

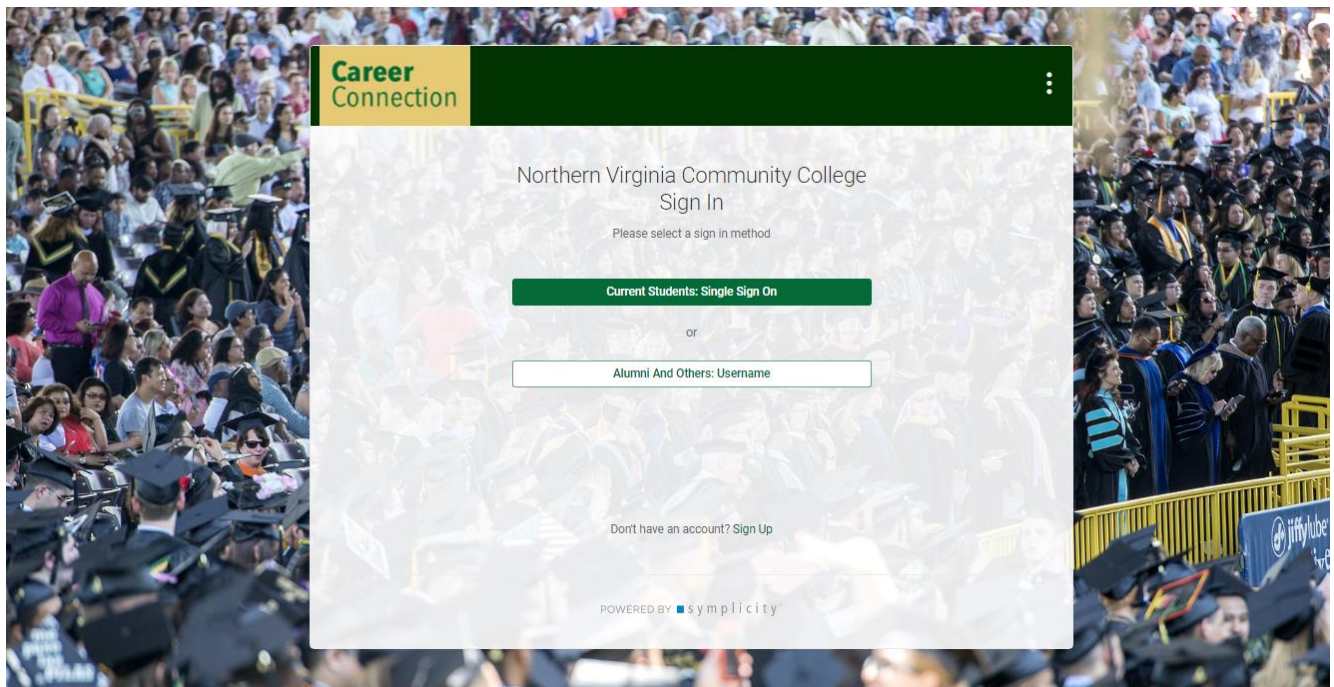
## Career Counseling Appointment Guide

Employer and Career Services

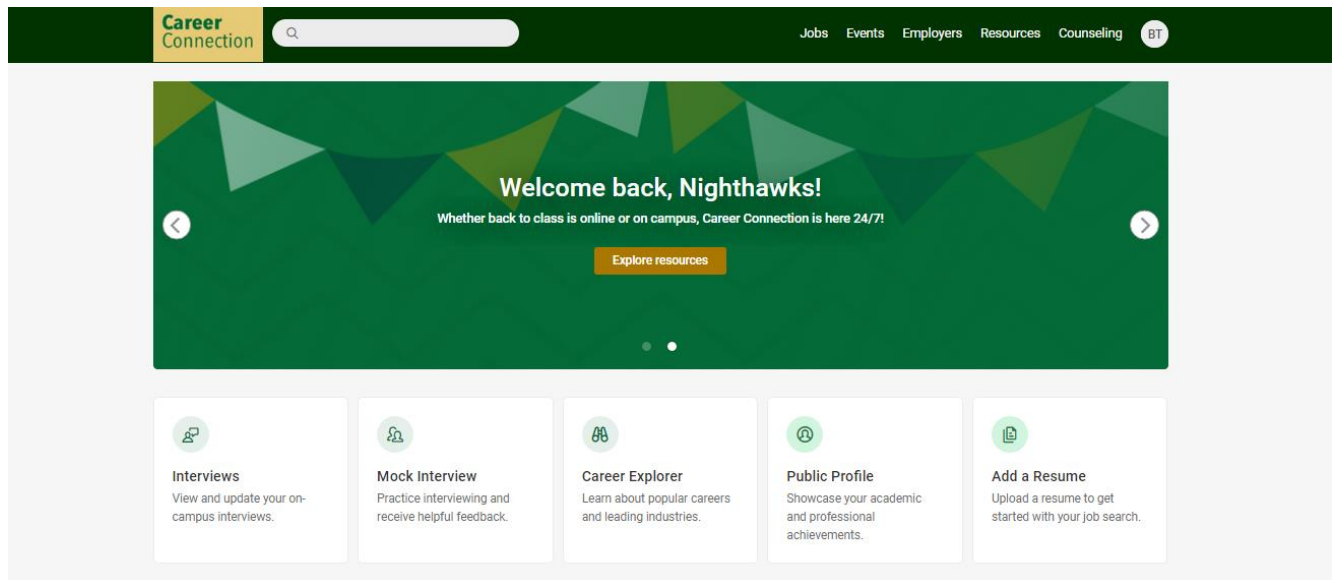
September 2022

### 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

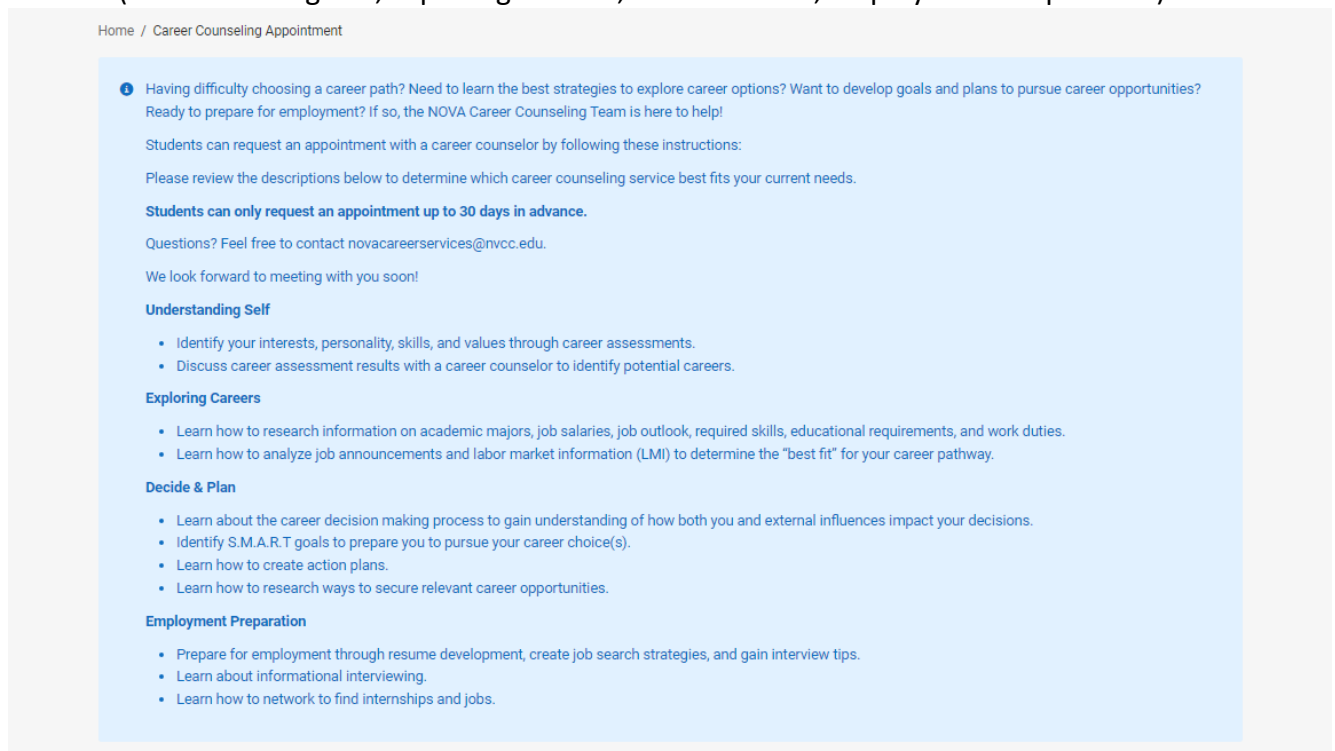


3. Click “Counseling” on the top right-hand corner of your screen.

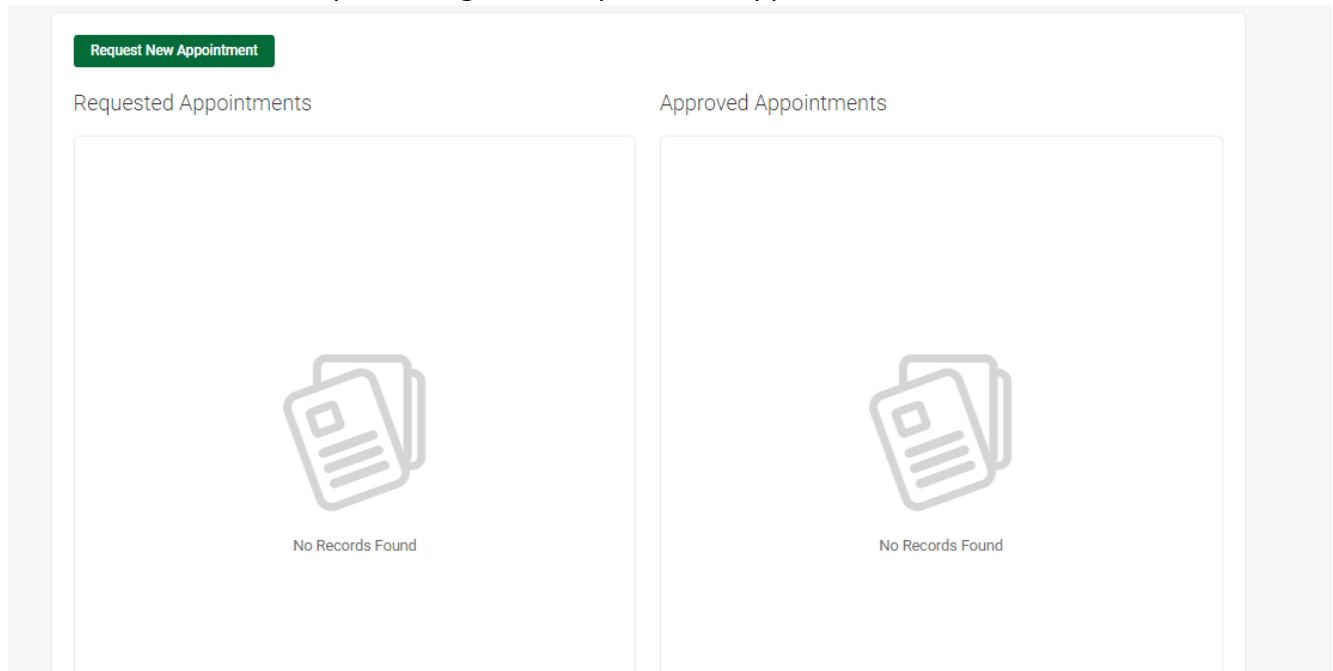


4. Read the Career Counseling Appointment Options listed in the blue text box at the top of the page:

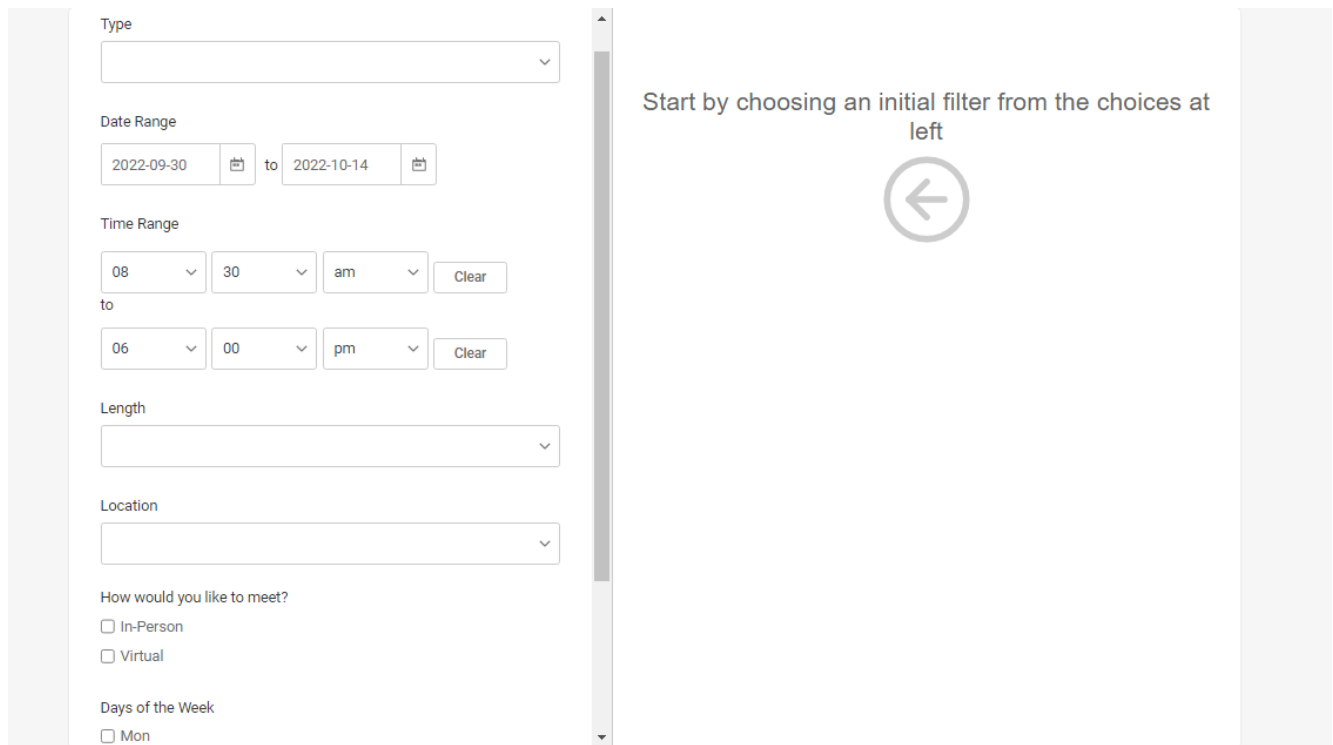
(Understanding Self, Exploring Careers, Decide & Plan, Employment Preparation).



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.

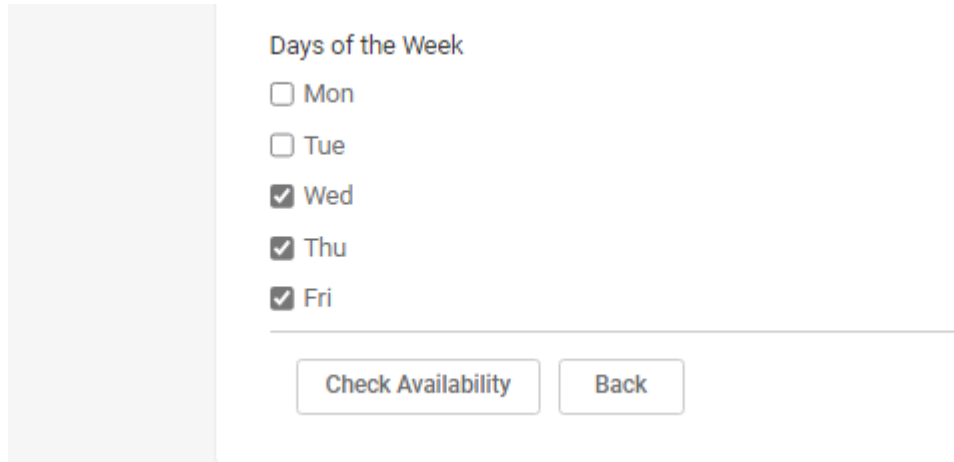
8. Select the date and time range you prefer for your appointment.

9. Select the location for your appointment:

- Zoom: Choose “Virtual” for the location and meeting format.
- In-person: Choose the specific campus at which you prefer to meet & “In-person” for the meeting format.

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.



Days of the Week

Mon

Tue

Wed

Thu

Fri

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

Time Range

08 30 am Clear

to

06 00 pm Clear

Length

45

Location

Virtual

How would you like to meet?

In-Person

Virtual

Days of the Week

Mon

Tue

Wed

Thu

Wednesday, Oct 5, 2022

Open Slot 9:30 am  
Virtual - 45 mins  
Virtual

Open Slot 10:00 am  
Virtual - Kyle Bumgarner's Zoom Room - <https://vccs.zoom.us/j/4353130465?p-45mi...>  
Virtual

Open Slot 11:00 am  
Virtual - Kyle Bumgarner's Zoom Room - <https://vccs.zoom.us/j/4353130465?p-45mi...>  
Virtual

Open Slot 12:00 pm  
Virtual - Kyle Bumgarner's Zoom Room - <https://vccs.zoom.us/j/4353130465?p-45mi...>  
Virtual

Open Slot 1:00 pm  
Virtual - Mrs. Allen's Zoom Room - <https://vccs.zoom.us/my/allenstephanie-45mins>  
Virtual

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

Confirm Appointment

\* indicates a required field

Location \*  
Virtual

Meeting Format \*  
 Virtual

Date \*  
Oct 03, 2022

Time \*  
11:00 AM

Length \*  
45

Type \*  
Understanding Self

Student Note to Counselor \*  
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

KT45 mins


**Katina Test**

Understanding Self

Dec 08, 2021 - 1:30 PM

Example Location - 371

Approved Appointments



No Records Found

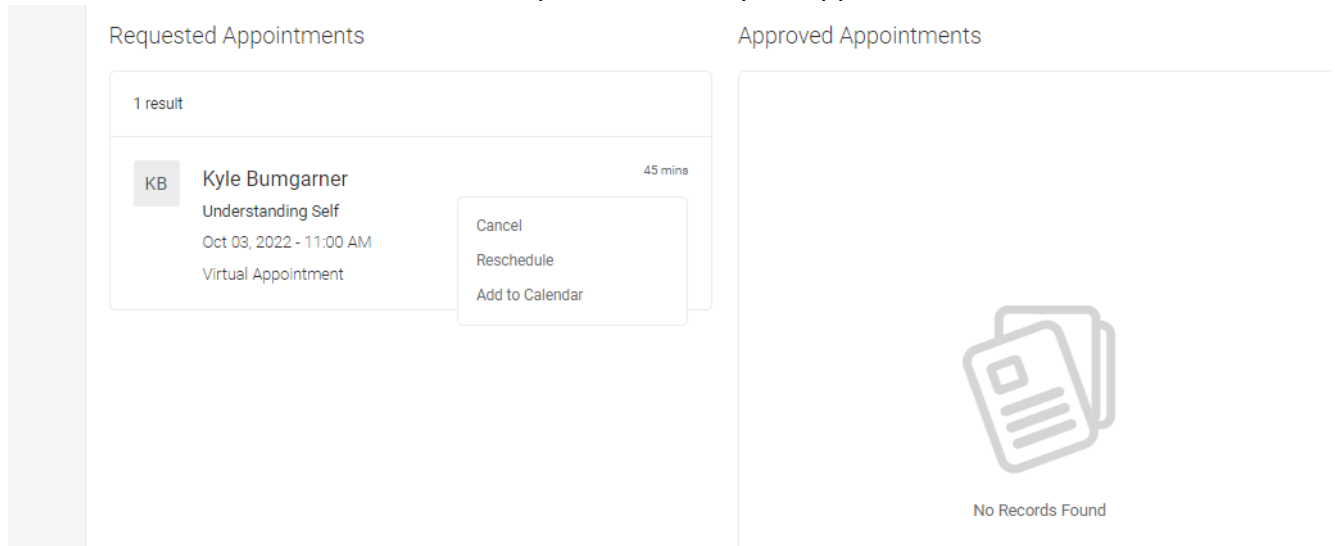
17. A member of the Career Counseling team will respond to your appointment request within three business days (Monday – Friday.)

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.

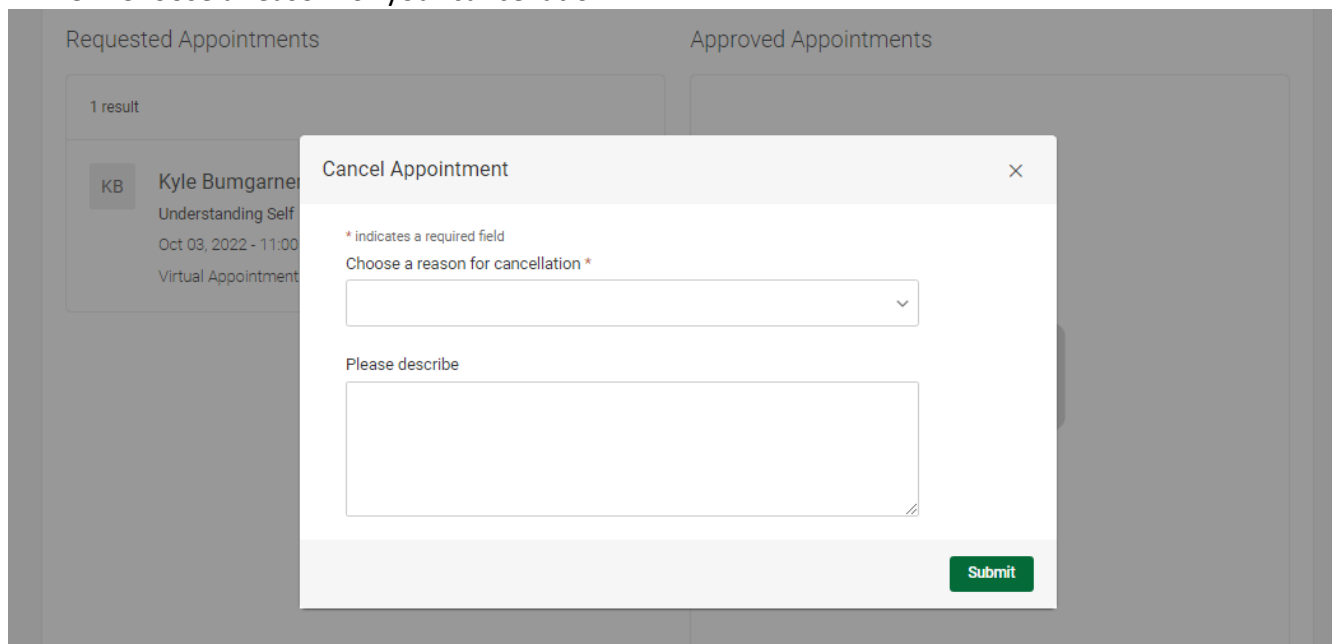
# CANCELING

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 **2 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.

The screenshot displays two side-by-side panels. The left panel, titled 'Requested Appointments', shows a single appointment card for Kyle Bumgarner. The card includes the name, appointment type 'Understanding Self', date 'Oct 03, 2022 - 11:00 AM', and duration '45 mins'. A three-dot menu is open on the card, showing options: 'Cancel', 'Reschedule', and 'Add to Calendar'. The right panel, titled 'Approved Appointments', is currently empty and displays a 'No Records Found' message with a calendar icon.

2. Click **“Reschedule”**.
3. Complete appointment information for new desired appointment.

The screenshot shows a form for rescheduling an appointment. On the left, a blue message box states: 'Your appointment limit has been reached for Type: Understanding Self'. The main form area is divided into sections: 'Type' (a dropdown menu), 'Date Range' (two date pickers with a 'to' separator), 'Time Range' (two time pickers with 'am/pm' and 'Clear' buttons), and 'Length' (a dropdown menu). On the right side of the form, there is a large circular arrow icon pointing left, with the text 'Start by choosing an initial filter from the choices at left' above it.

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 (2 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.