Quick Start Guide to the Advising Appointment System for Stern Students

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

1. Log in to NYUHome (globalhome.nyu.edu), click on the “Academics” tab, scroll down to the Albert box and click “Go.” Click on the Academics icon on the left hand side of the screen, where all of the advisers are listed. Click on “Schedule an Advisor Appointment.”

![Albert screen shot](image)

2. 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. Exit the pop-up after clicking “Stern.”
3. Next you will need to select the reason you are coming in for a visit. Click on the magnifying glass next to “Appointment Reason” to select the main topic you would like to discuss with an adviser.

4. To claim an appointment time, click the “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 email as well.

For same day appointments, please call (212) 998-4020 or visit the Advising front desk (Tisch Hall, 616) to check if the appointment is still available.
5. To verify your upcoming appointment is in the system, you may click on the “Scheduled Appointments” tab at the top of the screen.

<table>
<thead>
<tr>
<th>Appt Calendar Type</th>
<th>Appointment Start Date</th>
<th>Day of Week</th>
<th>Start Time</th>
<th>End Time</th>
<th>Location Description</th>
<th>Staff/Faculty name</th>
<th>Appointment Reason</th>
<th>Appointment Type</th>
<th>CANCEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stern</td>
<td>02/15/2018</td>
<td>Friday</td>
<td>10:30AM</td>
<td>11:00AM</td>
<td>Tisch Hall, 616</td>
<td>Rosenzweig, Jessica</td>
<td>First-Year Concerns</td>
<td>In Person</td>
<td>CANCEL</td>
</tr>
</tbody>
</table>

Return to Student Center
Available Appointments | Scheduled Appointments | Appointment History

6. If you need to cancel your appointment, click the “cancel” button from the “Schedule Appointments” view. 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.

<table>
<thead>
<tr>
<th>Appt Calendar Type</th>
<th>Appointment Start Date</th>
<th>Day of Week</th>
<th>Start Time</th>
<th>End Time</th>
<th>Location Description</th>
<th>Staff/Faculty name</th>
<th>Appointment Reason</th>
<th>Appointment Type</th>
<th>CANCEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stern</td>
<td>02/15/2018</td>
<td>Friday</td>
<td>10:30AM</td>
<td>11:00AM</td>
<td>Tisch Hall, 616</td>
<td>Rosenzweig, Jessica</td>
<td>First-Year Concerns</td>
<td>In Person</td>
<td>CANCEL</td>
</tr>
</tbody>
</table>

Return to Student Center
Available Appointments | Scheduled Appointments | Appointment History

**Known Issues**

- 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 that 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.)
FAQs

• How far in advance may I schedule an appointment?

Albert will allow you to search for almost any day date in time; however, it will only have availability up to a certain number of days in advance (see Albert for the specific range as it changes during busy times of the year.)

Normally, appointments are Monday-Friday 10am-4pm (there may be limited access on Fridays.) If you have a quick question, don’t forget that you could walk in for a Quick Visit Monday-Friday 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 (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.

• Can I meet with any of the people listed in “My Advising Network”?

While you are assigned to a specific adviser when you enter Stern, you can meet with any of the advisers listed, pending availability. (BPE students may want to see BPE specialists like Scott Bourdeau, Elizabeth Choe, or Kevin Valliere, BS/MS students should be meeting with Mary-Grace to discuss BS/MS specific questions, and BS/BFA students should be meeting with Jessica Rosenzweig.)

• Can I still call the front desk or come by the Advising office and schedule an appointment?

Yes, but the availability of appointments is still the same, so we encourage you to utilize the 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 (212) 998-4020 or come by the front desk of the Advising Office (Tisch Hall, 6th floor) to schedule an appointment, pending availability.

• 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 Albert 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 walk-ins, which occur Monday-Friday 3:30-4:45pm (except during holidays or early closings) or you may email the Advising office (uc.advising@stern.nyu.edu).

• 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 that 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.