



HOW TO: Schedule a Virtual appointment with the Office of the Registrar:

FIRST, Click [HERE](#) for Navigate Student desktop application (if linking from your phone, you will be prompted to download the app, if you have not already done so).

1. Once you have logged in (using your *myplymouth* username and password), select **'APPOINTMENTS'** from the homepage menu
2. You will then choose **'Other support and advising'** from the drop-down
3. Then, select **'Office of the Registrar'** from the drop-down
4. Select from the options listed under **'Tell us why you'd like to meet'**

Tell us why you'd like to meet

-- please choose one --

-- please choose one --

Form needs the University Seal

Registrar's Office requested I make an appointment

Veteran-related question/paperwork

PLEASE NOTE:

IF YOU DO NOT SEE AN APPOINTMENT REASON YOU NEED, PLEASE GO TO [THE OFFICE OF THE REGISTRAR WEBSITE](#) FOR FAQ's AND RESOURCES YOU CAN ACCESS WITHOUT AN APPOINTMENT.

5. Select **'Appointment (Virtual) 30min', Appointment (Virtual) 15min, OR, Office of The Registrar (in person) – Speare 115**
6. Choose from a [list of available staff](#) (if you do not have a preference, just click **NEXT**)

Choose where you would like to meet

Appointment (Virtual) 30 min

Choose a person to meet with

Any Staff

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

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Next ▶

7. Select an available **DATE** and **TIME**, then click **NEXT**
8. Review the **Appointment Details**, see if there are any special instructions for you, and if you are satisfied with the appointment click [Confirm Appointment](#)

You will receive a reminder about the appointment via email (24hrs in advance) and via text (1 hour prior) unless you opt out on the appointment confirmation page