AgileGrad: Student Success Planner Guide

How to Set Up an Appointment With an Advisor

1. After you log in, the following screen appears.
2. Click on **Go to Advising Center**.
4. Click on the **Select advisor to view availability** drop-down menu. A list of all advisors will appear. The list includes faculty advisors and Student Services counselors and advisors. If you are unsure which advisor to choose, please contact your campus Student Services Office (or ELLcounselors@nvcc.edu if you take your courses online).

**NOTE:** Available times are marked in green. Additional times may be available.
5. If the advisor you selected has no open times, a block of green will not appear and a warning message in red text will appear. You can still request an appointment at a time outside of the green area.
6. If the advisor you selected has open times, a block of green will appear as shown below.
7. Enter in the **Date and time of your appointment**, **Duration of your appointment**, **Appointment Type** and **Reason for your visit**.

8. Click on the **Schedule Appointment** button. You will now see an **Appointment Request Sent** box.
You will also receive an e-mail confirmation of your appointment request as shown below.

**NOTE:** This is not a confirmation of the appointment request. You will receive another e-mail once your advisor actually confirms the appointment.

----- Original Message -----
From: AgileGrad [mailto:message@agilegrad.com]
Sent: Friday, May 09, 2014 1:44 PM
To: Shah, Rupen M
Subject: Appointment Requested - Wed, 05/14/2014 04:00 PM

Student Success Planner Notice

You have requested an appointment.
Advisor: Theresa Gentile
Date: Wed, 05/14/2014 04:00 PM
Appointment Type: Academic
Reason: To review two year plan.

You may receive another email notice once the advisor has confirmed your appointment.

9. Once the dialog box is closed, you will see this screen.
10. The **Advising Center** screen allows you to schedule a new appointment, check in for or cancel an existing appointment, or browse a list of advisors.

If you want to cancel an existing appointment you will see this screen.

**NOTE:** It is not necessary to check in for appointments you wish to keep.
11. Your appointment can also be viewed on your home page.
12. When you click on the **Appointment** box the following screen will appear showing that your appointment is scheduled, but not confirmed.

13. If you have any problems, please contact the NOVA IT Help Desk by e-mail at [ITHelpDesk@nvcc.edu](mailto:ITHelpDesk@nvcc.edu) or by phone at (703) 426-4141.