

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.”

Student Center

Academics

[Enroll](#)
[My Academics](#)
[Check Registration Status](#)
[Setup Advisor Appointment](#)

other academic... >>

This Week's Schedule

Class	Schedule
ACCT-UB 1-003 LEC (11004)	MoWe 11:00AM - 12:15PM Bldg:TISC Room:200
ACCT-UB 1-003 LEC (11004)	MoWe 3:30PM - 4:45PM Bldg:TISC Room:200
ACCT-UB 1-003 LEC (11004)	We 9:00AM - 10:40AM Bldg:TISC Room:200
ACCT-UB 1-003 LEC (11004)	TuTh 3:30PM - 4:45PM Bldg:TISC Room:200
ACCT-UB 1-003 LEC (11004)	TuTh 2:00PM - 3:15PM Bldg:TISC Room:200

weekly schedule >

Finances

My Account
[View Bursar Account](#)

SEARCH FOR CLASSES

Holds
Fall 2011- Financially Cleared
[details >](#)

To Do List
No To Do's.

Enrollment Dates
[Open Enrollment Dates](#)

- 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.


Bourdeau, Scott

Available Appointments | Scheduled Appointments | Appointment History

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

Appointment Reason(Required) 

Assigned Advisors **Bourdeau, Scott; Katims, Erin; Levesque, Paige; Nakamoto, Mark; 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
1	Stern	09/26/2011	Monday	10:30	11:00	Tisch Hall, Suite 616	Rosenzweig, Jessica	Freshman-Year Questions
2	Stern	09/26/2011	Monday	10:30	11:00	Tisch Hall, Suite 616	Bourdeau, Scott	Freshman-Year Questions
3	Stern	09/26/2011	Monday	12:00	12:30	Tisch Hall, Suite 616	Manzo Jr, Michael	Freshman-Year Questions
4	Stern	09/26/2011	Monday	12:30	13:00	Tisch Hall, Suite 616	Tomecki, Mary-Grace	Freshman-Year Questions
5	Stern	09/26/2011	Monday	14:00	14:30	Tisch Hall, Suite 616	Katims, Erin	Freshman-Year Questions
6	Stern	09/26/2011	Monday	14:00	14:30	Tisch Hall, Suite 616	Rosenzweig, Jessica	Freshman-Year Questions
7	Stern	09/26/2011	Monday	15:00	15:30	Tisch Hall, Suite 616	Bourdeau, Scott	Freshman-Year Questions
8	Stern	09/26/2011	Monday	15:30	16:00	Tisch Hall, Suite 616	Bourdeau, Scott	Freshman-Year Questions
9	Stern	09/27/2011	Tuesday	10:00	10:30	Tisch Hall, Suite 616	Tomecki, Mary-Grace	Freshman-Year Questions

Tip: You can narrow your search to a particular adviser or date using these OPTIONAL filters (i.e., Name and Filter by Date Range).

SCHEDULE

SCHEDULE

SCHEDULE

SCHEDULE

SCHEDULE

- 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.):



Available Appointments Scheduled Appointments Appointment History								
SCHEDULED Appointments								
Customize Find View All First 1 of 1 Last								
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	Bourdeau, Scott	Freshman-Year Questions	CANCEL

- 6) If you need to cancel your appointment, click the “cancel” button from this “Schedule Appointments” screen. **Please do not just cancel/delete the appointment in your Google Calendar; doing that does not cancel the appointment in Albert, it just removes the event from your calendar.**
- 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?

Albert will allow you to search for almost any date in time; however, it will actually only have availabilities up to 10 days in advance, so attempting to look more than 10 days in advance will not work.

Normally, 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–Fridays 3:30–4:45pm.

You cannot make same-day appointments through Albert. If you are curious about whether there are any same-day appointments available, you must come to the office or call (+1-212-998-4020).

Please remember that during certain times of the year (i.e., the first week of classes, the week 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. At these times, we may have an in-person sign up at the front desk or other mechanisms to ensure we see as many students as possible.

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

Not necessarily, 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. Stern students are not assigned to a single adviser, so you may see anyone you choose (BPE students may want to see BPE specialists like Mark Nakamoto or Erin Katims).

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

Scott Bourdeau, Erin Katims, Mark Nakamoto, 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 the availability of appointments (i.e., 10 days in advance) is still the same, so 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

1) I have an iPhone and just made an appointment, but it’s showing up on my calendar as 5 hours earlier than I remember making the appointment for. What’s wrong?

If you are having this issue, you should go into Settings and find Time Zone Support.

Depending on the version of iOS you have, you may need to either turn Time Zone Support on or off to correct this problem. (Solution from IT on 3/13/2013)