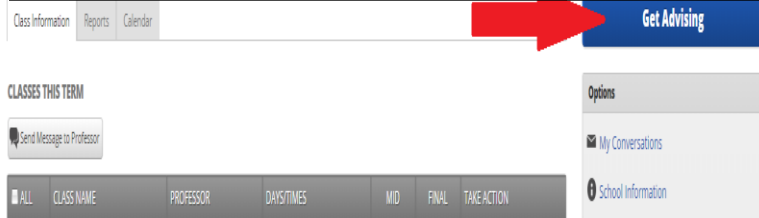


# How Students Schedule An Appointment Online

## 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 Special Program Advising

2<sup>nd</sup> box: Select Dream Success Center Advising

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

Special Program Advising

Choose from the following options and click Next.

-- please select one --  
-- please select one --  
ARC HCOP Student Advising  
Dream Success Center Advising  
EOP Peer Mentor Advising  
RSP Student Advising

## Step 3: Location & Advisor

1<sup>st</sup> Box: Dream Success Center (Joyal 224)

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.

What location do you prefer?

Dream Success Center (Joyal 224)

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

Any Advisor

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## Step 4: Time Select

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

Time Select Confirm

The Week Of January 19 next week >

Jan 21	Thu, Jan 22	Fri, Jan 23
ng ble	Morning 6 Available	Morning 6 Available
pon ble	Afternoon 7 Available	Afternoon 5 Available

Walk-in Times or Request Advising Appointment

## Step 5: Review & Confirm Appointment

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

### Appointment Details

**Who:** Your Name [redacted] with  
Advisor Name [redacted]

**When:** Friday, August 19  
9:30am - 10:00am

**Why:** Dream Success Center Advising

**Where:** Dream Success Center (Joyal 224)

#### Additional Details

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

Comments for your advisor...

*Would you like to set a reminder?*