How Students Schedule An Appointment Online

**Step 1: Log into GradesFirst**
- Log into www.my.fresnostate.edu
- From My Menu ➔ Click on GradesFirst-Academics
- Click on Get Advising

**Step 2: Reason**
1. 1\textsuperscript{st} box: Select College of Social Sciences Advising Center
2. 2\textsuperscript{nd} box: Select major

**Step 3: Location & Advisor**
1. 1\textsuperscript{st} Box: College of Social Sciences Advising Center (McKee Fisk 207)
2. 2\textsuperscript{nd} Box: Optional – you may choose a specific advisor. If you leave blank, you will be scheduled with any advisor in that office.

**Step 4: Time Select**
Find the best date that works for you and click which time works best for you
Step 5: Review & Confirm Appointment

View Appointment Details, enter your current phone # in comments and click Confirm Appointment