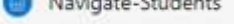
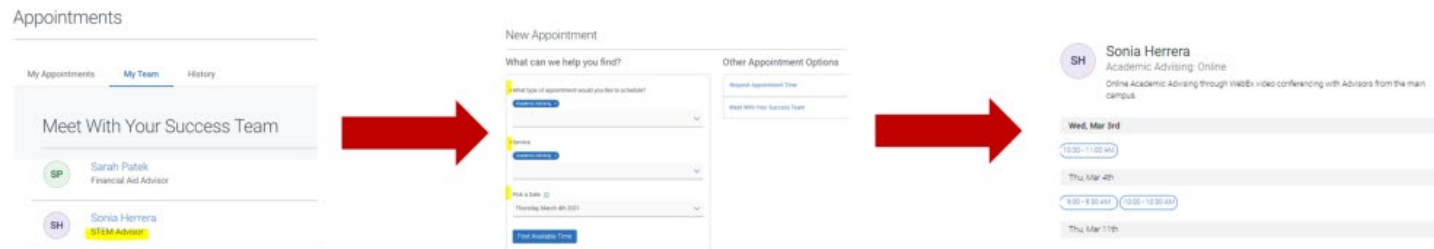


To schedule an appointment in Navigate:

- Log into your **Pirate Portal**, click on  , next on **login with school account**, then on **Appointments**.
- Click on **Schedule an Appointment** then on **Meet your Success Team**
- Click on your assigned Academic Advisor. Please make sure you pay close attention to not click on your *Financial Aid Advisor*.
- Select the **type** of appointment you want, the **service** and the **date**, click on **find available time** and choose the time and date for your appointment



- Lastly, carefully read over the details of the appointment, add the **kind of assistance** you will need in the “Add your comments here” section (for example, I need help dropping my math class; I need assistance planning my summer classes; I need help finding out what kind of holds I have in my account, etc.). Check the email reminder and/or text message reminder, so you do not forget about your appointment and click *Schedule*.

What type of appointment would you like to schedule? Academic Advising	Service Academic Advising
Date 03/04/2021	Time 9:00 AM - 9:30 AM
Location Academic Advising: Online Online Academic Advising through WebEx video conferencing with Advisors from the main campus.	
Staff Sonia Herrera (Your STEM Advisor)	
<b>Details</b> The Advising & Counseling Services Office will continue to provide the option to meet with an advisor virtually through WebEx. To attend the virtual meeting, you will receive an email to your STUDENT email with the WebEx meeting link prior to your scheduled appointment time. This will include additional instructions on how to log in for your scheduled meeting. Make sure you log in at the right time and date of your meeting. Please check your Navigate page under Appointments if unsure of your time and date. Each advising session will be limited to 25 minutes. <b>Students that do not log in within 10 minutes of the beginning of appointment will be considered a no-show and will have to reschedule another appointment.</b> Please keep in mind that you will need a phone, tablet, or computer with <b>internet access, a working microphone, and a webcam</b> for your scheduled advising meeting. The advisor needs to be able to see you and possibly share a screen with you to provide information. If you have any questions prior to your scheduled meeting time, feel free to call us at 361-582-2400. We will be happy to address your questions and assist you with the adjustment to remote support services. Remember: this appointment is online, do not go to campus in person to meet with an advisor as advisor may not be working from campus.	
Would you like to share anything else? Add your comments here	
<input checked="" type="checkbox"/> Email Reminder Reminder will be sent to caroline.marcoengo@victoriacollege.edu	
<input checked="" type="checkbox"/> Text Message Reminder	
Phone Number for Text Reminder 3619351391	
<input type="button" value="Schedule"/>	

- **If you do not remember your Pirate Portal log in/having problems logging in:** contact Computer Help Desk at (361) 582-2509.
- **If you do not have a Pirate Portal account:** please contact the Advising & Counseling Office at [advisorhelp@victoriacollege.edu](mailto:advisorhelp@victoriacollege.edu) and include the following information: Full name, date of birth, phone number, preferred email, degree of interest/career or Interest.  
*Your appointment will not be scheduled if any of the information above is missing.*