QUICK START GUIDE FOR THE NEW ADVISING APPOINTMENT SYSTEM FOR CAS STUDENTS

As a part of Albert, we are pleased to announce that you can now schedule your own appointments with your CAS Academic Advisors. 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 open Albert. Click to enter your Student Center, where you should see the following screen. Note your assigned CAS advisor according to Albert. You can only schedule an appointment via Albert with this advisor.

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

   **Note:** DO NOT TYPE IN THE BOX. Typing in a value will result in an error. You must select “CAS” from the menu.

![Select Department Calendar](image)

4) 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 advisor.

   **Note:** DO NOT TYPE IN THE BOX. Typing in a value will result in an error. You must select a topic from the menu.

![Select Appointment Reason](image)

5) To claim an appointment time, click the yellow “Schedule” button next to the time of appointment that works for you. You should then see a pop-up confirming the appointment was made. You and the advisor will each receive a confirmation email as well.

![Schedule Appointment](image)
6) 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 did not see a pop-up confirmation):

![Scheduled Appointments Tab](image)

7) If you need to cancel your appointment, click the “cancel” button from this “Scheduled Appointments” screen. Please do not just cancel/delete the appointment in your Google Calendar. Doing so does not cancel the appointment in Albert; it just removes the event from your calendar. If you are canceling less than 24 hours in advance of the appointment, you should also send your advisor an email explaining your reasons for canceling.

We ask that you always use this system to make an appointment with your CAS advisor, and email him/her in the event that you experience system errors.

Please note that same-day appointments are not available, but CAS Advising offers the following walk-in hours* in Silver 905:

- **Monday**: 10am – 4pm
- **Tuesday**: 10am – 4pm
- **Wednesday**: 10am – 2pm
- **Thursday**: 10am – 4pm
- **Friday**: 10am – 4pm

*These walk-in hours are available for *sophomores, juniors, and seniors* only.

**Freshmen must meet with their assigned CAS advisor.**

All students with time-sensitive issues should email their CAS advisor. CAS advisors regularly check their emails. Often times, this is the fastest way to get your issues addressed.