How to Make a Tutoring Appointment in Navigate

If you would like to make an appointment with a NOVA Tutor, the process is simple. You’re allowed to have two appointments per subject, per week. Each can be made by following the below process.

1. To start, login to your MyNOVA account at nvcc.my.vccs.edu
2. Choose the “Navigate: Student” option

3. The screen will bring up your Navigate Dashboard. Please choose “Appointments” on the left side of the page:
4. This screen will show you all your upcoming appointments and will provide the option to schedule a new appointment. To initiate a new appointment, click “Schedule an Appointment”:

5. The next question will ask you what type of appointment you would like to schedule. Choose the button labeled “> Select”: 
6. To schedule an appointment with tutoring, click the circle next to "Tutoring" and then select “Answer Next Question”:

7. The next question relates to what kind of appointment you are trying to schedule. Academic Skills consists of tutoring options that are not based on class content such as writing assistance, study skills, test prep help, etc. The subject options are for course-based tutoring. For example, for ENG 111 tutoring, select “English and World Languages”. For ART 101 tutoring, select “Arts”. Choose “Answer Next Question” when finished.
8. On this screen, you pick your service. For a subject-based tutoring like “English and World Languages” or “Mathematics”, you will see the courses you’re enrolled in. If you selected “Academic Skills”, for tutoring that doesn’t require course enrollment, your choices will look like the below. Select the option next to the tutoring service you would like and then choose “Done for Reason”:

![Appointment Scheduling](image)

9. Now review your selections. If you want to change any of the options, click “edit” next to the selection you want to edit. Once all of the correct options are properly input, click “Continue to Next Step”:
10. Now choose the location of your appointment. For Fall 2020, all appointments are virtual. In the future, this is where you will have the option to select physical campus locations to visit your tutor in person. Click the circle next to your choice and then click “Answer Next Question”.

11. The next box will ask you to choose your tutor. All tutors that can cover your chosen tutoring service will show up below. For the broadest list of tutoring times, select all tutors. If you have a specific tutor you would like to work with, select the box next to their name:
12. Please review your chosen location and possible tutors. If you need to change your selection, choose “edit” or if you’re satisfied with your choices, choose “Continue to Next Step”.

You can schedule up to two weeks in advance, so to change your week, click “next week”.

You will know how many appointments are available in a day by looking under the day of the week.

You can choose the time of day using these buttons. Before noon are appointments from 10am – 12pm. After noon are appointments from 12 – 6pm.

Choose your preferred time here.

Choose “continue to next step” once you have determined your appointment day and time.

13. Navigate will read all the availability of the tutors you chose in the previous option and display it on the screen. To choose a day, click the box with the date on it.
14. On this screen, you will see all of your final appointment details including the service, the date, the time, the tutor, and the location of the appointment. We ask that in the box labeled “Anything specific you want to discuss?” that include your email address and comments about the concepts you are hoping to cover, as well as the details about your assignment. When you’re finished, click “Confirm Appointment”.

15. Your appointment is now made. You should receive an email confirmation reiterating this information and the Zoom information to meet with your tutor virtually. That email will also contain information on how to cancel your appointment, if needed. We suggest cancelling at least a day prior to your appointment. If you have any questions or concerns during this process, you may contact tutoring@nvcc.edu and a tutoring center staff member will respond.