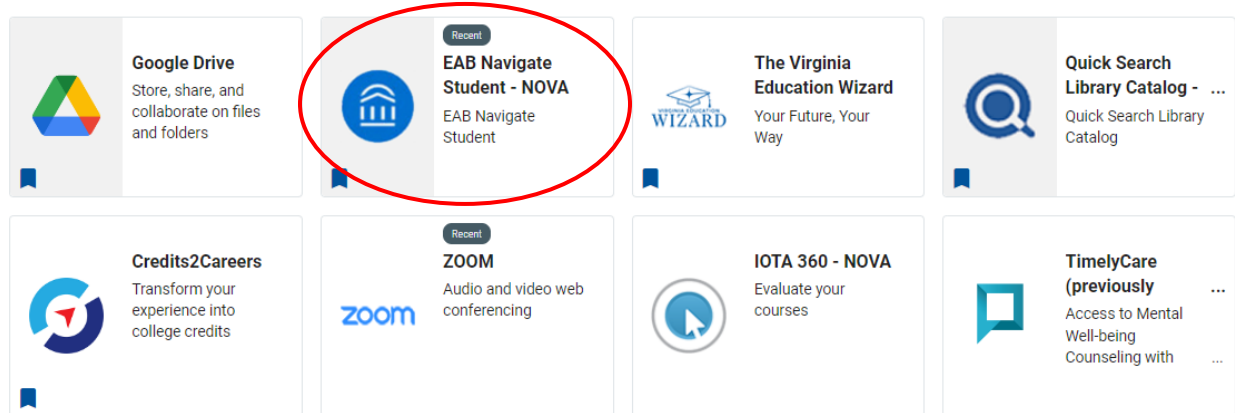


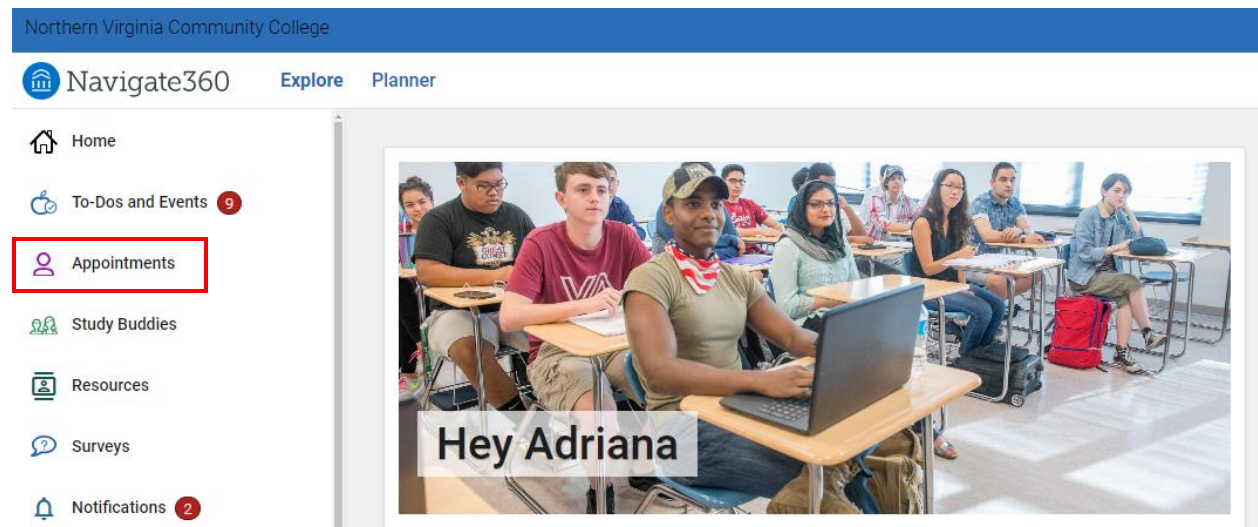
## How to Make a Tutoring Appointment in Navigate

Every student can make two appointments per subject, per week. To make an appointment with a NOVA tutor, follow the process below.

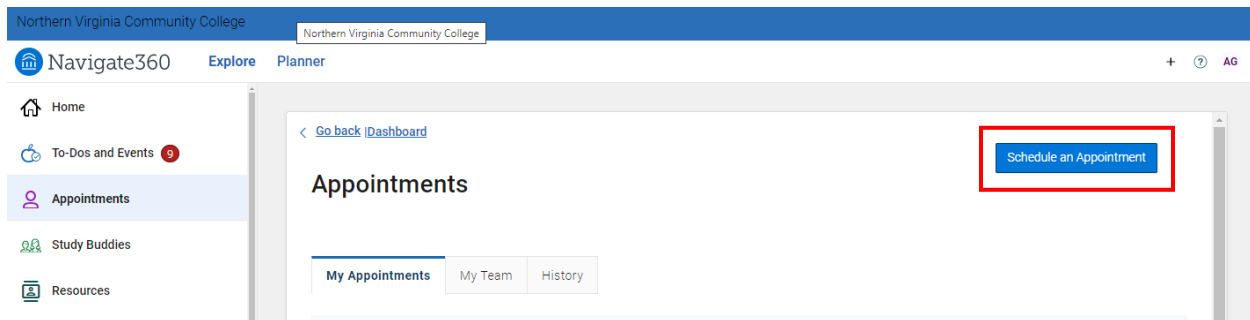
1. To begin, log into your MyNOVA account at [nvcc.my.vccs.edu](https://nvcc.my.vccs.edu)
2. Choose the “EAB Navigate Student” app located on your MyNOVA landing page



3. Clicking on the app will take you to the Navigate Dashboard. Choose “[Appointments](#)” on the lefthand side of the page.

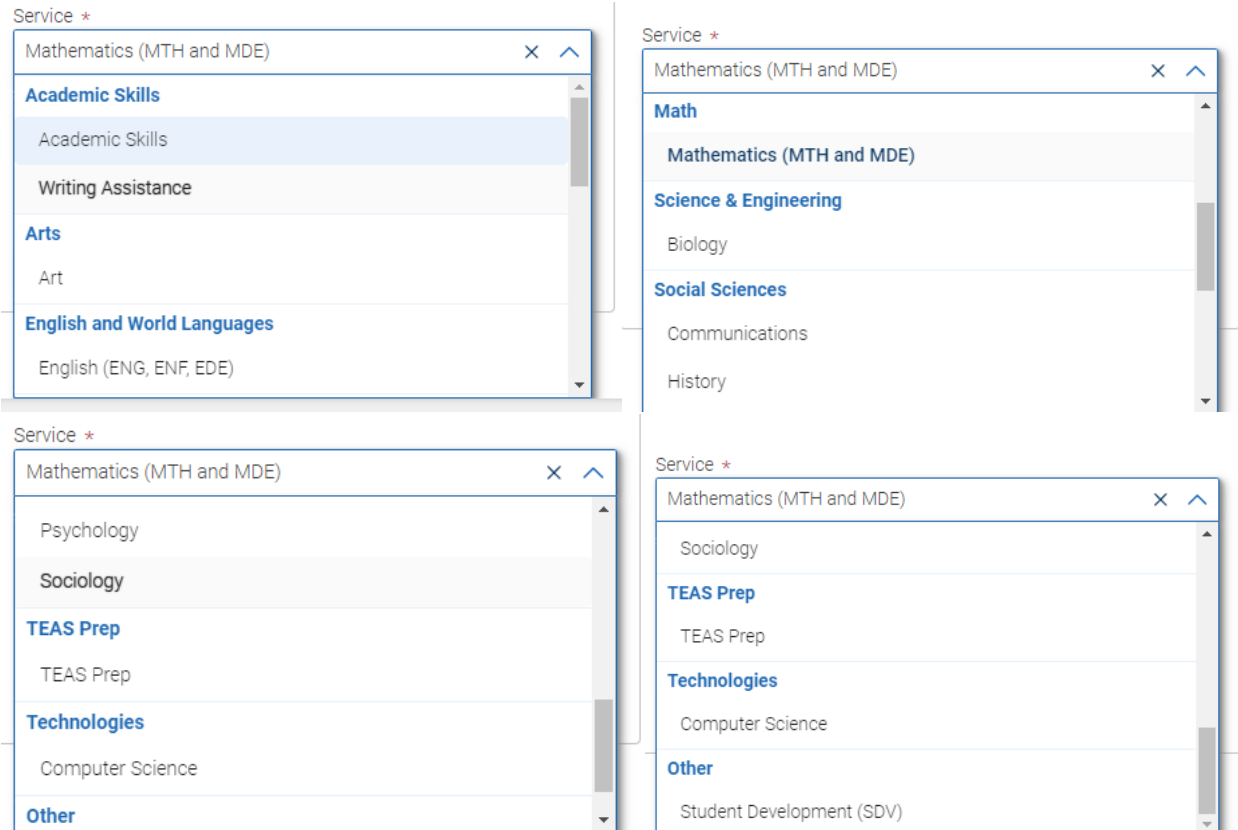


4. This screen will show you all your upcoming appointments and will give you the option to schedule a new appointment. To make a new appointment, click “[Schedule an Appointment](#).”

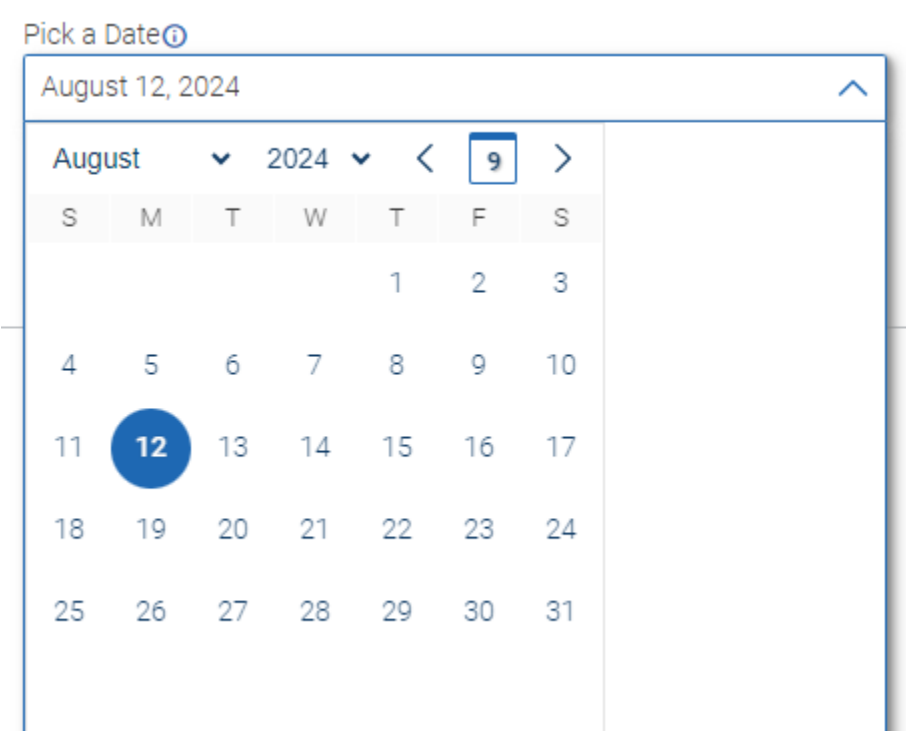


5. The next page will ask you what type of appointment you want to schedule, the service, and the date. Select “[Tutoring](#)” as your type of appointment. You may choose “[Advising](#)” to speak to an academic advisor.

6. Choose your subject of choice. “[Academic Skills](#)” consists of tutoring options that are not based on class content like study skills, test prep help, etc. “[Writing Assistance](#)” is for students who need help with essays in classes that are **not** English or ESL, like History, Science, Art History, Business essays, etc. For ART-101, select “[Art](#).” For any English or ESL classes, select “[English \(ENG, ENF, EDE\)](#).” For Math, select “[Mathematics \(MTH and MDE\)](#).” NOVA also offers tutoring for certain world languages. Check Navigate to see if there is a tutor available for the language you are studying.



7. Then, you will select the date you want your appointment. Keep in mind you cannot make same-day appointments in Navigate.



8. Once you have all three options selected, click “Find Available Time.”

Northern Virginia Community College

Navigate360 Explore Planner

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Forge (New)

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### 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, try the other appointment options to see available options for dropping in or requesting an

Show More ▾

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

Tutoring x ▾

Service \*

Mathematics (MTH and MDE) x ▾

Pick a Date📅

August 12, 2024 ▾

**Find Available Time**

### Other Options

[View Drop-In Times](#)

[Meet With Your Success Team](#)

9. You will then be brought to a page that lets you choose the time that best suits your schedule. Scroll down to where you will find three more drop-down menu options.

< [Go back](#) | [Dashboard](#)

## New Appointment

### All Filters [Start Over](#)

What type of appointment would you like to schedule?

**Tutoring**

Service

**Mathematics (MTH and MDE)**

Pick a Date📅

August ▾ 2024 ▾ < 9 >

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

TUTORING MATHEMATICS (MTH AND MDE)

**CA** Carlos Armendia Landivar  
Virtual Appointment

**i** Please select one of the courses below to see available times at this location.

- [University Physics II \(PHY-242\)](#)
- [Calculus III \(MTH-265\)](#)

10. Here, you will choose the **Staff** (optional), the **Location** (all campuses offer tutoring, including virtually), and the **Course** you need tutoring in.

Staff

Carlos Armendia Landivar

Course

Staff

Location

Virtual Appointment

Staff

Location

Course

Calculus III (MTH-265)

11. Once those three options are selected, a list of times will appear on the right-hand side of the page. Select a time that works best for you.

All Filters

[Start Over](#)

What type of appointment would you like to schedule?

Tutoring

Service

Mathematics (MTH and MDE)

Pick a Date

August

2024

<

9

>

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	31

TUTORING

MATHEMATICS (MTH AND MDE)

CARLOS ARMENDIA LANDIVAR

VIRTUAL APPOINTMENT

CALCULUS III

CA

Carlos Armendia Landivar

Virtual Appointment

Mon, Aug 12th

11:00 - 12:00 PM

Tue, Aug 13th

10:00 - 11:00 AM

11:00 - 12:00 PM

Wed, Aug 14th

10:00 - 11:00 AM

11:00 - 12:00 PM

Thu, Aug 15th

10:00 - 11:00 AM

11:00 - 12:00 PM

Fri, Aug 16th

12. Once a time is chosen, it will take you to a confirmation page. Make sure your appointment details are correct. Under “[Details](#),” you will be able to find the name of your tutor and the room number on the campus your appointment will take place on. If you have chosen a virtual appointment, you will be given a zoom link.

[Go back](#) | [Dashboard](#)

## Review Appointment Details and Confirm

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

Tutoring

**Service**

Mathematics (MTH and MDE)

**Date**

08/12/2024

**Time**

11:00 AM - 12:00 PM

**Location**

Virtual Appointment

**Staff**

Carlos Armendia Landivar

**Details**

Thank you for making a tutoring appointment! Your tutor will be **Carlos Armendia** and your session will be approximately 50 minutes long.

At the scheduled time, please use this ZOOM link to access your tutor's waiting room:

<https://vccs.zoom.us/j/8826371616>

\*Once it is time to begin, your tutor will admit you from the waiting room.

If you are not familiar with using Zoom, you can watch this one-minute YouTube video on how to join a Zoom Session:

<https://www.youtube.com/watch?v=vFhAEoCF7jg>

Please understand that time may not allow for each and every one of your questions to be answered. Also, your tutor will not do your work for you.

13. Scroll down. If you would like to receive email and text message reminders about your appointment, make sure both boxes are checked and that the correct phone number appears where you would like your reminders to go to. When ready, click “[Schedule](#).”

Would you like to share anything else?

Add your comments here

Email Reminder



Reminder will be sent to

Text Message Reminder



Phone Number for Text Reminder

[Schedule](#)

14. Your appointment is now made. You will receive an email confirmation reiterating the information necessary to meet your tutor in-person or virtually. Keep in mind that if you for some reason need to cancel your appointment, that email will also contain information on how to cancel your appointment, if needed. We suggest cancelling at least a day before your appointment. If you have any questions or concerns during this process, you may contact [tutoring@nvcc.edu](mailto:tutoring@nvcc.edu) and a tutoring center staff member will respond.