

To schedule an Advising Appointment, please follow these steps:

(Remember to update your NYU Google Calendar to China Standard Time*)

1. In Albert in the Student Center click Setup Advisor Appointment. This link can be found to the left of the student's class schedule.

The screenshot shows the 'Academics' section of the Albert Student Center. On the left, a navigation menu includes links for 'Search', 'Enroll', 'My Academics', 'Check Registration Status', and 'Setup Advisor Appointment', with the last link circled in red. Below the menu is a search box containing 'other academic...'. To the right, there are sections for 'Deadlines', 'URL', 'This Week's Schedule' (a table with 'Class' and 'Schedule' columns), 'Holds' (with 'Advisor Approval Required' and a 'details' link), and 'To Do List' (with '2013-2014 FAFSA' and a 'details' link). A 'SEARCH FOR CLASSES' button is also visible.

2. Click the magnifying glass and select Shanghai as the Department Calendar.

This screenshot shows the appointment selection interface. At the top, there are three tabs: 'Available Appointments', 'Scheduled Appointments', and 'Appointment History'. Below the tabs is a search box with the text '*Select Department Calendar (Required)'. A magnifying glass icon is circled in red next to the search box, with the instruction 'Click on magnifying glass for available options.'

The screenshot shows a dialog box titled 'Look Up Select Department Calendar (Required)'. It has a 'Cancel' button and a 'Search Results' section. The search results are displayed in a table with the following rows: 'CAS', 'Dental', 'Gallatin', 'LSP', 'Nursing', 'SCPS', 'SCPS-McGhee', 'Shanghai', and 'Social Work'. The 'Shanghai' row is circled in red. The dialog also includes a 'View 100' dropdown, 'First' and 'Last' buttons, and a '1-12 of 12' indicator.

- Click the next magnifying glass that appears and select the reason for the appointment (i.e., academic progression, personal, etc.).

[Available Appointments](#) | [Scheduled Appointments](#) | [Appointment History](#)

*Select Department Calendar (Required) Click on magnifying glass for available options.

Appointment Reason(Required)

Assigned Advisors

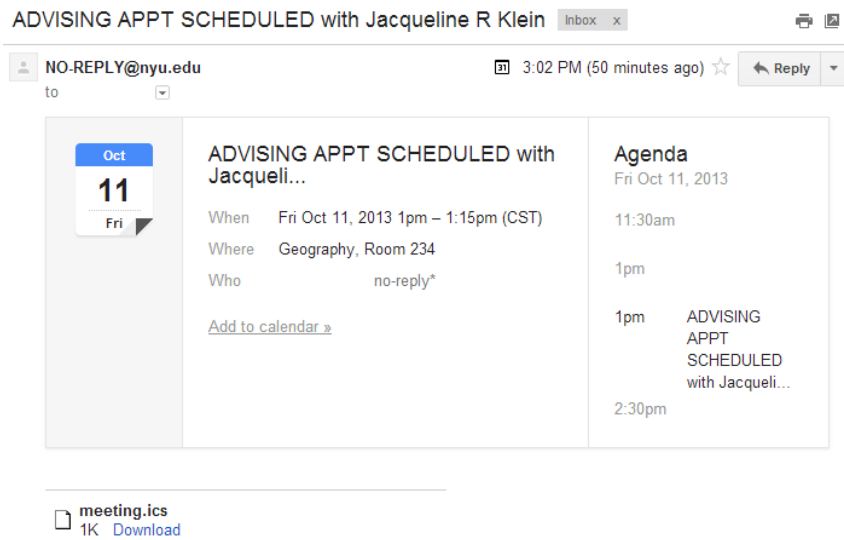
- A list of the advisor's available appointments will then appear on the student's screen. Students should select the preferred appointment and click the yellow Schedule button on the row of the desired appointment.

Filter by Date Range (Optional): Start Date thru End Date

[Clear Filters](#)

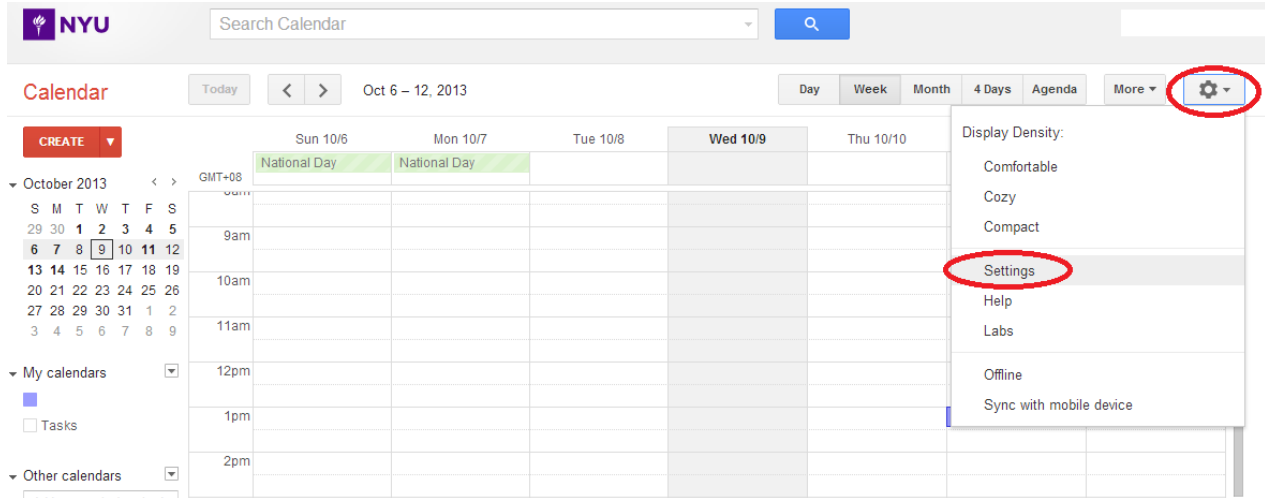
AVAILABLE Appointments									
Appt Calendar Type	Appointment Start Date	Day of Week	Start Time	End Time	Location Description	Staff/Faculty Name	Appointment Reason	SCHEDULE	
1 Shanghai	10/11/2013	Friday	13:15	13:30	Geography, Room 234		Academic Difficulty	SCHEDULE	
2 Shanghai	10/11/2013	Friday	13:30	13:45	Geography, Room 234		Academic Difficulty	SCHEDULE	
3 Shanghai	10/11/2013	Friday	13:45	14:00	Geography, Room 234		Academic Difficulty	SCHEDULE	
4 Shanghai	10/11/2013	Friday	14:00	14:15	Geography, Room 234		Academic Difficulty	SCHEDULE	
5 Shanghai	10/11/2013	Friday	14:15	14:30	Geography, Room 234		Academic Difficulty	SCHEDULE	
6 Shanghai	10/11/2013	Friday	14:45	15:00	Geography, Room 234		Academic Difficulty	SCHEDULE	

- Students will receive a confirmation appointment email sent to their NYU email address.



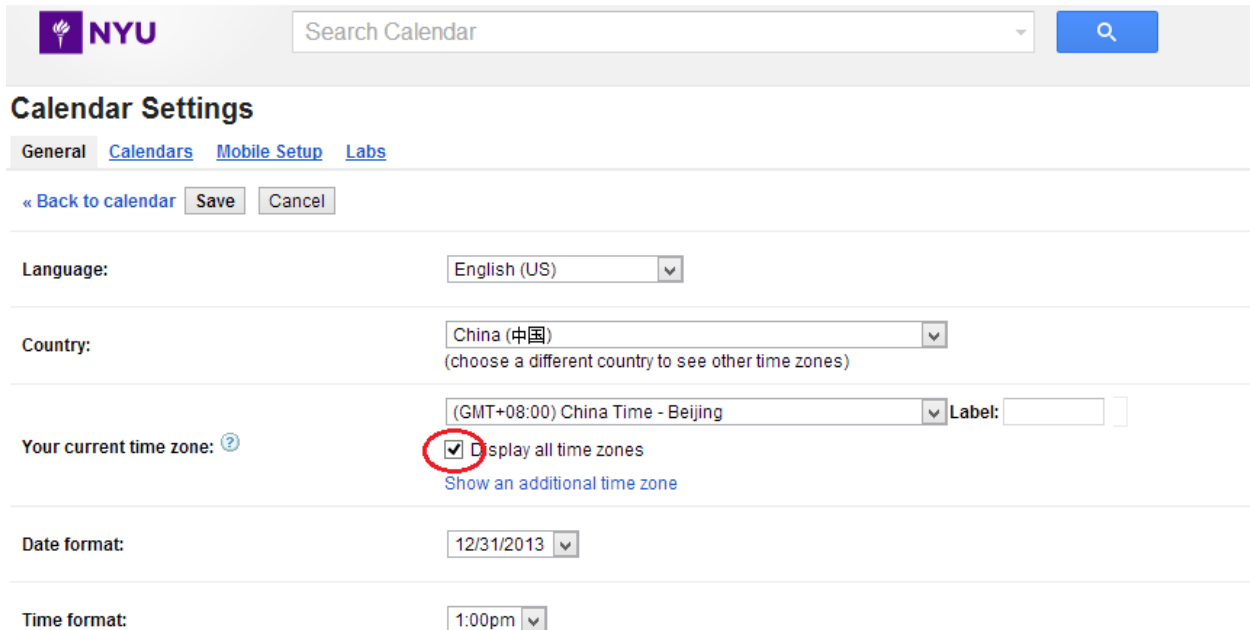
*Instructions for updating Google Calendar time zone

1) Click the wrench icon and “Settings”



The screenshot shows the Google Calendar interface for NYU. At the top, there is a search bar and navigation tabs for 'Day', 'Week', 'Month', '4 Days', 'Agenda', and 'More'. The 'More' tab is selected, and a settings menu is open, with the wrench icon and the 'Settings' option circled in red. The calendar view shows a week starting on Sunday, October 6, 2013, with 'National Day' marked on Sunday and Monday. The time slots range from 9am to 2pm. On the left, there is a 'CREATE' button and a calendar grid for October 2013.

2) Click “Display all Time Zones”



The screenshot shows the 'Calendar Settings' page for NYU. The 'General' tab is selected. The settings are as follows:

- Language: English (US)
- Country: China (中国) (choose a different country to see other time zones)
- Your current time zone: (GMT+08:00) China Time - Beijing
- Display all time zones (This option is circled in red)
- Date format: 12/31/2013
- Time format: 1:00pm

There are 'Save' and 'Cancel' buttons at the top left of the settings area.

3) Click “China Time - Beijing”

Calendar Settings

General [Calendars](#) [Mobile Setup](#) [Labs](#)

[← Back to calendar](#)

Language:

Country:
(choose a different country to see other time zones)

Your current time zone: Label:

Date format:

Time format:

Default meeting length:

Week starts on:

- (GMT+08:00) China Time - Beijing
- (GMT+07:00) Phnom Penh
- (GMT+07:00) Hanoi
- (GMT+07:00) Vientiane
- (GMT+07:00) Christmas
- (GMT+08:00) Casey
- (GMT+08:00) Brunei
- (GMT+08:00) Choibalsan
- (GMT+08:00) Hong Kong
- (GMT+08:00) Moscow+04 - Krasnoyarsk
- (GMT+08:00) Kuala Lumpur
- (GMT+08:00) Macau
- (GMT+08:00) Makassar
- (GMT+08:00) Manila
- (GMT+08:00) Singapore
- (GMT+08:00) Taipei
- (GMT+08:00) Ulaanbaatar
- (GMT+08:00) Western Time - Perth
- (GMT+09:00) Dili
- (GMT+09:00) Moscow+05 - Irkutsk

ites early, etc.