

Quick Start Guide to the new Advising Appointment System for Stern students

As a part of new Albert, we are pleased to announce that you can make appointments with your Stern Academic Advisers. The following screen shots will show you how to access this Advising Appointment System. **You may need to disable any pop-up blockers (one may be automatically on, depending on your browser).**

- 1) Log in to NYUHome (home.nyu.edu), click on the “Academics” tab, then click on the link to open Albert. Click to enter your Student Center, where you should see the following. Click on “Setup Advisor Appointment.”

The screenshot shows the 'Student Center' interface. The 'Academics' section is expanded, showing links for 'Enroll', 'My Academics', 'Check Registration Status', and 'Setup Advisor Appointment' (circled in red). Below these links is a dropdown menu with 'other academic...' and a magnifying glass icon. To the right, there is a 'SEARCH FOR CLASSES' button. Further right, the 'Holds' section shows 'Fall 2011- Financially Cleared' with a 'details' link. Below that, the 'To Do List' shows 'No To Do's'. The 'Enrollment Dates' section has a link for 'Open Enrollment Dates'. At the bottom, the 'Finances' section is visible with a 'My Account' link and 'View Bursar Account'.

- 2) Then you will be asked to “Select Department Calendar.” Click on the magnifying glass next to the box and click on “Stern” from the pop-up.

Available Appointments | Scheduled Appointments | Appointment History

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

- 3) Next you will need to select the reason you are coming in for a visit. Click on the magnifying glass to select the main topic you would like to discuss with an adviser:

Available Appointments | Scheduled Appointments | Appointment History

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

Appointment Reason(Required)

- 4) To claim an appointment time, click the yellow "Schedule" button next to the name of the adviser and/or time of appointment that works for you. You should then see a pop-up confirming the appointment was made; you and the adviser will receive a confirmation e-mail as well.

Tip: If you have a pop-up blocker enabled, you may not see the pop-up, but you would still be sent a confirmation e-mail.

Available Appointments | Scheduled Appointments | Appointment History

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

Appointment Reason(Required)

Assigned Advisors **Bourdeau, Scott; Manzo, Michael; Nakamoto, Mark; Purcell, Danielle; Rosenzweig, Jessica; Tomecki, Mary-Grace**

Name

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	APPOINTMENT ACTION
1 Stern	09/26/2011	Monday	10:30	11:00	Tisch Hall, Suite 616	Manzo Jr,Michael	Freshman-Year Questions	SCHEDULE
2 Stern	09/26/2011	Monday	10:30	11:00	Tisch Hall, Suite 616	Purcell, Danielle	Freshman-Year Questions	SCHEDULE
3 Stern	09/26/2011	Monday	12:00	12:30	Tisch Hall, Suite 616	Manzo Jr,Michael	Freshman-Year Questions	SCHEDULE
4 Stern	09/26/2011	Monday	12:30	13:00	Tisch Hall, Suite 616	Tomecki, Mary-Grace	Freshman-Year Questions	SCHEDULE
5 Stern	09/26/2011	Monday	14:00	14:30	Tisch Hall, Suite 616	Nakamoto, Mark	Freshman-Year Questions	SCHEDULE
6 Stern	09/26/2011	Monday	14:00	14:30	Tisch Hall, Suite 616	Rosenzweig, Jessica	Freshman-Year Questions	SCHEDULE
7 Stern	09/26/2011	Monday	15:00	15:30	Tisch Hall, Suite 616	Bourdeau, Scott	Freshman-Year Questions	SCHEDULE
8 Stern	09/26/2011	Monday	15:30	16:00	Tisch Hall, Suite 616	Bourdeau, Scott	Freshman-Year Questions	SCHEDULE
9 Stern	09/27/2011	Tuesday	10:00	10:30	Tisch Hall, Suite 616	Tomecki, Mary-Grace	Freshman-Year Questions	SCHEDULE

Tip: You can narrow your search to a particular adviser or date using these filters (i.e., name and date range).

- 5) To verify your upcoming appointment is in the system, you may click on the “Scheduled Appointments” tab at the top of the screen. (This would be another way to confirm your appointment if you didn’t see a pop-up confirmation.):

Appt Calendar Type	Appointment Start Date	Day of Week	Start Time	End Time	Location Description	Staff/Faculty name	Appointment Reason	CANCEL
1 Stern	09/26/2011	Monday	11:30AM	12:00PM	Tisch Hall, Suite 616	Manzo Jr, Michael	Freshman-Year Questions	CANCEL

- 6) If you need to cancel your appointment, click the “cancel” button from this “Schedule Appointments” screen. Especially if you’re canceling less than 24-hours in advance of the appointment, you should also send your adviser an e-mail explaining your reasons for canceling.

FAQs

1) How far in advance may I schedule an appointment?

The system shows appointment availabilities up to 10 days in advance. Appointments are M-Th 10am-4pm. If you have a quick question, don’t forget that you could walk in for a Quick Visit Mondays–Thursdays 3:30–4:45pm or Fridays 2:30–4:30pm.

You cannot make same-day appointments through the system. If you are curious about whether there are any same-day appointments available, you must come to the office or call.

Please remember that during certain times of the year (i.e., the first week of classes, the 2 weeks before registration), there will be adjustments to the appointment-making process and you may need to either come in to the office or log in the night before your desired appointment.

2) Are all the 12 people listed as my “Program Advisor” in Albert’s Student Center my academic advisers?

No, that listing is partly for you and partly for administrative purposes. Some of the people on the list need to be designated as an “Advisor” in Albert to gain access to parts of your academic record, but they actually work outside of the Advising Office.

The 7 Stern Undergraduate Academic Advisers you’ll be able to make appointments with in the AAS system are:

Tiffany Boselli, Scott Bourdeau, Mike Manzo, Mark Nakamoto, Danielle Purcell, Jessie Rosenzweig, and Mary-Grace Tomecki

3) **Can I still call the front desk or come by the Advising Office and schedule an appointment?**

Yes, but we encourage you to utilize the new AAS system when you can. If you need to schedule an appointment and the system does not work for you for whatever reason, you may call +1.212.998.4020 or come by the front desk of the Advising Office on the 6th floor of Tisch to schedule an appointment, pending availability.

4) **If I have a quick question, do I need to schedule a full 30-minute appointment?**

30-minute appointments that you will be scheduling using the AAS are for questions that require a longer visit (curricular planning, degree audit review, personal issues, etc). If you just need a form signed or have a very quick question, you are welcome to come to our Quick Visit appointments, which occur Monday-Thursday 3:30-4:45pm and Friday 2:30-4:30pm or you may e-mail the Advising Office.

5) **Is there a limit to how many appointments I can schedule in a given time period?**

We request that you not make more than one appointment per day. However, if your adviser recommends you come in for a follow-up within that time-frame or you need to meet with someone regarding another issue during that time, you should consult with the front desk.

6) **Am I required to meet with the same adviser every time I come in?**

You may meet with any adviser you wish, pending availability. You are not assigned to a specific adviser.

Known Issues

None at this time (2/4/12)