

Student Guide: Scheduling an Appointment Through a Campaign

If you are a new, returning, and current student who is assigned to the Advising Center or to an advisor who works in the Advising Center, during registration cycles, you will receive a special invitation to make an appointment through an Appointment Campaign. (Faculty advisors also may use appointment campaigns.) Appointment Campaigns allow advisors to reach out to specific populations and encourage them to schedule appointments for advising and registration.

If you are invited to a campaign, you will receive a personalized email sent to your QCC student email account with a direct link to see dates, times, and advisors available to meet during the campaign cycle. You also can access the campaign link through the Navigate360 desktop version or mobile app.

Below is an example of an advising welcome email with the direct link.

Email Preview

Please Schedule Your Academic Advising Appointment.

Hello Andrew:

Welcome or welcome back to QCC! The Advising Center extends a warm welcome as you get ready to join us for the Spring 2025 semester. Academic advisors are here to help you with your academic and professional development, and we will also assist you with registration for the upcoming semester.

We are using a new Navigate360 student success platform and attached are instructions to download the app or use the desktop application to access the platform. We are using Navigate to help students complete onboarding tasks and set up their advising appointments.

Within Navigate, there are several to-dos that you need to complete before you can register for classes. The To-Do icon is located on the left side of the platform.

If you are a returning student, you may not need to complete all the to-dos listed below. Please review your specific circumstances to determine if you need to complete the English self-assessment or math assessment again.

The to-dos you need to complete are:

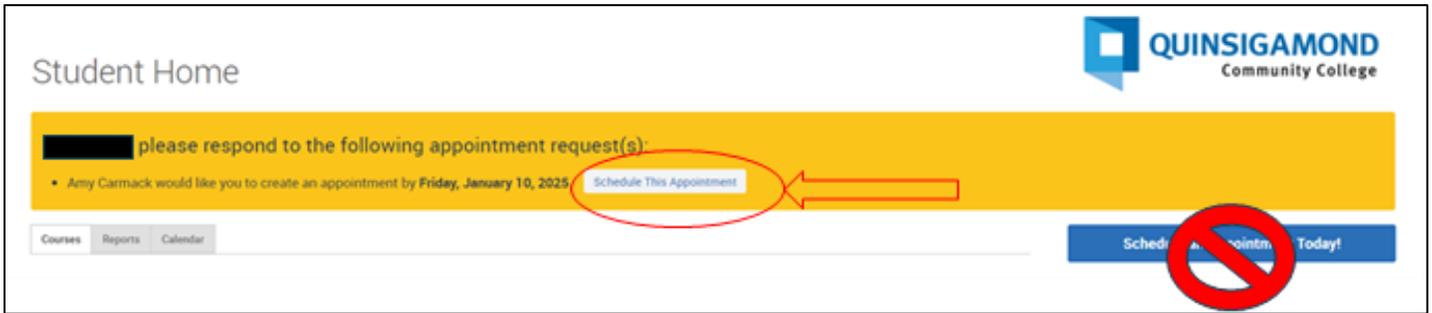
1. Submit any high school transcripts to enrollmentprocessing@qcc.mass.edu and any college transcripts to registrar@qcc.mass.edu before your advising appointment (if you have not already done so).
2. Complete the English self-assessment.
3. Complete the math intake form.
4. Sign up for orientation (this can be completed after you schedule your advising appointment).
5. Complete the Online Student Success and Introduction to Blackboard free online courses (this can be completed at any time, but before classes start).

After you have completed the English self-assessment and math intake form (and signed up to take the QMAT if needed), please schedule an appointment to meet with an advisor! To do so, please click the following link, select a time that works with your schedule, and click Save. You will receive an email confirming the appointment time and details.

[Schedule an Appointment](#)

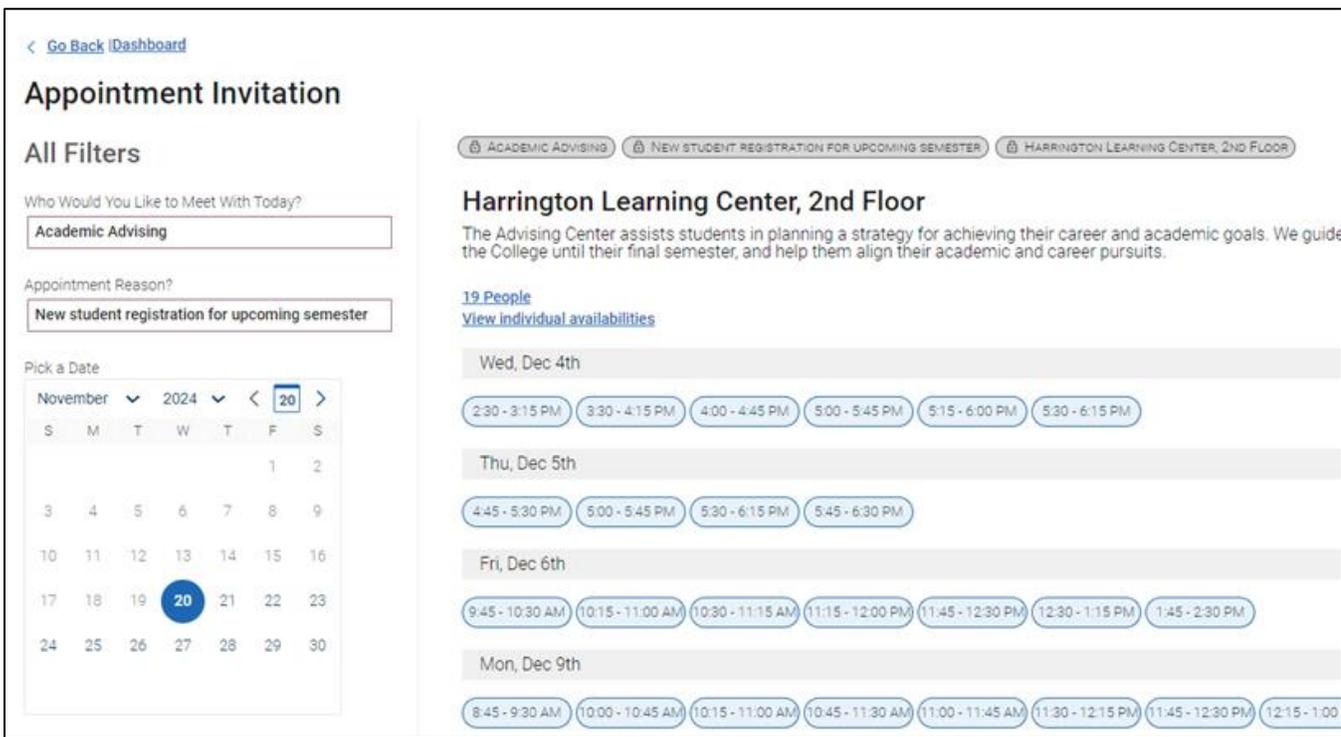
Navigate360 Desktop Version

If you log into qcc.navigate.eab.com to access the Navigate360 desktop version, you will automatically be taken to your Student Home page, where you will find an orange bar at the top of the page with a white “Schedule This Appointment” box. If you do not see an orange bar, this means you have not been invited to join an appointment campaign.



Click on the white “Schedule This Appointment” box to schedule your advising campaign appointment. **Do not** click on the blue “Schedule an Appointment Today!” box.

From this direct link, you will be taken to an Appointment Invitation page to schedule your appointment.



You can select a day/time that works for your schedule to make the appointment, or you can search by modality (how you would like to meet).

After you have selected the date and time you would like to meet with an advisor, you will be taken to a Review Appointment page. To review the details and confirm the appointment, click on the blue "Schedule" button at the bottom of the page.

If you click on the blue "Schedule an Appointment Today!" button, you will be taken to a screen that does not provide you with the advising options and may result in a Page Not Found error message.

Appointment Invitation

All Filters

Who Would You Like to Meet With Today?

Appointment Reason?

Pick a Date

November		2024		<	26	>
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Staff

How would you like to meet?

- In-Person
- Virtual

[< Go Back | Dashboard](#)

New Appointment

What can we help you find?

Below, you will find available options for scheduling an appointment. If you cannot find something that you are looking for, try the other appointment options to see available options for dropping in or requesting an appointment.

Who Would You Like to Meet With Today? *

- Online Learning Coaches
- SUCCESS Scholars

Pick a Date

Other Options

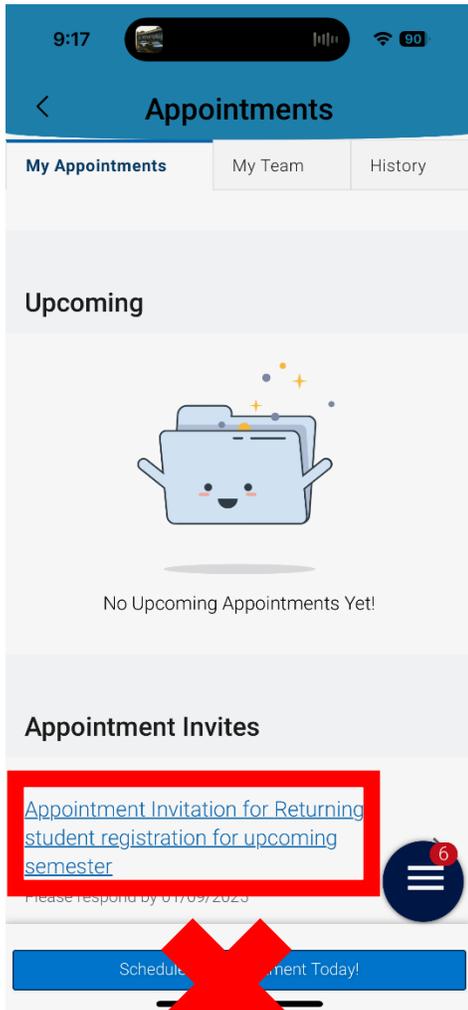
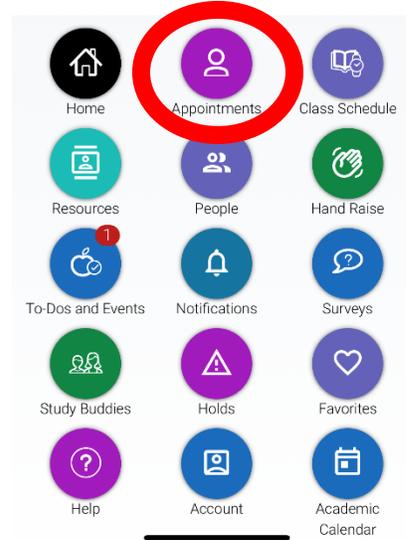
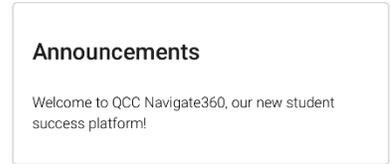
[Meet With Your Success Team](#)

Navigate360 Mobile App

You also can schedule your Appointment Campaign appointment through the Navigate360 mobile app, but you need to click very specific tabs to access the correct information.

From the Student Home page on the mobile app, click the Appointments button, **not** the To-Dos button, to schedule your campaign appointment.

From the Appointments page, skip the blue “Schedule Your Appointment Today!” button and use the Appointment Invitation link.



From there, you will be redirected to an Appointment Invitation page. Click on the blue “Find Time Availabilities” button to access the dates and times for appointments.

[Go Back \(Dashboard\)](#)

Appointment Invitation

Please respond to this appointment by **Friday, January 10**

Service
New student registration for upcoming semester

Location
Harrington Learning Center, 2nd Floor

People
Yeun-tying Collins, Gemma Goranson, Patrick Fama, Jean McLean, Erin Kelleher, Brenda Hernandez, Susan Sheridan, Jane Dowd, Eric Saczawa, Nicole Fortin, Kristin Balutis, Vida Ampuzman-Gayflor, Mary Fegreus-Reynolds

[Find Time Availabilities](#)

From this direct link, you will be taken to an Appointment Invitation page to schedule your appointment.

[Go Back \(Dashboard\)](#)

Appointment Invitation

[Academic Advising](#) [New Student Registration for Upcoming Semester](#) [Harrington Learning Center, 2nd Floor](#)

Harrington Learning Center, 2nd Floor

The Advising Center assists students in planning a strategy for achieving their career and academic goals. We guide students through the academic experience at QCC from the time they first enter the College until their final semester, and help them align their academic and career pursuits.

19 People
[View individual availabilities](#)

Wed, Dec 4th
9:30 - 6:15 PM

Thu, Dec 5th
4:00 - 4:45 PM 4:15 - 5:00 PM 4:45 - 5:30 PM 5:00 - 5:45 PM 5:30 - 6:15 PM 5:45 - 6:30 PM

Fri, Dec 6th
10:15 - 11:00 AM 10:30 - 11:15 AM 11:15 - 12:00 PM 11:45 - 12:30 PM 12:30 - 1:15 PM 1:45 - 2:30 PM

Mon, Dec 9th
8:45 - 9:30 AM 10:00 - 10:45 AM 10:15 - 11:00 AM 10:45 - 11:30 AM 11:00 - 11:45 AM 11:30 - 12:15 PM 11:45 - 12:30 PM 12:15 - 1:00 PM 12:30 - 1:15 PM 1:00 - 1:45 PM

Tue, Dec 10th
8:30 - 9:15 AM 9:15 - 10:00 AM 9:30 - 10:15 AM 10:00 - 10:45 AM 10:15 - 11:00 AM 10:30 - 11:15 AM 10:45 - 11:30 AM 11:00 - 11:45 AM 11:15 - 12:00 PM 11:30 - 12:15 PM 11:45 - 12:30 PM 12:00 - 12:45 PM 12:15 - 1:00 PM 12:45 - 1:30 PM 1:00 - 1:45 PM [Show More](#)

Wed, Dec 11th
11:30 - 12:15 PM 11:45 - 12:30 PM 12:15 - 1:00 PM 1:00 - 1:45 PM 1:45 - 2:30 PM 2:30 - 3:15 PM 3:00 - 3:45 PM 3:15 - 4:00 PM 3:30 - 4:15 PM 3:45 - 4:30 PM 4:00 - 4:45 PM 4:15 - 5:00 PM 4:30 - 5:15 PM 4:45 - 5:30 PM 5:00 - 5:45 PM [Show More](#)

All Filters

Who Would You Like to Meet With Today?

Appointment Reason?

Pick a Date
November 2024
S M T W T F S
1 2
3 4 5 6 7 8 9
10 11 12 13 14 15 16
17 18 19 20 21 22 23
24 25 26 27 28 29 30

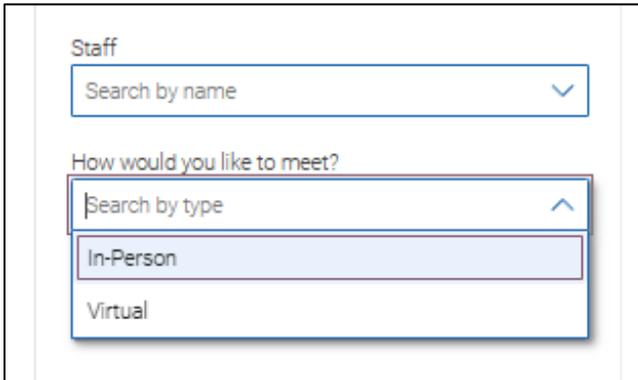
Staff

How would you like to meet?

Location

Course

Select a day/time that works for your schedule to make the appointment, or search by modality (how you would like to meet).

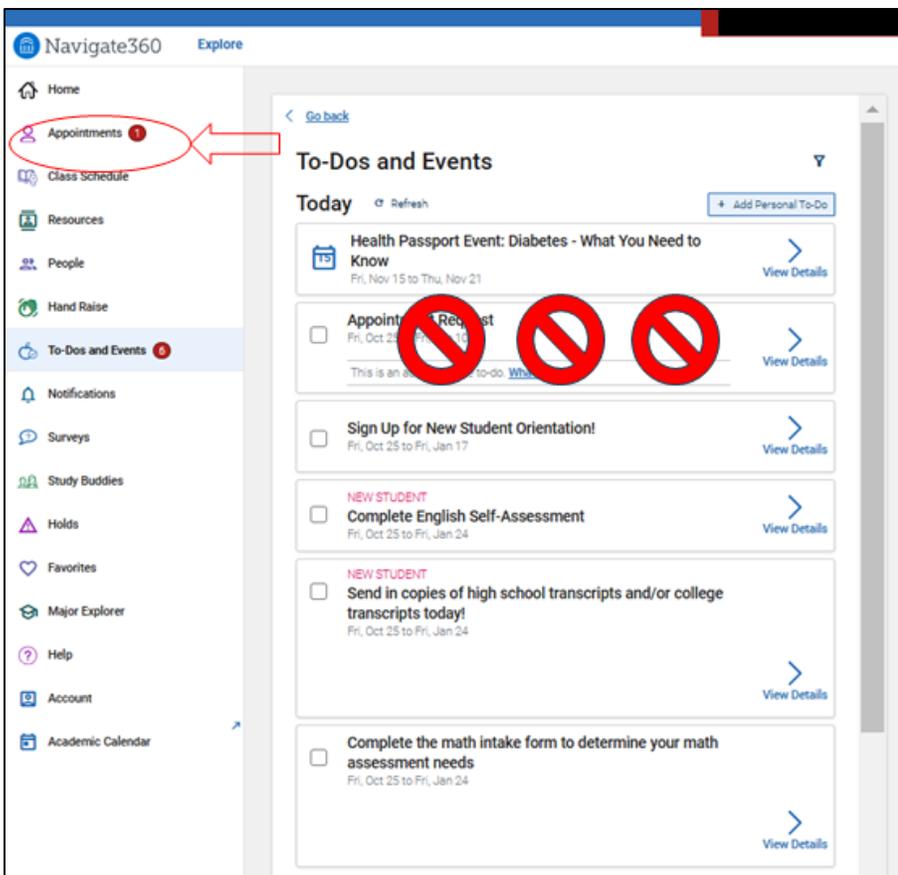


Staff
Search by name

How would you like to meet?
Search by type
In-Person
Virtual

After you've selected the date and time you would like to meet with an advisor, you will be taken to a Review Appointment page. To review the details and confirm the appointment, click the blue "Schedule" button at the bottom of the page.

You may see an Appointment Request to-do under the To-Dos and Events tab, but **do not** click this option to schedule your advising campaign appointment.



Navigate360 Explore

Home

Appointments 1

Class Schedule

Resources

People

Hand Raise

To-Dos and Events 3

Notifications

Surveys

Study Buddies

Holds

Favorites

Major Explorer

Help

Account

Academic Calendar

[Go back](#)

To-Dos and Events

Today Refresh Add Personal To-Do

- Health Passport Event: Diabetes - What You Need to Know
Fri, Nov 15 to Thu, Nov 21 View Details
- ~~Appointment Request~~
Fri, Oct 25 to Fri, Jan 24
This is an appointment to-do. Why? View Details
- Sign Up for New Student Orientation!
Fri, Oct 25 to Fri, Jan 17 View Details
- NEW STUDENT Complete English Self-Assessment
Fri, Oct 25 to Fri, Jan 24 View Details
- NEW STUDENT Send in copies of high school transcripts and/or college transcripts today!
Fri, Oct 25 to Fri, Jan 24 View Details
- Complete the math intake form to determine your math assessment needs
Fri, Oct 25 to Fri, Jan 24 View Details

After following these steps, if you are still receiving error messages (such as Page Not Found) or cannot schedule an appointment, email the IT Service Desk at help@qcc.mass.edu. Be sure to include the following information in your email:

1. Your full name
2. Your QCC student ID number
3. A detailed description of the issue and you got to the step at which you are having trouble
4. Screenshots of any steps and the error message

24/7 Support

Phone Number: 508.854.4427, Press 1 for Student Support

QCC IT Service Desk: <https://www.qcc.edu/support/it-service-desk>

IT Support Portal: <https://qccitsupport.freshservice.com/support/home>