How to Schedule an Appointment

1. Log into **MyVSU** and select the **View All** link

2. Select **Advising Appointment Scheduler**

3. Click on **Login with MyVSU**
4. You are now viewing your Dashboard. Underneath the Connect tab, Click on Schedule Appointment

5. Select your advisor, adjust dates to view, and select search to view available appointments.
6. Here you can view available appointments, their **type** (walk in or schedule ahead), and **modality** (in person, phone call, or virtual).

Hover over the information in the details column to view more information such as room location and phone number.

For **Walk-In** appointments, you do not schedule an appointment, you will walk in to your advising center or call during the available walk-in times. Walk-ins will be served on a first come, first serve basis.

To **schedule an appointment**, click on the **Schedule** button next to your desired appointment time. The schedule appointment window will pop up.
7. Complete the schedule appointment form to confirm appointment time.

Select your desired appointment modality. Notice the location, phone number, or instructions for virtual participation change based on your choice of appointment type.

Select session topics you would like to discuss with your advisor from the drop down menu.

Add any additional information that you would like for your advisor to know in the Session Note box. You can also attach a document if needed.

Select Schedule Appointment to confirm appointment time. You will receive a confirmation to your VSU email and will receive a reminder prior to your appointment.