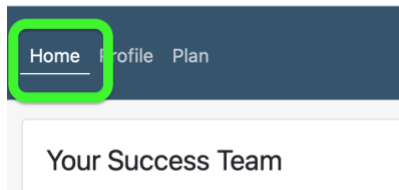


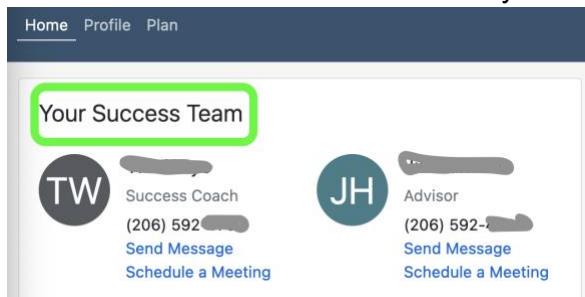
Schedule a meeting with your advisor

Advisors will set up times for you to meet with them to discuss your academic plans and goals. We encourage you to schedule time to meet with them. To schedule a meeting:

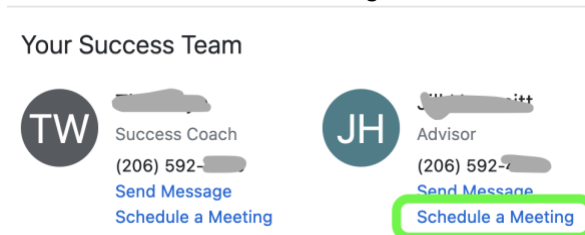
1. Sign in to Aviso. If you are already in Aviso, make sure you are on the Home page.



2. Find the Success Team module on your home page. It's normally the first item on the page.



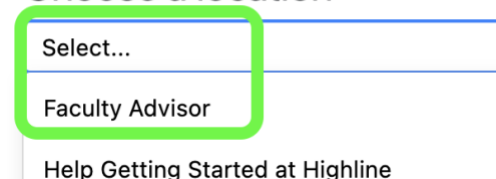
3. Click "Schedule a Meeting" under the name of the advisor you would like to meet with.



4. In Aviso, "Location" means the service you are looking for. Most advisors will either have Faculty Advisor or Office Hours available to you.

- For an advising appointment, choose Faculty Advisor from the list of services.
- For office hours, choose Office Hours from the list of services.

Choose a location



5. Aviso should automatically list your faculty advisor's name. If not, select their name from the list under Know who you want to meet with.

Know who you want to meet with?



A screenshot of a web form showing a dropdown menu. The menu is open, displaying a list of names. The top of the menu shows a search bar with the text "Select...". Below the search bar, there is a list of names, with the first name being "Dr. [Redacted]". The dropdown menu is highlighted with a green border.

6. The next choice is whether you want to meet face-to-face on campus, or virtually via Zoom. Click on which type of meeting you want

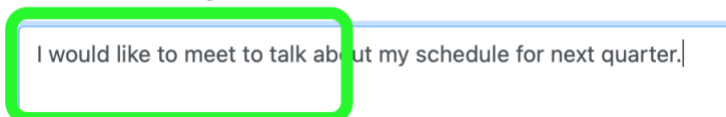
What would you like to discuss?



A screenshot of two buttons side-by-side. The left button is labeled "Faculty Advisor (Face-to-face)" and the right button is labeled "Faculty Advisor (Virtual)". Both buttons are highlighted with a green border.

6. Add a brief note about what you'd like to meet about.

What is on your mind?



A screenshot of a text input field. The field contains the text "I would like to meet to talk about my schedule for next quarter." The input field is highlighted with a green border.

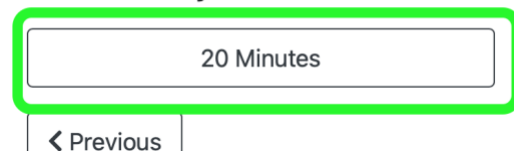
7. Click on the Next button in the lower right corner of the screen.



A screenshot of a blue button with the text "Next >" and a right-pointing arrow. The button is highlighted with a green border.

8. Click the button for the length of the meeting. 20 minutes is the option available. Some advisors will contact you to ask for a longer meeting.

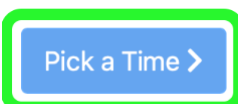
How would you like to meet?



A screenshot of a button labeled "20 Minutes". The button is highlighted with a green border.

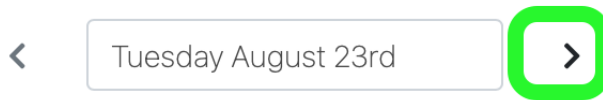
< Previous

9. Click on the "Pick a Time" button in the lower right corner.

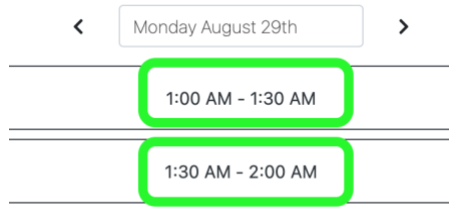


A screenshot of a blue button with the text "Pick a Time >" and a right-pointing arrow. The button is highlighted with a green border.

10. Click on the arrows to find a date with available times.



11. Once you find a date with available times, click on the time to select a time.



11. Click the Next button again.



12. The next screen will show you a summary of the meeting information.

20 Minutes

You will receive an email with the meeting location or Zoom link.

Monday at 1:00 AM for 30 minutes

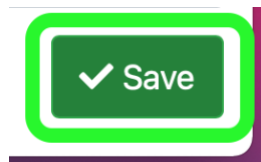
Topic

Academic Pathway Advising

Comments

I would like to talk about my schedule for next quarter

13. Click Save to finish scheduling the meeting.



Once you click Save, a few things happen:

- You'll receive a calendar item on your Highline Google Calendar.
- The Meetings module on your Aviso home page will show the meeting information.

Your advisor will contact you with the room location if you're meeting face-to-face, or the Zoom link if the meeting is virtual.