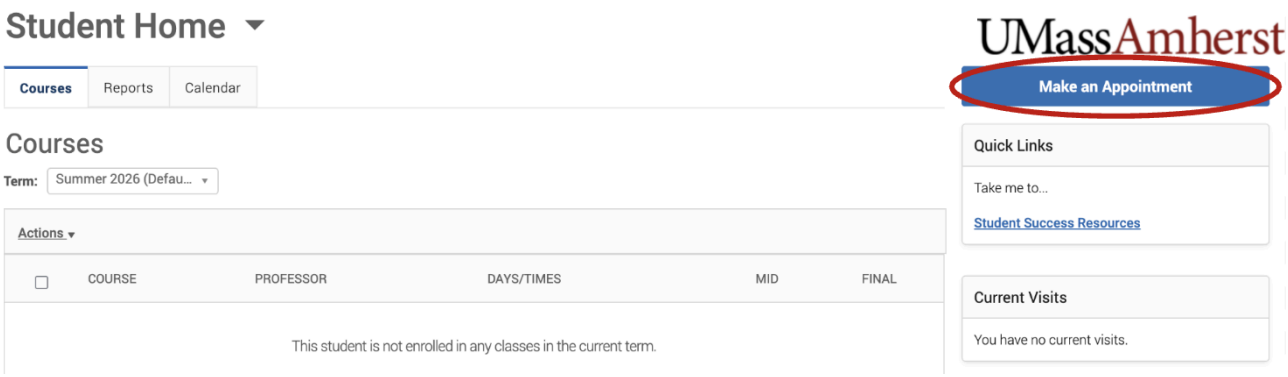
**How to Make a CHC Advising Appointment:**

1. Log into Navigate online or on the Navigate phone app.
    a. **Online:** Click on “Make an Appointment” on the top right hand corner
    b. **Navigate phone app:** Click on the Applications tab (the grid icon located on the bottom right), click on appointments in the top left corner, and then click on “Make an Appointment.”
2. Under “what type of appointment would you like to schedule,” select “Advising.”
3. Under “Available types of appointments are shown in blue. Please scroll to find the type of appointment you would like to make and select the appointment reason below that best matches your needs. You will select the location of the appointment after selecting a reason,” navigate to “**B) School/College Advising**.”
    a. The available options for CHC advising under “**B) School/College Advising**” are:
        i. Discuss a Non-Academic Concern
        ii. Honors Academic Advising
        iii. Honors Thesis Planning
4. After selecting the appointment type from the options above, click “Find Available Time.”
5. Choose a time under “Commonwealth Honors College Advising.”

**Please see screenshots below.**

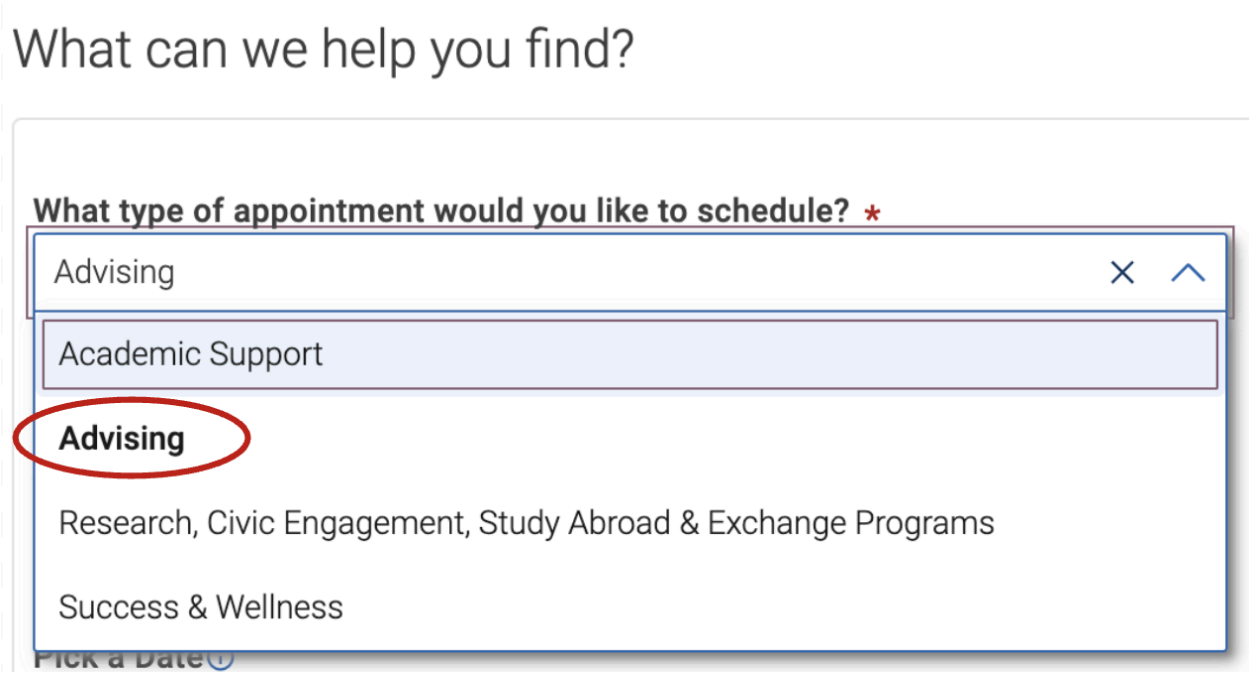
1. **Click “Make an Appointment”**

    a. <u>Navigate Online:</u>

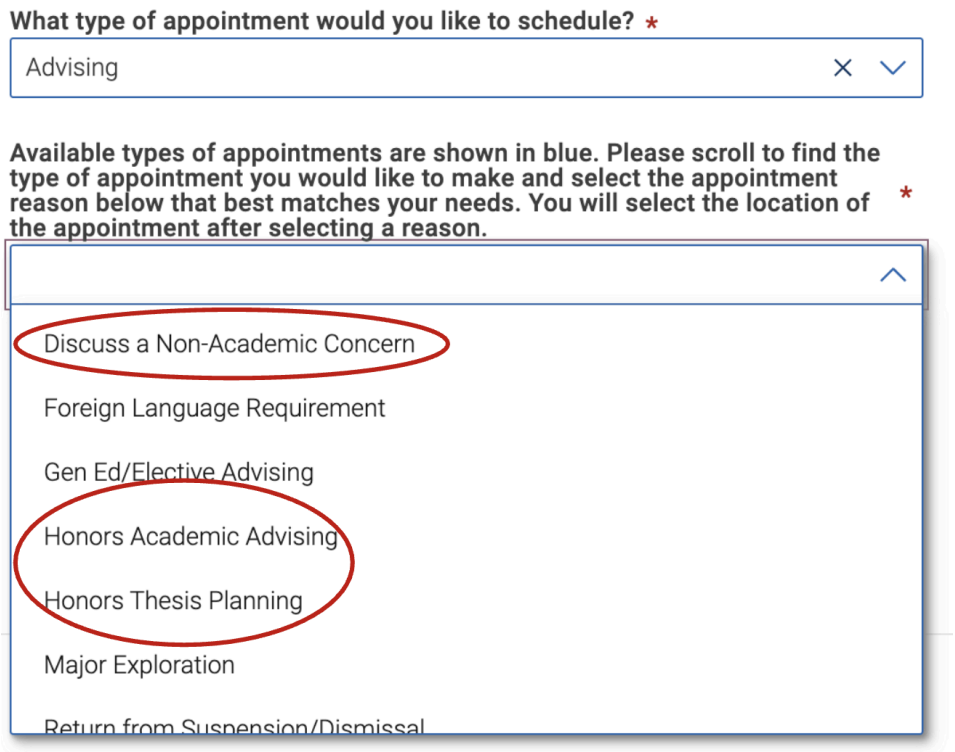



    b. <u>Navigate Phone App:</u>

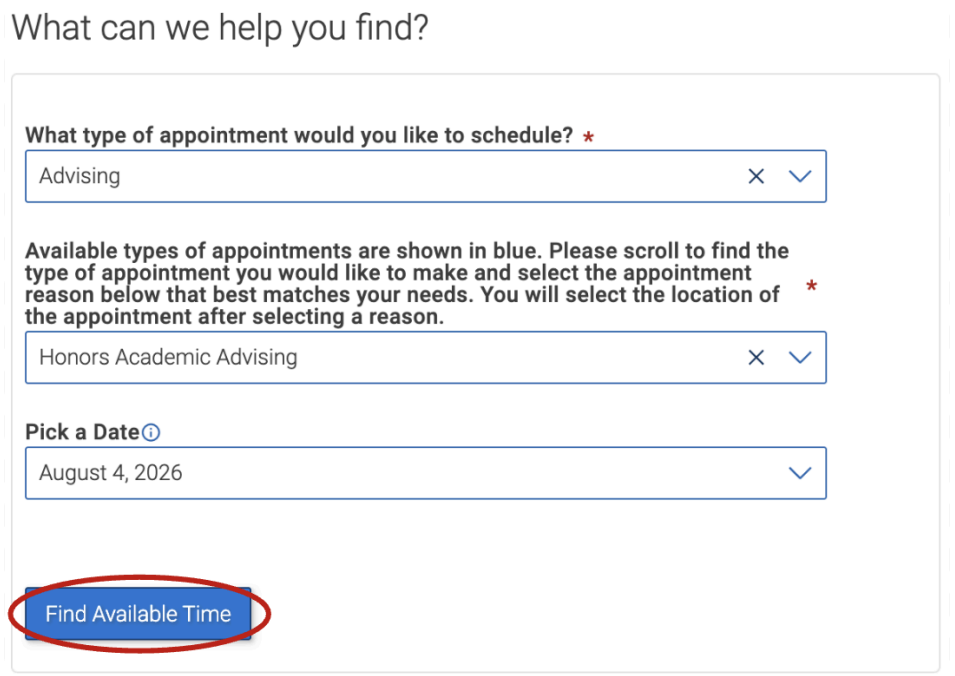
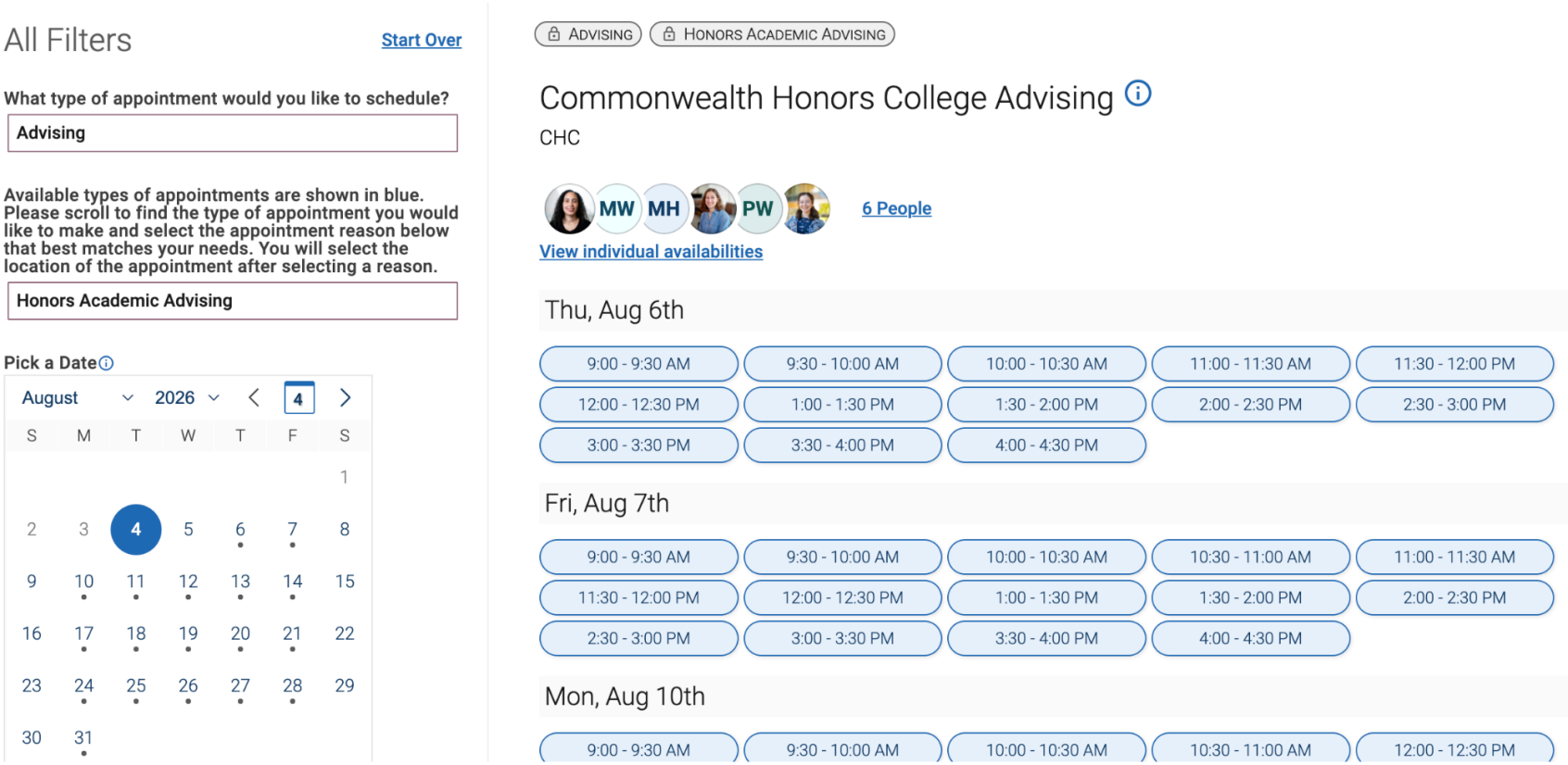
2. **Under “What type of appointment would you like to schedule,” choose “Advising.”**



3. **Choose an appointment type under "B) School/College Advising."**




4. **After selecting an appointment type, click "Find Available Time."**



5. **Choose a time under “Commonwealth Honors College Advising.”**