

Advising Appointment Scheduler First-Time Registration

- Login to **MYVSU**
- Select the **View All** link
- Select the **Advising Appointment Scheduler** link
- Review and complete the **New Client Form**, select the **Create Account** button at the bottom of the page, and registration is complete
- On the same page, select the "**Click here**" link and the schedule will appear
- **Select your specific COLLEGE.**
- Find your advisor's name and review availability

Appointments: The white spaces on the appointment row are available times for appointments. Choose a time that is convenient for you then select the box, fill out the appointment form, and save. An email will be sent to you confirming your appointment.

Walk-ins: The white spaces on the walk-in row reflects the duration in which the advisor is available for walk-in sessions. For example, if the white space starts at 9 a.m. and end at 11 a.m., then the advisor's walk-in hours are between 9 and 11. Student may show up during those hours to be advised.

Administrative Only: Students should disregard the Administrative Only note typed in red below the Walk-in title. It is for our office use only.