How do I schedule an appointment with my advisor?

- Log on to the GradesFirst System at nova.gradesfirst.com
- Click on “Schedule an Appointment” button.

You will see the following area of services.

Then, select a service you need. Once selected, click on “Next” button.
• Then, select a preferred location. This list will show locations at which the service you selected in the previous step is being offered.

• Once a location is selected, you then will see a list of advisor(s) who are available for your appointment.

• You can either select an advisor from the list or you can leave it with “any advisor” choice (blank). Once selected, click “Next”.
• The next screen will show the available time options for appointment for the current week. You can also click on “next week” button to go to the week or date that works best for you.

• The above picture show time availability of the following week. For example, there are 6 time slots open on “Wed, Sep 02” in the afternoon.
• Select the date that works best for you.
• Then, select the time from the list that works best for you.
• Then, click “Next”. You need to “Confirm Appointment” on the next screen by click on the button as shown on the picture below.
• This next screen simply shows the appointment details.

• You will receive a confirmation email that will include the appointment information after a correct submission. Please note that this appointment will also appear on your calendar tab on GradesFirst.

You may click on the appointment for more information.