

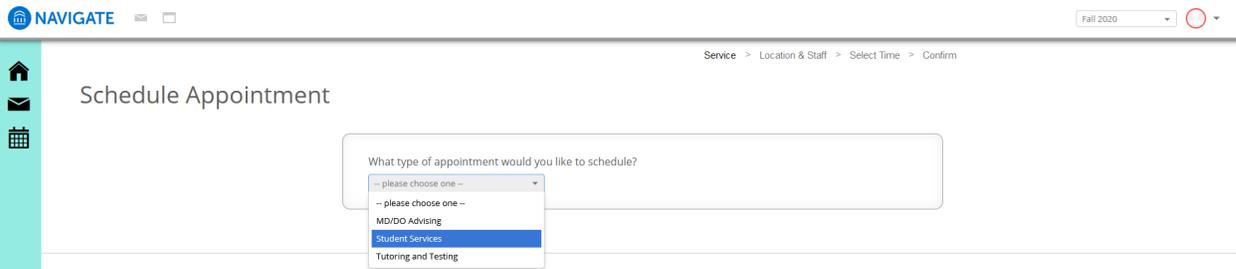
For students:

## How to make an appointment

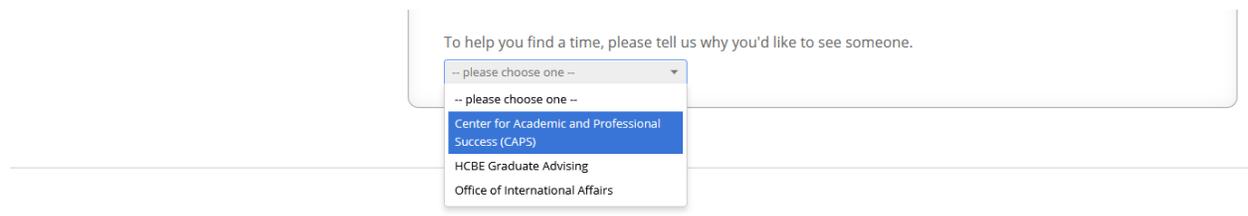
- 1) Upon entering the Student Scheduler, you will be asked a series of questions.



- 2)
  - a. For CAPS (Career and Academic Advising), Office of International Affairs, or Huizenga Business College services select **Student Services**. Tutoring or Academic Success Coaching select **Tutoring and Testing** For MD/DO Students select **MD/DO Advising**



- b. The options that will display once you have selected your service center are based off the services available at each location.



- c. For instance, with academic advising appointments under the Center for Academic and Professional Success, you will be able to select from a range of different topics

## Schedule Appointment

What type of appointment would you like to schedule?  
Student Services

To help you find a time, please tell us why you'd like to see someone.  
Center for Academic and Profession...

Choose from the following options and click Next.

-- please choose one --

- please choose one --
- Career Advising
- Academic Advising
- Academic Planning
- Academic Standing
- Career Exploration
- ExEI Planning

- 3) You will be presented with different choices on the modality of your appointment based on the service you selected and the location that service is offered

### Schedule Appointment

What location do you prefer?

-- please choose one --

- please choose one --
- Advising Services - Main Campus (In-person)
- Advising Services - Phone
- Advising Services - Zoom

Next

- 4) Some offices will allow you to select an individual from a list, while others only allow you to schedule with your assigned staff member.
- 5) Now you can select the day and time you would like to meet based on the staff members availability.

### Schedule Appointment

Times From September 06 To September 10

Sun, Sep 06	Mon, Sep 07	Tue, Sep 08	Wed, Sep 09	Thu, Sep 10
Morning N/A	Morning N/A	Morning N/A	Morning 2 Available	Morning N/A
Afternoon N/A	Afternoon N/A	Afternoon 2 Available	Afternoon 4 Available	Afternoon 3 Available

\*All times listed are in Eastern Time (US & Canada). refreshed at 11:03am ET.

Back Next

- a. You may need to click on the blue arrow to find additional days/times available.
- b. Days/times displaying are accommodating both for the staff schedule and your class schedule.
- c. Click on one of the blue boxes for Morning or Afternoon. A list of available times will display.
- 6) Confirm your details and review the "Additional Details" section carefully. Add any comments you would like staff to know about the purpose of your visit in the comments section
- 7) Click Confirm Appointment. You will receive confirmation from your NSU e-mail account immediately.

**Appointment Details**

Who: [Name] with Robert Mijares  
Why: Academic Advising  
When: Thursday, September 10 4:00pm - 5:00pm ET  
Where: Advising Services - Phone

**Additional Details**

Is there anything specific you would like to discuss with Robert?  
Comments for your staff...

Send Me an Email  
 Send Me a Text  
Please provide your mobile number  
954530900

Back Confirm Appointment