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**.

- **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 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.*