

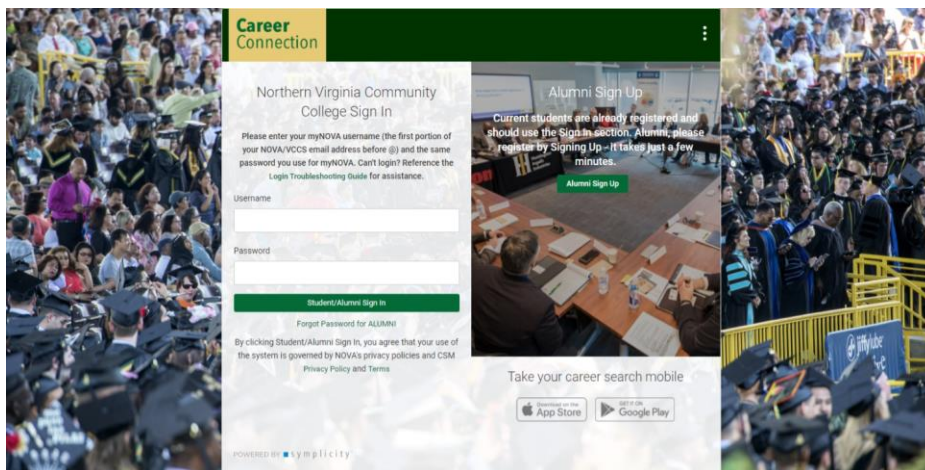
## Career Counseling Appointment Guide

Employer and Career Services

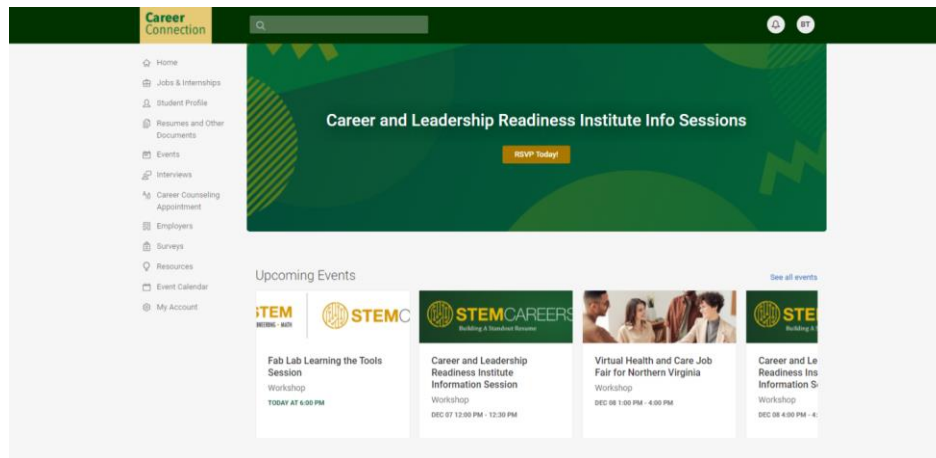
December 2021

### Scheduling

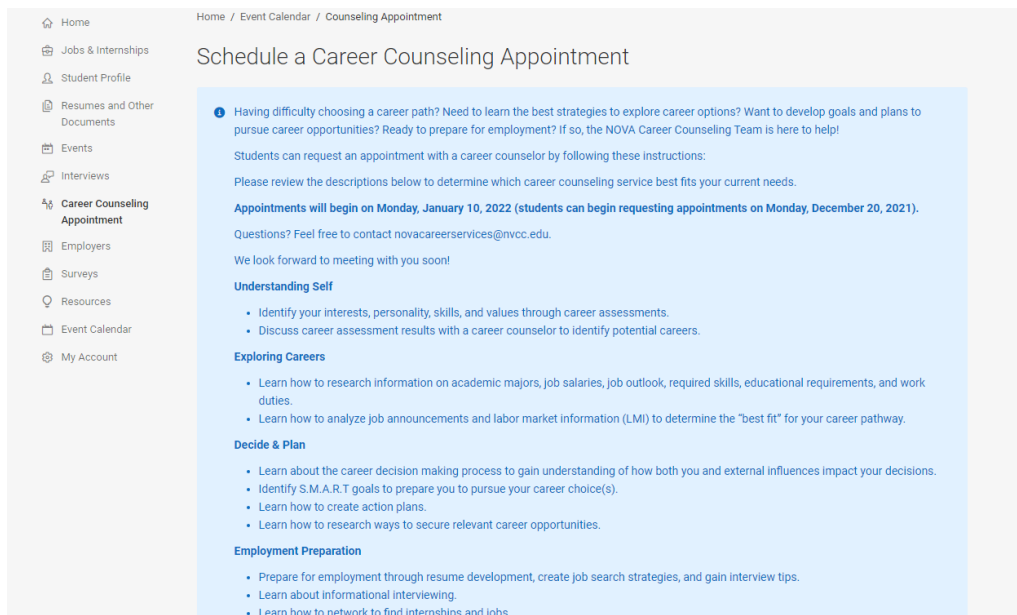
1. Go to Career Connection Website:  
<https://nvcc-csm.symlicity.com/students>
2. Login to Career Connection using your username and password:
  - Username = myNOVA username
  - Password = myNOVA password



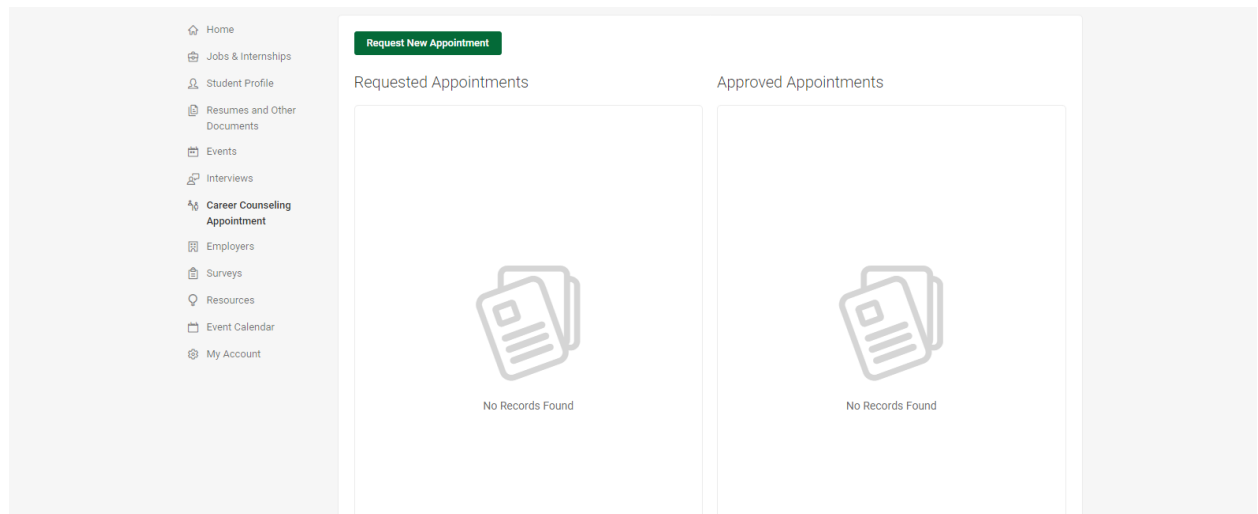
3. Click “Career Counseling Appointment” on the left-hand side of your screen.



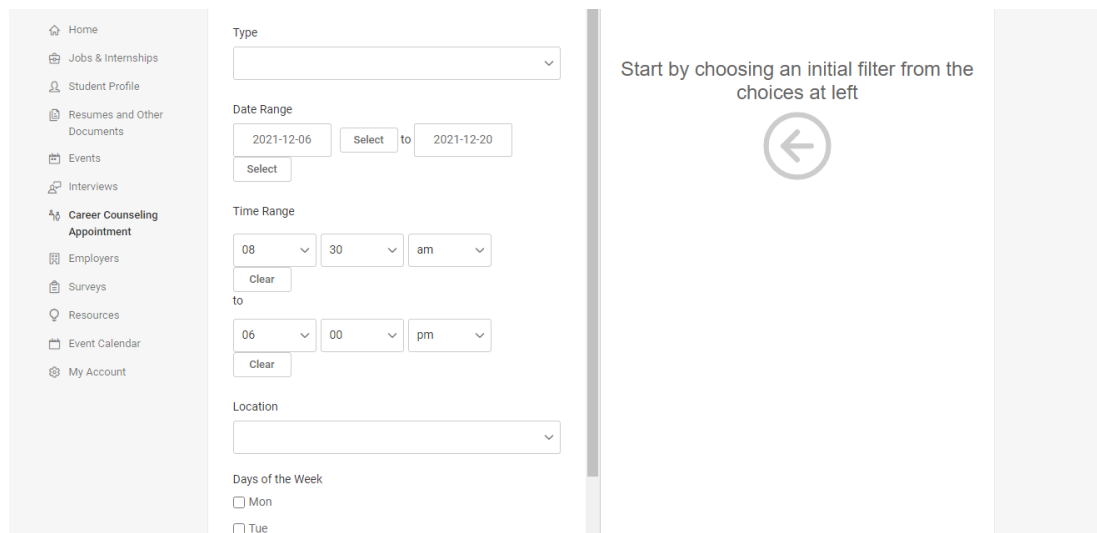
4. Read the Career Counseling Appointment Options listed in the blue text box at the top of the page:  
(Understanding Self, Exploring Careers, Decide & Plan, Employment Preparation).



5. Scroll down and press the green “Request New Appointment” button.



6. Scroll down until you see the white box that allows you to select the type of appointment, date range, etc.



7. Choose the appointment type based on the career counseling options in step 4.

8. Select the date and time range you prefer for your appointment.

9. Select the location for your appointment:

- Zoom: Choose “Virtual”
- In-person: Choose the specific campus at which you prefer to meet.

10. Select the days of the week you’re able to meet.

11. Scroll down to the end of the page and press the “Check availability” button.

12. Select an appointment from the list of available appointments on the right half of the screen.

The screenshot shows a web interface for selecting a career counseling appointment. On the left is a navigation menu with options like Home, Jobs & Internships, Student Profile, Resumes and Other Documents, Events, Interviews, Career Counseling Appointment (highlighted), Employers, Surveys, Resources, Event Calendar, and My Account. The main area is divided into two columns. The left column contains filters: Type (dropdown), Date Range (2021-12-06 to 2022-01-28), Time Range (08:30 am to 06:00 pm), Location (dropdown), and Days of the Week (Mon and Tue selected). The right column displays a list of available appointments for Wednesday, Dec 8, 2021, and Thursday, Dec 9, 2021. Each appointment entry shows 'Open Slot', 'Example Location - 371 - 45 mins', and a time slot (1:30 pm, 12:30 pm, 1:00 pm, 1:30 pm, 2:00 pm, 2:30 pm, 3:00 pm).

13. Please write a brief note to the Career Counselor about the purpose of your appointment.

The screenshot shows a 'Confirm Appointment' dialog box. It contains the following fields: Location \* (Example Location), Room (371), Date \* (Dec 08, 2021), Time \* (1:30 PM), Length \* (45), and Type (Understanding Self). Below these fields is a section for 'Student Note to Counselor \*' with a text area containing the instruction: 'Briefly describe why you are scheduling a career counseling appointment.'

14. **Optional** – If you have an attachment for your appointment (example: resume), press “Add Item” under Attachment section of Appointment Confirmation Page.

Student Note to Counselor \*  
Briefly describe why you are scheduling a career counseling appointment.

Attachment  
You have the option to share a document with a career counselor in advance of your meeting. If you would like to do so, please upload your document below.

15. Press the green “Submit Request” button to submit your appointment request.

16. Once your career counseling appointment request has been submitted, your appointment will appear under “Requested Appointments”.


• Your appointment limit has been reached.

Requested Appointments

1 result

|    |                        |         |
|----|------------------------|---------|
| KT | Katina Test            | 45 mins |
|    | Understanding Self     | ⋮       |
|    | Dec 08, 2021 - 1:30 PM |         |
|    | Example Location - 371 |         |

Approved Appointments



No Records Found

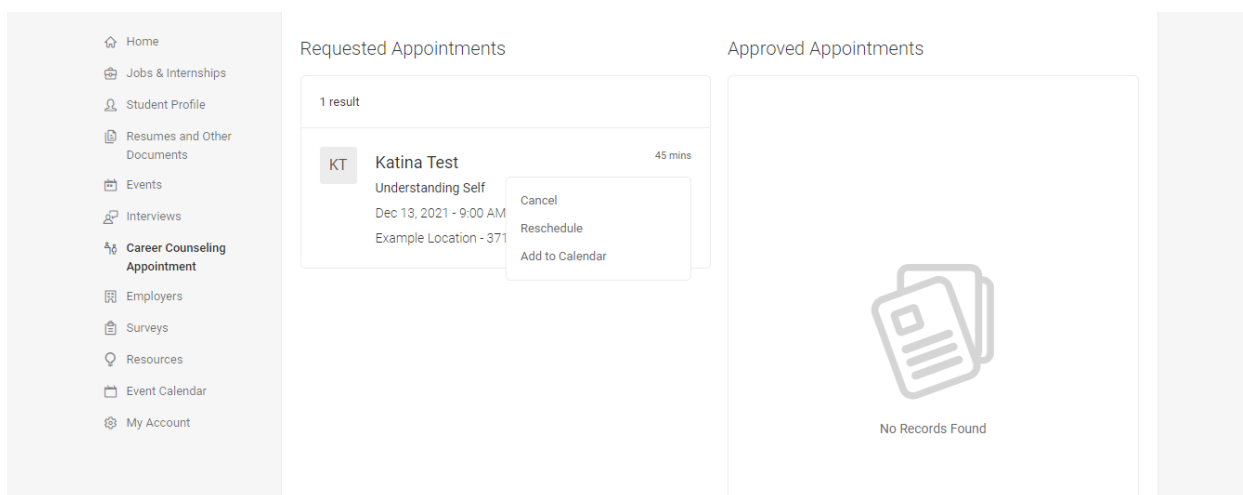
17. A member of the Career Counseling team will respond to your appointment request within three business days (Monday – Friday.)

18. You will receive an email to your NOVA student email account at least 24 hours in advance of your appointment. Please review all instructions in the email.

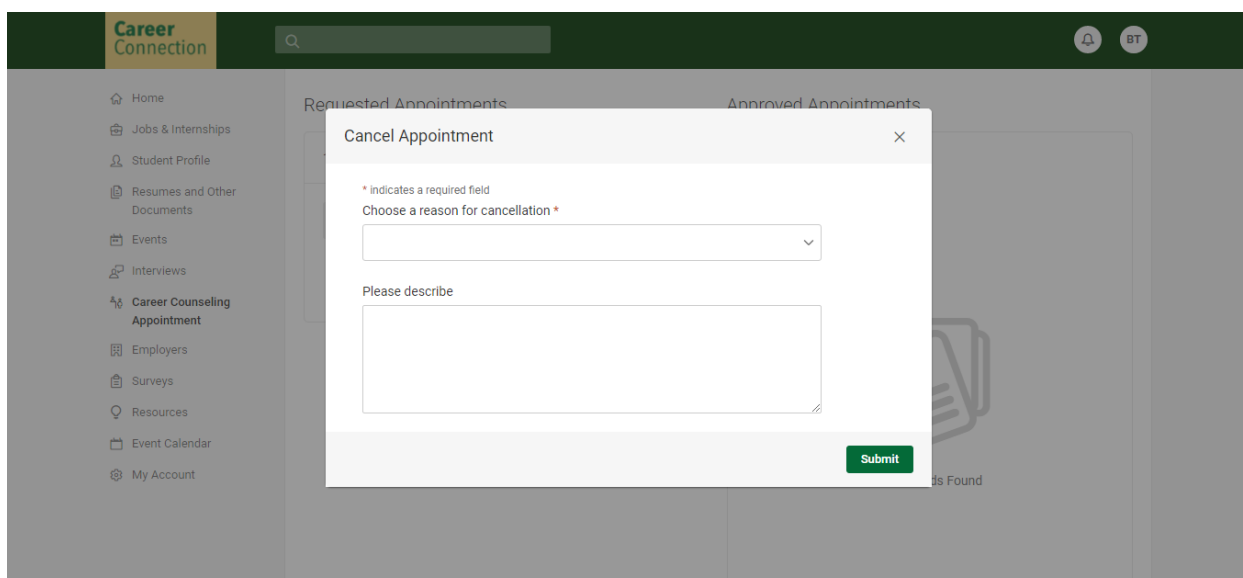
# Canceling

To cancel your appointment, follow these steps:

1. Click the three-dot tab on the top left corner of your appointment.



2. Click "Cancel".
3. Choose a reason for your cancellation.



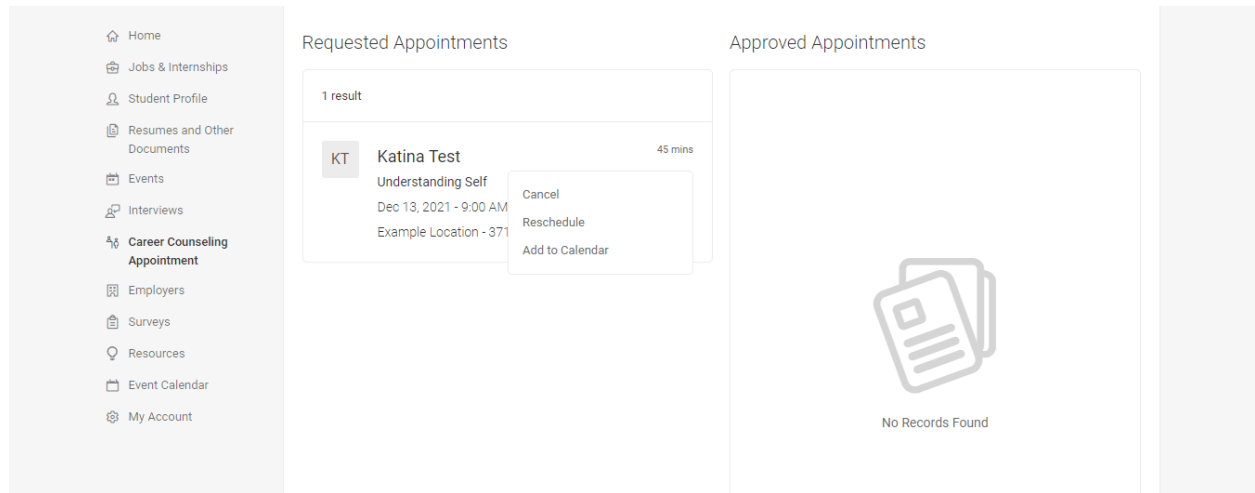
4. Submit cancellation request.

**Please note:** If you must cancel less than 48 hours before your appointment, please email [novacareerservices@nvcc.edu](mailto:novacareerservices@nvcc.edu).

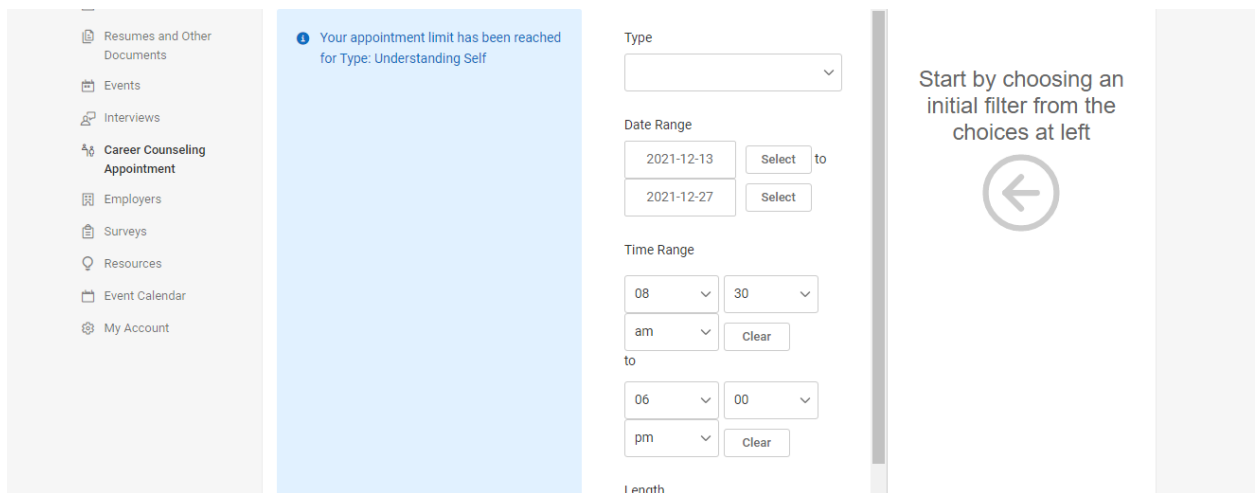
# Rescheduling

To reschedule your appointment, please follow these steps:

1. Click the three-dot tab on the top left corner of your appointment.



2. Click "Reschedule".
3. Complete appointment information for new desired appointment.



4. Click "Check Availability".
5. Select an appointment from the list of available appointments on the right half of the screen.

# Frequently Asked Questions (FAQs)

## What does “Your appointment limit has been reached” mean?

- Students are only allowed to schedule one Career Counseling appointment at a time.
- Once you’ve scheduled one appointment, your limit is reached until that appointment has been completed.

\*Please note - You can have multiple career counseling appointments during a semester, if needed.

## What is the Career Counseling cancellation Policy?

- If you are unable to attend your scheduled meeting, please reschedule or cancel at least 48 hours before your scheduled appointment in Career Connection.
- If you must cancel less than 48 hours before your appointment, please email [novacareerservices@nvcc.edu](mailto:novacareerservices@nvcc.edu).

## What is the Career Counseling no-show policy?

- If a student does not show up to two career counseling appointments without proper notice (48 hours or more), the student will be unable to schedule any additional career appointments for the remainder of the current semester.
- The student will be eligible to resume scheduling career counseling appointments the following semester.