

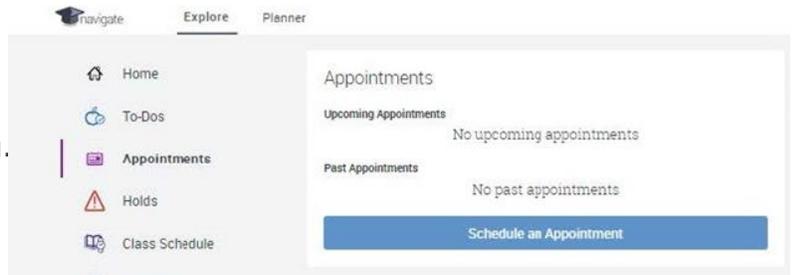
# Navigate Appointment Scheduling: New Student Advising

1. Visit [www.virginiawestern.edu](http://www.virginiawestern.edu) & login to **MyVWCC** using **Google Chrome** or **Firefox**.

2. Select the **Navigate** tile.



3. Select **Appointments** from the left-hand menu.



4. Click **Schedule an Appointment**.

5. Select **New Student Advising**, then **Academic Planning for First Semester** & click **Next**.

What type of appointment would you like to schedule?

New Student Advising

Choose from the following options and click Next.

Academic Planning for First Semester

Next ▶

6. Select the appointment method you prefer: In-person, Online through Zoom or by Phone.

What appointment method would you prefer?

-- please choose one --

-- please choose one --

In-Person

Online

Phone

7. Select who you would like to meet with & click **Next**. *If you have no preference, just click next.*

What appointment method would you prefer?

In-Person

Who would you like to meet with? You may choose more than one person.

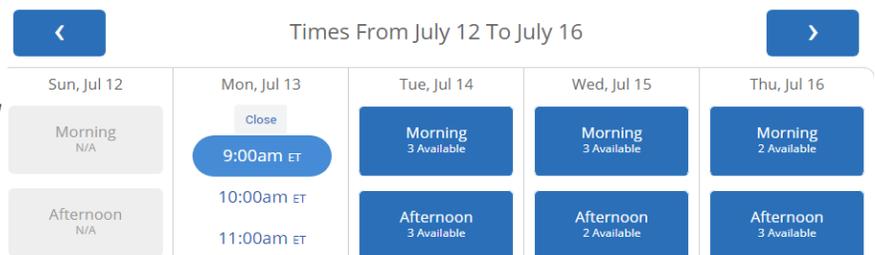
Any Staff

If you don't have a preference, just click Next.

◀ Back

Next ▶

8. Click a **blue box**, pick an **appointment time**, then click **Next**. *The arrows in the upper left & right hand corners can be used to scroll through different weeks.*



9. Review your appointment details, & add any comments that may help our staff. **If you're scheduling a phone appointment, add the phone number you would like us to call in this comments box.**

10. Click

Confirm Appointment