

# HOW TO SCHEDULE AN ADVISING APPOINTMENT (ZOOM)

## WHY SHOULD I MEET WITH MY ACADEMIC ADVISOR?

- registering for the next semester's classes
- dropping a class
- withdrawing from a class
- resigning from a semester
- choosing a major and/or minor
- taking classes at another institution
- studying abroad
- completing undergraduate research
- campus resources

USE THE NAVIGATE PLATFORM: <https://vt.campus.eab.com>

DOWNLOAD THIS PDF HERE:  
<https://tinyurl.com/BIOLzoomRegistrationSteps>

Student Home

Class Information Reports Calendar Send a Message



Schedule an Appointment

## Schedule Appointment

What type of appointment would you like to schedule?

Advising

Select a Service Category

Engineering Advising

Select a Service for your Appointment

General Engineering

Next ▶

Type of Appointment:  
**Advising**

Service Category:  
**Biological Sciences  
Advising**

Service for Appointment:  
**Biological Sciences**

## Schedule Appointment

Select a Location for your Appointment

Goodwin Hall

Goodwin Hall (Virtual)

Select an Advisor

If you don't have a preference, just click Next.

◀ Back

Next ▶

Location for Appointment:  
**Derring Hall (Virtual)**

Advisor:  
Summer Orientation:  
 Advising Team will populate.  
Fall/Spring: Your assigned advisor's name will populate.

## A few notes:

- Advising appointments will be held virtually through the [Zoom](#) video-conferencing tool.
- Students can connect to Zoom using a URL or by calling through a phone.
- Specific details for joining the Zoom meeting for your scheduled appointment are available in several places:
  - 1) under the special instructions when you schedule the appointment
  - 2) in your appointment confirmation email
  - 3) in your appointment reminder email
- When scheduling the appointment, leave a comment so your advisor can prepare for your meeting.
- For the meeting, be prepared with a list of questions, a blank [checksheet](#) for your intended major(s) and something to take notes with.