How to Schedule an Advising Appointment with your Assigned Advisor

- If you have any problems please call our main office number – 251-341-4017 or stop by the Academic Services Center, Suite 1375.

- Log in to PAWS, and go to the Student Services and Financial Aid tab. Then click on the Student Records link. Near the bottom of the list under Degree Evaluation, you will see a link for GradesFirst. Click that link, and it will take you to the GradesFirst system.

  ![Personal Information & Student Services & Financial Aid]

  Student Records

  General Student Information
  View Holds
  JagAlerts
  Final Grades
  Grade Detail
  Academic Transcript (Unofficial)
  Request Printed/Official Transcript
  Update Direct Deposit Information
  Student Account Access – Please make sure that you
  Degree Evaluation - Catalog years 2011-12 and ear
  Degree Evaluation - Catalog years 2012-13 and late
  Dynamic Catalog
  Enrollment Certification (National Clearinghouse)
  Tax Notification
  First Year Advising Appointments - GradesFirst
  Career Services - FOCUS2

- You will need to log into GradesFirst using your jagmail address as the Username (include the full email address).
• On your home page, you will see a button on the right-hand side that says Schedule an Advising Appointment. Click this button.

![Schedule an Advising Appointment](image)

• On the next page, you will be prompted to select a reason for your advising appointment. Then click the Next button.

![Schedule Advising Appointment](image)

• Select the location for your advising appointment from the drop down menu. Next select an advisor. Your assigned advisor will be at the top of the list.

![Select location and advisor](image)
• Your assigned advisor should automatically appear in this window. If not, you can see your assigned advisor under Student Records in PAWS.

• Once you click Next, you will see a grid with that advisor’s available appointments. If you don’t see any appointment times click the Next Week arrow.

• Click on the box for the morning or afternoon of the day you are interested in to see available times. You can use the arrows to move to the next week. **Important: Your advisor will not have availabilities more than 2 weeks from the current date.**

• Once you see the available appointment times, click on the one you want to schedule and click Next.
- The details of your appointment will appear on the screen as shown below.

- If you would like to receive an email reminder, be sure to click that button. This email will go to your jagmail address the day before your scheduled appointment.

- If you would like to receive a text reminder click on that button as well. You will receive a text reminder 2 hours before your scheduled appointment.

- If your cell phone number is not in the system, you will be prompted to enter it. If it is in the system, you will be prompted to confirm it. Please enter the phone number with the area code using dashes (e.g., 251-341-4017). **We recommend you choose a least one reminder type before saving your appointment.**
Once you have entered this information and confirmed that the date and time of the appointment is correct, click Confirm Appointment to schedule the appointment.