

# SCHEDULE AN ACADEMIC COACHING APPOINTMENT

## My.HC.edu Portal

Home / 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 AN ACADEMIC COACHING APPOINTMENT

[Go Back Dashboard](#)

## New Appointment

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

What can we help you find?

What type of appointment would you like to schedule? \*

Tutoring Services x v

Service \*

Academic Coaching x v

Pick a Date

September 2, 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 "Academic Coaching"
3. Pick a Date
  - a. Choose the date you want the appointment for
4. Click "Find Available Time"

## 05. SELECT YOUR TIME

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

## New Appointment

### All Filters

[Start Over](#)

What type of appointment would you like to schedule?

Tutoring Services

Service

Academic Coaching

Pick a Date

September 2026 < 2 >

| S  | M | T | W | T | F  | S  |
|----|---|---|---|---|----|----|
|    |   |   | 1 | 2 | 3  | 4  |
| 5  | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 |   |   |   |   |    |    |

TUTORING SERVICES ACADEMIC COACHING

### Tutoring Center

3 People

[View individual availabilities](#)

Fri, Sep 4th

|                |                |                |
|----------------|----------------|----------------|
| 2:00 - 2:30 PM | 2:15 - 2:45 PM | 2:30 - 3:00 PM |
| 3:30 - 4:00 PM | 3:45 - 4:15 PM | 4:00 - 4:30 PM |
| 5:00 - 5:30 PM | 5:15 - 5:45 PM | 5:30 - 6:00 PM |

Mon, Sep 7th

## Review Appointment Details and

What type of appointment would you like to schedule?

Tutoring Services

Date

09/04/2026

Location

Tutoring Center

Staff

Nikki