

# How Students Schedule An Appointment Online

## Step 1: Log into GradesFirst

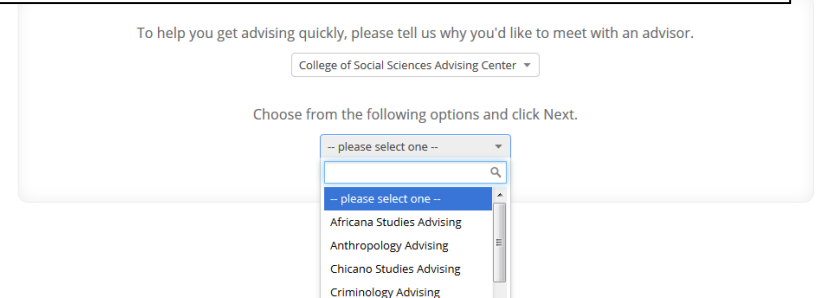
- Log into [www.my.fresnostate.edu](http://www.my.fresnostate.edu)
- From My Menu → Click on GradesFirst-Academics
- Click on Get Advising



## Step 2: Reason

1<sup>st</sup> box: Select College of Social Sciences Advising Center

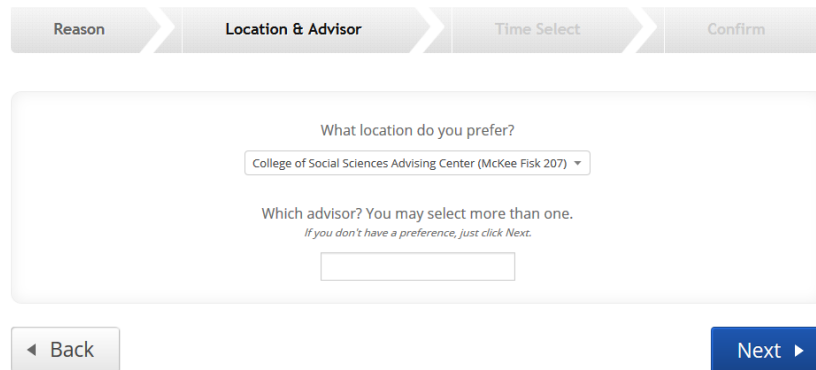
2<sup>nd</sup> box: Select major



## Step 3: Location & Advisor

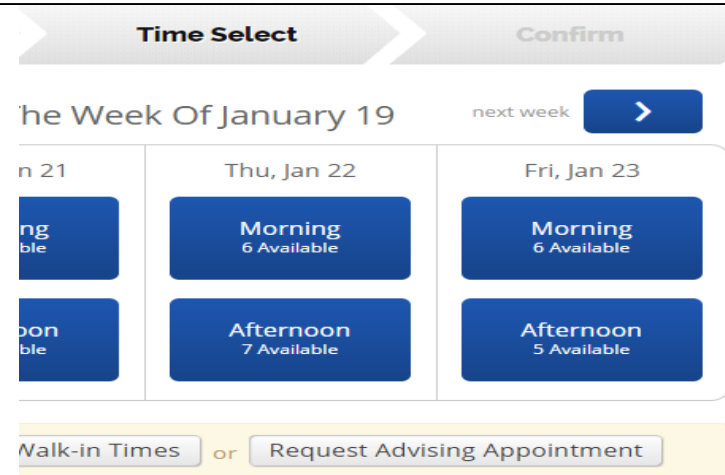
1<sup>st</sup> Box: College of Social Sciences Advising Center (McKee Fisk 207)

2<sup>nd</sup> Box: Optional – you may choose a specific advisor. If you leave blank, you will be scheduled with any advisor in that office.



## Step 4: Time Select

Find the best date that works for you and click which time works best for you



## Step 5: Review & Confirm Appointment

View Appointment Details, enter your current phone # in comments and click Confirm Appointment

Reason > Location & Advisor > Time Select > **Confirm**

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

### Appointment Details

**Who:** Your Name with Advisor Name

**When:** Monday, December 07  
10:15am - 11:00am

**Why:** Criminology Advising

**Where:** College of Social Sciences Advising Center (McKee Fisk 207)

*Is there anything specific you would like to discuss with Ross?*

Comments for your advisor...

*Would you like to set a reminder?*

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Confirm Appointment