointment Scheduling



Appointment Scheduled

Great job scheduling your appointment!



Schedule another appointment



Done

[Go back](#)

My Appointments

Upcoming

Past



ABHS Transfer to a 4 year college

Fri, Mar 13 at 9:30 am



[View Details](#)

Schedule an Appointment

Once you have made an appointment when you click on Appointments on the Navigate menu you will see your appointments, both upcoming and past appointments.

Need to Cancel an Appointment?

To cancel an advising appointment in Navigate click on Appointments on the Navigate menu and find the upcoming appointment you want to cancel. Click view Details on the MY Appointments to advance to the appointment details.

-  Home
-  To-Dos and Events
-  **Appointments**
-  Study Buddies
-  Resources
-  Class Schedule
-  My Major
-  Settings

[Go back](#)

My Appointments

Upcoming Past



ABHS Transfer to a 4 year college
Fri, Mar 13 at 9:30 am



[View Details](#)

[Schedule an Appointment](#)

Click on the Cancel Appointment box at the bottom.

-  Home
-  To-Dos and Events
-  **Appointments**
-  Study Buddies
-  Resources
-  Class Schedule
-  My Major
-  Settings

[Go back](#)

Appointment Details

When: Fri, March 13 2020, 9:30 am - 10:00 am

Why: ABHS Transfer to a 4 year college

Where: Hampton Campus

Who: Veronica Dempsey with Melissa Gray

Type: One Time Appointment

Additional Details:

The Arts, Business, Humanities and Social Sciences (ABHS) Advising office is located in Diggs Hall, room 122 on the Hampton campus.

Comments: Veronica Dempsey: Test

[Cancel Appointment](#)

THOMAS NELSON COMMUNITY COLLEGE

NAVIGATE Explore Planner ? Logout

Home
To-Dos and Events
Appointments
Study Buddies
Resources
Class Schedule
My Major
Settings

< Go back

Appointment Details

When: Fri, March 13 2020, 9:30 am - 10:00 am
Who: Veronica Dempsey with Melissa Gray

Cancel my Attendance
Select a Cancellation Reason

Comments

Close Cancel Appointment

Select a Cancellation Reason from the drop down list and then add any necessary comments in the comments box.

THOMAS NELSON COMMUNITY COLLEGE

NAVIGATE Explore Planner ? Logout

Home
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Settings

< Go back

Appointment Details

When: Fri, March 13 2020, 9:30 am - 10:00 am
Who: Veronica Dempsey with Melissa Gray

Cancel my Attendance
Declined Appointment

- Declined Appointment
- Other
- Out Sick
- Scheduling Conflict

You will immediately see the Appointment Details showing the appointment as CANCELLED.

THOMAS NELSON COMMUNITY COLLEGE

NAVIGATE Explore Planner ? Logout

Home
To-Dos and Events
Appointments
Study Buddies
Resources
Class Schedule
My Major
Settings

< Go back

Appointment Details

CANCELLED: Fri, March 13 2020, 9:30 am - 10:00 am
Why: ABHS Transfer to a 4 year college

Where: Hampton Campus
Type: One Time Appointment

Who: Veronica Dempsey with Melissa Gray
Additional Details:
The Arts, Business, Humanities and Social Sciences (ABHS) Advising office is located in Diggs Hall, room 122 on the Hampton campus.

Comments: Veronica Dempsey: Test

Reschedule

Schedule an advising appointment with Navigate

With Navigate, you can locate campus advisors and reserve an appointment that fits your schedule using the following steps: Use the Google Chrome or Firefox browser. *Internet Explorer is not compatible with Navigate.* ([Click here to open myTNCC](#) in a new browser window)

1. [Log into myTNCC](#) using your username and password.
2. Click the Navigate Advising Tool icon on the main screen.
3. Select Appointments from the left-hand side menu.
4. Click Schedule Appointment.
5. Select reason for Appointment. (Advising)
6. Select your Academic Division. If you don't know your Academic Division visit:
<https://tncc.edu/advising/teams>
7. Choose a topic for your appointment. You may only select one category, but that doesn't mean that you cannot have conversations outside of that topic with your advisor.
8. Review Summary and click next step
9. Pick the location of your appointment. Review summary of location and staff; click next step.
10. Select the advisor you would like to meet and then reserve a time slot that works best for your schedule.
11. Confirm your appointment information.