# **NOVA** Northern Virginia Community College BUSINESS ENGAGEMENT AND CAREER SERVICES

## **Career Counseling Appointment Scheduling Guide**

**Employer and Career Services** 

January 2025

## **Steps to Schedule an Appointment**

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

	Career		
-2	Connection	•	3
-		Northern Virginia Community College	200
		Sign In	
		Please select a sign in method	
		Current Students: Single Sign On	
		or	EALI
		Alumni And Others: Username	10-1
		Don't have an account? Sign Up	20
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#### 3. Click "Counseling" on the navigation bar.



- 4. Read the Career Counseling Appointment Options listed in the blue text box at the top of the page:
  - Understanding Self: exploring values, strengths, and skills
  - Exploring Careers: understanding different jobs and industries
  - Decide & Plan: preparing for your intended career path
  - Employment Preparation: developing professional skills



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.

Type	Start by choosing an initial filter from the choices at
Date Range 2025-01-30 首 to 2025-02-13 首	left
Time Range	
08 ~ 30 ~ AM ~ Clear	
10	
07 ~ 00 ~ PM ~ Clear	
Location (In-Person Only)	
~	
How would you like to meet?	
In-Person	
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Days of the Week	
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7. Choose the appointment type based on the career counseling options you read in step 4.

- 8. Select the date and time range you prefer to have your appointment.
  - **Tip:** to increase your chances of finding a suitable appointment date/time, select multiple days/weeks if possible.
- 9. If you are looking to schedule an in-person meeting, select the campus you would prefer to have your appointment in the "Location" field.
  - Virtual Appointments: If you are looking to book a virtual appointment, <u>DO NOT select a location</u>.
- 10.Select how you would like to meet
  - Zoom: Choose "Virtual"
  - In-Person: Check the box, and if you haven't already, choose the <u>specific</u> <u>campus</u> at which you prefer to meet in the Location field.
- **11**. Select the days of the week you're able to meet.
- **12**.Scroll down to the end of the page and press the "Check availability" button.
- 13.Select an appointment that suits your availability from the list of available appointments on the right half of the screen.

<ul> <li>슈 Home</li> <li>슌 Jobs &amp; Internships</li> <li>슈 Student Profile</li> </ul>	Type	Wednesday, Dec 8, 2021 ✓ Open Slot Example Location - 371 - 45 mins	1:30 pm
<ul> <li>Resumes and Other Documents</li> <li>Events</li> <li>AP Interviews</li> </ul>	Date Range       2021-12-06     Select     to     2022-01-28       Select     Select     Select     Select	Thursday, Dec 9, 2021 ∨ Open Slot Example Location - 371 - 45 mins	12:30 pm
ຳ <sub>ດ</sub> Career Counseling Appointment ເয় Employers	Time Range	Open Slot Example Location - 371 - 45 mins	1:00 pm
<ul> <li>Surveys</li> <li>Resources</li> <li>Event Calendar</li> </ul>	Clear to	Open Slot Example Location - 371 - 45 mins	1:30 pm
My Account	06 ✓ 00 ✓ pm ✓ Clear	Open Slot Example Location - 371 - 45 mins	2:00 pm
	Location	Open Slot Example Location - 371 - 45 mins	2:30 pm
	Days of the Week Mon Tue	Open Slot Example Location - 371 - 45 mins	3:00 pm

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

ion Q	Confirm Appointment	×	
	* indicates a required field		
	Location *		~
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rofile	Room		
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	Dec 08, 2021		
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	Student Note to Counselor * Briefly describe why you are scheduling a career counseling appointment		
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**15.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.		
			h
Attachment			
You have the option to share a document with a meeting. If you would like to do so, please uploa	career counselor in advar d vour document below.	nce of your	
Add Item	,		
	C	Cancel	Submit Request

- 16. Press the green "Submit Request" button to submit your appointment request.
- 17.Once your career counseling appointment request has been submitted, your appointment will appear under "Requested Appointments".

• Your appointment limit has been reached.		
Requested Appointments		Approved Appointments
1 result		
VW Vicky White Decide & Plan Feb 03, 2025 - 2:30 PM Virtual Appointment	45 mins *	Korecords Found

- **18.A** member of the Career Counseling team will respond to your appointment request within <u>three</u> business days (Monday Friday.)
- 19. You will receive an email to your NOVA student email account at least 24 hours in advance of your appointment. <u>Please review all instructions</u> in the email.
  - If you do not receive a confirmation email, reach out to <u>novacareerservices@nvcc.edu</u>

## **Cancellation**

#### To cancel your appointment, follow these steps:

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



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

Career Connection	٩	<b>@ @</b>
G Home i Jobs & Internships 0 Student Profile	Requested Appointments Cancel Appointment	Approved Appointments
<ul> <li>Resumes and Other Documents</li> <li>Events</li> </ul>	* indicates a required field Choose a reason for cancellation *	~
یک Interviews کو Career Counseling Appointment	Please describe	
Employers     Employers     Surveys     Q Resources		
🛗 Event Calendar		Submit Is Found

4. Submit cancellation request.

<u>Please note:</u> If you must cancel less than 48 hours before your appointment, please email <u>novacareerservices@nvcc.edu</u>.

## Rescheduling

To reschedule your appointment, please follow these steps:

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

ណ	Home	Requested Appointments Approved Appointments
E L	Jobs & Internships Student Profile	1 result
	Resumes and Other Documents	KT Katina Test 45 mins
<u></u>	Events	Understanding Self
£	Interviews	Dec 13, 2021 - 9:00 AM Reschedule
ĥộ	Career Counseling Appointment	Example Location - 371 Add to Calendar
	Employers	
Ê	Surveys	
Ç	Resources	
	Event Calendar	
٢	My Account	No Records Found

#### 2. Click "Reschedule".

#### 3. Complete appointment information for new desired appointment.

E	Resumes and Other Documents	• Your appointment limit has been reached for Type: Understanding Self	Туре		
Ē	Events			Start by choosing an initial filter from the	
R	Interviews		Date Range	choices at left	
ĥô	Career Counseling Appointment		2021-12-13 Select to		
	Employers		2021-12-27 Select	$(\leftarrow)$	
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	Event Calendar		08 ~ 30 ~		
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			Length		

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

## **Frequently Asked Questions**

#### What does "Your appointment limit has been reached" mean?

- Students are only allowed to schedule <u>one</u> 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 are allowed to have multiple career counseling appointments during a semester, though you have to schedule each individually.

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

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

#### 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 <u>novacareerservices@nvcc.edu</u>.