College of Nursing
Pre-Nursing and Dental Hygiene Student Advising Scheduler

Instructions

To View Walk-In Schedule for the Week
1. Link to log onto scheduler- [https://apex.valdosta.edu/apex/f?p=318](https://apex.valdosta.edu/apex/f?p=318)

To Register for a Group Advising Appointment
1. Link to log onto scheduler- [https://apex.valdosta.edu/apex/f?p=318](https://apex.valdosta.edu/apex/f?p=318) using your Blazeview username and password -First Time Users-Click the link as directed on the log in page
2. Click on “Express Appointment Scheduler”
3. Select the red “Register” next to the group you wish to attend.
4. Enter your phone number XXX-XXX-XXXX
5. Click the red “Register”

How to Sign Up for an Individual Appointment
1. Link to log onto scheduler- [https://apex.valdosta.edu/apex/f?p=318](https://apex.valdosta.edu/apex/f?p=318) using your Blazeview username and password-
2. Select the red “Click Here to Make an Appointment”
3. Select a Time Frame
4. Click on the red “ADV” under subjects
5. Select “ADV 1001”
6. Select the check box of choice under “Select” AND click on the red “Next”
7. Type in your phone number-XXX-XXX-XXXX format
8. Select a purpose for you appointment
9. Indicate the term for which you need to be advised in the “Comments”
10. Click on the red finish

To Cancel an Individual or Group Appointment
1. Link to log onto scheduler- [https://apex.valdosta.edu/apex/f?p=318](https://apex.valdosta.edu/apex/f?p=318) using your Blazeview username and password-First Time Users-Click the link as directed on the log in page
2. Click on the red “View Current Appointments”
3. Click on the red “Cancel Appointment”