

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.

Student Home

NSU NOVA SOUTHEASTERN UNIVERSITY

Ivan, please respond to the following appointment request(s):

- GradesFirst Support would like you to create an advising appointment by **Friday, Aug. 28, 2015**. [Schedule This Appointment](#)

Class Information Reports Calendar Send a Message

Classes This Term

Actions	CLASS NAME	PROFESSOR	DAYS/TIMES	MID	FINAL	TAKE ACTION
<input type="checkbox"/>	ENGL4010-41 Technical Writing in Professions	Jennifer Sorensen	TR 3:00p-4:30p Corbett PE Bldg 221	C		
<input type="checkbox"/>	GEO100-1 College Geometry	Casey Ingersoll		B		

Schedule an Appointment

Quick Links

- Take me to...
- [School Information](#)

Study Hall Information

- You will see the following area of services.

Reason Location & Advisor Time Select Confirm

To help you get advising quickly, please tell us why you'd like to meet with an advisor.

-- please select one --

Academic Advising

- Then, select a service you need. Once selected, click on “Next” button.

Reason Location & Advisor Time Select Confirm

To help you get advising quickly, please tell us why you'd like to meet with an advisor.

Student Success Coaching

Choose from the following options and click Next.

-- please select one --

Academic Performance

Academic Probation

Academic Warning

Adjusting to NSU

- Then, select a preferred location. This list will show locations at which the service you selected in the previous step is being offered. .

Reason > Location & Advisor > Time Select > Confirm

What location do you prefer?

-- please select one --

Any Location

Student Success - Rosenthal 104

Advising - Main Campus, Horvitz 252

Advising Services via PHONE

Advising Services via SKYPE

Back Next

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

Reason > Location & Advisor > Time Select > Confirm

What location do you prefer?

Student Success - Rosenthal 104

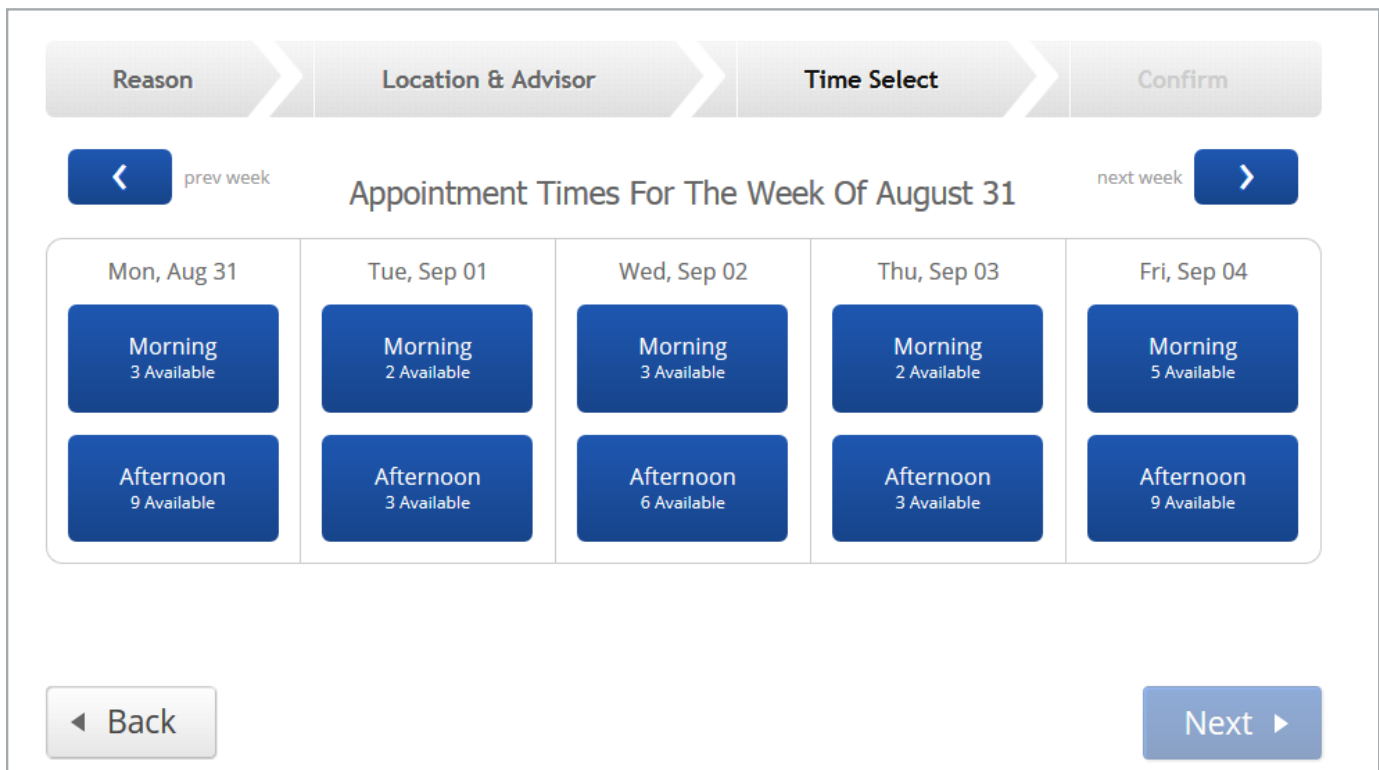
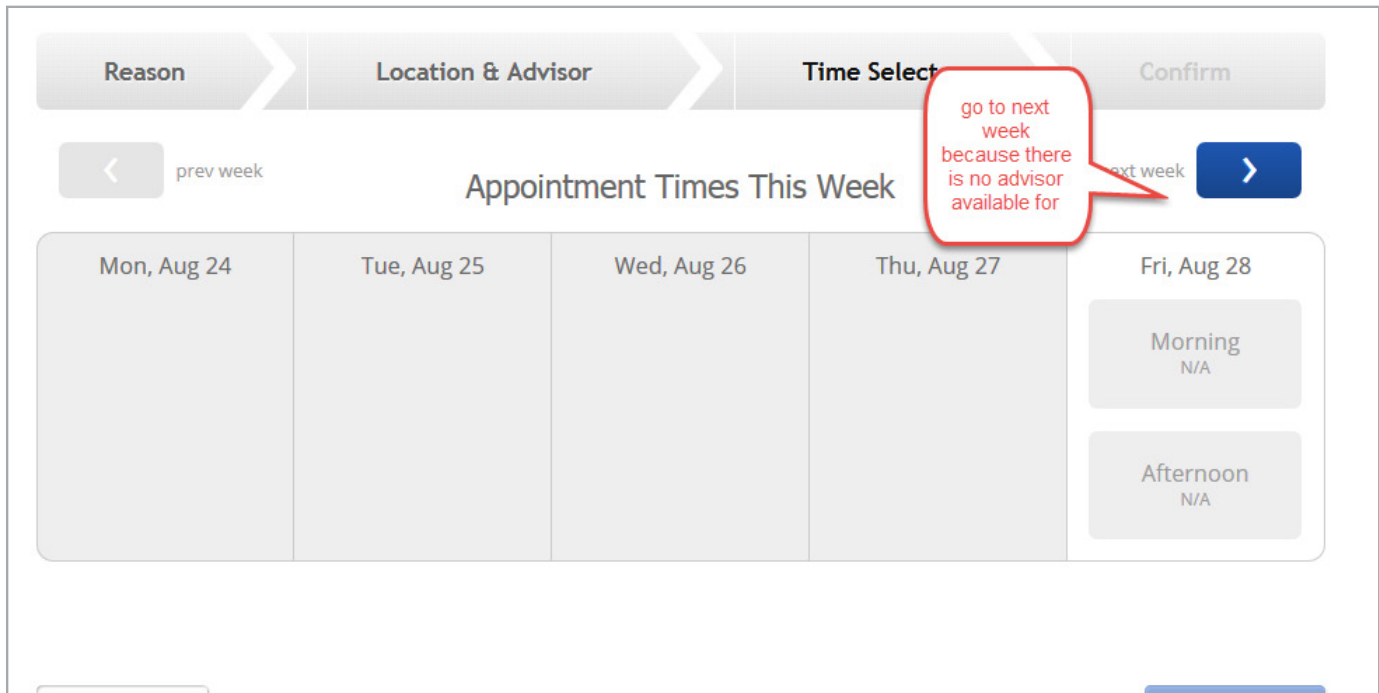
Which advisor? You may select more than one.
If you don't have a preference, just click Next.

(Your Advisor)

Back Next

- You can either select and 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.

Reason > Location & Advisor > Time Select > Confirm

prev week < Appointment Times For The Week Of August 31 next week >

Mon, Aug 31 Morning 3 Available Afternoon 9 Available	Tue, Sep 01 Morning 2 Available Afternoon 3 Available	Wed, Sep 02 Close 12:00pm 12:15pm 12:45pm 1:00pm 2:30pm	Thu, Sep 03 Morning 2 Available Afternoon 3 Available	Fri, Sep 04 Morning 5 Available Afternoon 9 Available
--	--	--	--	--

Back < Next >

For example, the "Afternoon of Sep 02" is selected. Once clicked, all 6 available time slots will show. You, then, will select the time 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.

Reason > Location & Advisor > Time Select > Confirm

Your appointment has not been scheduled yet. Please review and click Confirm Appointment to complete.

Appointment Details

Who: Ivan Ban with Victoria Hyslop
Why: Academic Performance

When: Wednesday, September 02 1:00pm - 1:45pm
Where: Student Success - Rosenthal 10

Is there anything specific you would like to discuss with Victoria ?
Comments for your advisor...

Would you like to set a reminder?
Send Me an Email Send Me a Text

Back < Confirm Appointment

All appointment attendees listed here.

You can also ask for the system to send you a text message. it will be sent to the number on your record.

By clicking here, the system will send you a confirmation of the appointment schedule.

You made add your comment to the advisor here.

- This next screen simply shows the appointment details.

Success! Your Appointment Has Been Created

Appointment Details

Who: Ivan Ban with Victoria Myer

Why: Academic Performance

When: Wed Sep 02, 2015 01:00 pm - 01:45 pm

Where: Student Success - Rosenthal 104

What would you like to do now?

[Create Another Appointment](#)

[View My Calendar](#)

[Go Home](#)

- 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.

Student Home

Class Information
Reports
Calendar
Send a Message

Print: [Calendar](#) | [List](#)

August 2015

today
<
day
week
month
>

SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	31	1
	<div style="background-color: #e6f2ff; padding: 2px;">8a KIN3021-1 Phy of Exercise</div> <div style="background-color: #e6f2ff; padding: 2px;">9a KIN3034-1 Lifespan Motor Dev</div> <div style="background-color: #e6f2ff; padding: 2px;">2:30p Academic Planning</div>	<div style="background-color: #e6f2ff; padding: 2px;">11a KIN4900-1 Tp:Under Skill Acquis for Tchg</div> <div style="background-color: #e6f2ff; padding: 2px;">3p ENGL4010-41 Technical Writing in Professns</div>	<div style="background-color: #e6f2ff; padding: 2px;">9a KIN3034-1 Lifespan Motor Dev</div>	<div style="background-color: #e6f2ff; padding: 2px;">8a KIN3021-1 Phy of Exercise</div> <div style="background-color: #e6f2ff; padding: 2px;">11a KIN4900-1 Tp:Under Skill Acquis for Tchg</div> <div style="background-color: #e6f2ff; padding: 2px;">12:30p Success/Study Strategies</div> <div style="background-color: #e6f2ff; padding: 2px;">3p ENGL4010-41 Technical Writing in Professns</div>	<div style="background-color: #e6f2ff; padding: 2px;">8a KIN3021-1 Phy of Exercise</div>	
	<div style="background-color: #e6f2ff; padding: 2px;">3p Career Exploration</div> <div style="background-color: #e6f2ff; padding: 2px;">4p Career Counseling</div> <div style="background-color: #e6f2ff; padding: 2px;">4p Career Counseling</div> <div style="background-color: #e6f2ff; padding: 2px;">7p Academic Planning</div>	<div style="background-color: #e6f2ff; padding: 2px;">3p ENGL4010-41 Technical Writing in Professns</div>		<div style="background-color: #e6f2ff; padding: 2px;">3p ENGL4010-41 Technical Writing in Professns</div>		
24	25	26	27	28	29	
<div style="background-color: #e6f2ff; padding: 2px;">8a KIN3021-1 Phy of Exercise</div> <div style="background-color: #e6f2ff; padding: 2px;">9a KIN3034-1 Lifespan Motor Dev</div>	<div style="background-color: #e6f2ff; padding: 2px;">11a KIN4900-1 Tp:Under Skill Acquis for Tchg</div> <div style="background-color: #e6f2ff; padding: 2px;">3p ENGL4010-41 Technical Writing in Professns</div>	<div style="background-color: #e6f2ff; padding: 2px;">8a KIN3021-1 Phy of Exercise</div> <div style="background-color: #e6f2ff; padding: 2px;">9a KIN3034-1 Lifespan Motor Dev</div> <div style="background-color: #e6f2ff; padding: 2px;">1:30p Internships</div>			<div style="background-color: #e6f2ff; padding: 2px;">8a KIN3021-1 Phy of Exercise</div>	
31	1	2	3	4	5	
<div style="background-color: #e6f2ff; padding: 2px;">8a KIN3021-1 Phy of Exercise</div> <div style="background-color: #e6f2ff; padding: 2px;">9a KIN3034-1 Lifespan Motor Dev</div>	<div style="background-color: #e6f2ff; padding: 2px;">11a KIN4900-1 Tp:Under Skill Acquis for Tchg</div> <div style="background-color: #e6f2ff; padding: 2px;">3p ENGL4010-41 Technical Writing in Professns</div>	<div style="background-color: #e6f2ff; padding: 2px;">8a KIN3021-1 Phy of Exercise</div> <div style="background-color: #e6f2ff; padding: 2px;">9a KIN3034-1 Lifespan Motor Dev</div> <div style="background-color: #e6f2ff; padding: 2px;">1p Academic Performance</div> <div style="background-color: #e6f2ff; padding: 2px;">2p Internships</div>		<div style="background-color: #e6f2ff; padding: 2px;">8a KIN3021-1 Phy of Exercise</div>	<div style="background-color: #e6f2ff; padding: 2px;">8a KIN3021-1 Phy of Exercise</div>	

Academic Performance

Location:
Student Success - Rosenthal 104

Organizer:
Victoria Myer

Attending:
Ivan Ban
Victoria Myer

Sep 2 @ 1:00p, 45 min

You may click on the appointment for more information.