

SCHEDULE A WRITING APPOINTMENT



My.HC.edu Portal

/ Portal

Campus Portal

Visit the Campus Portal to access student systems, software, and technology.

CAMPUS PORTAL →



01. VISIT YOUR STUDENT PORTAL

- [My.HC.edu](https://my.hc.edu)

02. LOOK FOR YOUR QUICK LINKS

- Click into EAB Navigate

Student Quick Links

 [Book Pass](#)

 [Canvas](#)

 [EAB Navigate](#)

 [Handshake](#)

 [LinkedIn Learning](#)



Navigate360 Explore

 Home

 Class Schedule

 Appointments

 Hand Raise

 Calendar

 Holds



03. ENTER NAVIGATE 360

- Look For “Appointments” on the left side bar

04. SCHEDULE AN APPOINTMENT

- Click the blue box “Schedule and Appointment”

<
< [Go Back](#) | [Dashboard](#)

[Schedule an Appointment](#)

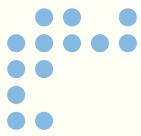
Appointments

[My Appointments](#)

[My Team](#)

[History](#)

Upcoming



SCHEDULE A WRITING APPOINTMENT



New Appointment

Below, you will find available options for scheduling an appointment. If you cannot find so

What can we help you find?

What type of appointment would you like to schedule? *

Tutoring Services x v

Service *

Writing x v

Pick a Date

September 9, 2026 v

Find Available Time

04. FIND AVAILABLE TIME

1. What type of appointment would you like to schedule?
 - a. Select "Tutoring Services"
2. Service
 - a. Select "Writing"
3. Pick a Date
 - a. Choose the date you want the appointment for
4. Click "Find Available Time"

05. SELECT YOUR TIME

- If the writing tutor doesn't matter look through the available times
- To find the time for a specific writing tutor sort by clicking "View individual availabilities"
- Select the writing tutor you want to meet with to see their times

New Appointment

Filters [Start Over](#)

What type of appointment would you like to schedule?

Tutoring Services

Service

Writing

Pick a Date

September 2026 < 9 >

Writing Center ⓘ

[View Drop-in Times](#)

3 People

[View individual availabilities](#)

Thu, Sep 10th

12:30 - 1:00 PM 12:45 - 1:15 PM 1:00 - 1:30 PM

Fri, Sep 11th

10:00 - 10:30 AM 10:15 - 10:45 AM 10:30 - 11:00 AM

11:30 - 12:00 PM 12:50 - 1:20 PM 2:05 - 2:35 PM

Review Appointment Details and Confirm

What type of appointment would you like to schedule?

Tutoring Services

Date

09/10/2026

Location

Writing Center

Staff

Evany Hancock

Details

Please bring an ele

How would you like to meet? *

in-person

You are seeing the only meeting type available for this time slot.

Comments

Add your comments here

Email Reminder

☒ Reminder will be sent to adjeia@hc.edu

Text Message Reminder

☒

Phone Number for Text Reminder

Schedule

06. REVIEW APPOINTMENT

- Check everything is correct
 - Date
 - Time
 - Tutor
 - Subject
 - Modality
 - in-person
 - virtual
 - Add a comment
 - List topics you need support in
 - Make sure email and text reminders are active
 - check your cell phone # is correct
 - Click Schedule