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SCHEDULING AN ACADEMIC ADVISING APPOINTMENT



To schedule an advising appointment, you will need to log into your [SharkLink](#) account and select the “Navigate” icon. Once in Navigate, you will need to click on “Schedule an Appointment”.

Student Home ▾

- Class Information
- Reports
- Calendar

Classes This Term

NSUFlorida

Schedule an Appointment

Actions

To schedule an appointment with the HCBE Graduate Academic Advising Office, please select “Student Services” as the appointment type.

Service > Location & Staff > Select Time > Confirm

Schedule Appointment

What type of appointment would you like to schedule?

-- please choose one --
-- please choose one --
MD/DO Advising
Student Services
Tutoring and Testing

Next, you will need to select “HCBE Graduate Advising”.

Service > Location & Staff > Select Time > Confirm

Schedule Appointment

What type of appointment would you like to schedule?

Student Services

Choose from the following locations

-- please choose one --
-- please choose one --
Center for Academic and Professional
Success (CAPS)
FCE & SCI Advising
HCBE Graduate Advising
Office of International Affairs

Next, you will need to select the type of appointment you would like. Your options are: Academic Standing HCBE, Course Planning/Plan for Future Semester, Financial Aid/Student Account Questions, New Student Appointment, Other, and Registration-Add/Drop Withdraw.

Service > Location & Staff > Select Time > Confirm

Schedule Appointment

What type of appointment would you like to schedule?

Student Services

Choose from the following locations

HCBE Graduate Advising

Choose from the following services and click Next.

-- please choose one --

- Academic Standing HCBE
- Course Planning/Plan for Future Semesters
- Financial Aid/Student Account Questions
- New Student Appointment
- Other
- Registration - Add/Drop Withdrawal

Now, you will need to select the format of your appointment. Your options are: Phone, Zoom and In-Person (subject to availability).

[Service](#) > [Location & Staff](#) > [Select Time](#) > [Confirm](#)

Schedule Appointment

What format do you prefer? (In-person or Virtual)

-- please choose one --

-- please choose one --

HCBE Graduate Advising (Phone)

HCBE Graduate Advising (Zoom)

Next

The next option should be grayed out as your assigned academic advisor has already been pre-identified. You may now select “Next” to continue.

[Service](#) > [Location & Staff](#) > [Select Time](#) > [Confirm](#)

Schedule Appointment

What format do you prefer? (In-person or Virtual)

HCBE Graduate Advising (Phone)

Who would you like to meet with? If the box is grey, your assigned advisor has been selected.

Any Staff

If you don't have a preference, just click Next.

Back

Next

Next, your assigned academic advisor's availability will be displayed. Your options are: Morning or Afternoon (subject to availability). You may now select "Next" to continue.

Schedule Appointment

◀ Times From December 22 To December 26 ▶

Tue, Dec 22	Wed, Dec 23	Thu, Dec 24	Fri, Dec 25	Sat, Dec 26
Morning 4 Available	Morning 3 Available	Morning N/A	Morning N/A	Morning N/A
Afternoon 4 Available	Afternoon 3 Available	Afternoon N/A	Afternoon N/A	Afternoon N/A

* All times listed are in Eastern Time (US & Canada). refreshed at 7:43pm ET.

◀ BackNext ▶

Once, you have selected the time of day, you will be provided with your academic advisor's specific availability for the date that you previously selected. You can select the specific time that you want or view other options but navigating through the various days available. To proceed, please select "Next".

[Service](#) > [Location & Staff](#) > [Select Time](#) > [Confirm](#)

Schedule Appointment

< **Times From December 22 To December 26** >

Tue, Dec 22	Wed, Dec 23	Thu, Dec 24	Fri, Dec 25	Sat, Dec 26
<div style="border: 1px solid #ccc; padding: 5px;"><p>Close</p><p>9:00am ET</p><p>9:30am ET</p><p>10:00am ET</p><p>11:30am ET</p></div>	<div style="background-color: #0070c0; color: white; padding: 5px; text-align: center;">Morning 3 Available</div> <div style="background-color: #0070c0; color: white; padding: 5px; text-align: center;">Afternoon 3 Available</div>	<div style="background-color: #f0f0f0; padding: 5px; text-align: center;">Morning N/A</div> <div style="background-color: #f0f0f0; padding: 5px; text-align: center;">Afternoon N/A</div>	<div style="background-color: #f0f0f0; padding: 5px; text-align: center;">Morning N/A</div> <div style="background-color: #f0f0f0; padding: 5px; text-align: center;">Afternoon N/A</div>	<div style="background-color: #f0f0f0; padding: 5px; text-align: center;">Morning N/A</div> <div style="background-color: #f0f0f0; padding: 5px; text-align: center;">Afternoon N/A</div>

ern Time (US & Canada). refreshed at 7:43pm ET.

Next

Now, is your opportunity to verify and confirm your selected academic advising appointment. Please review to ensure that everything is correct (Who, Why, When and Where). This is also your opportunity to add any special notes that you would like to provide your academic advisor. Please type in any specifications related to your scheduled appointment and indicate how you would like to receive your appointment reminder (text or email). If you would like to receive a text, please type in your cell phone number. Once you have verified the information on this page, please select “Confirm Appointment” to solidify your scheduled appointment.

Additionally, please remember that during a scheduled advising appointment, you should be at a computer and logged into SharkLink.

[Service](#) > [Location & Staff](#) > [Select Time](#) > [Confirm](#)

Schedule Appointment

Your appointment has not been scheduled yet. Please review and click Confirm Appointment to complete.

Appointment Details

Who: Student with assigned advisor

When: Selected appointment time

Why: Selected appointment reason

Where: HCBE Graduate Advising – Phone, In-person or Zoom selection

Additional Details

954-262-5067

Please be at a computer and logged into Sharklink for the appointment

Is there anything specific you would like to discuss with Kevin ?

Comments for your staff...

Send Me an Email

Send Me a Text

Please provide your mobile number

Phone Number

[◀ Back](#)

[Confirm Appointment](#)

You have successfully scheduled your academic advising appointment. Now you have the option to schedule another appointment, view your calendar or return to the home screen.

[Service](#) > [Location & Staff](#) > [Select Time](#) > [Confirm](#)

Schedule Appointment

Success! Your Appointment Has Been Created

Appointment Details

Who: Appointment has been
Why: scheduled with appointment
When: details provided for final review.
Where:

Additional Details:

Please be at a computer and logged into Sharklink for the appointment

954-262-5067

What would you like to do now?

[Create Another Appointment](#)

[View My Calendar](#)

[Go Home](#)

If you click on “View my Calendar”, you will be able to manage your appointment. At the bottom left side of the screen, you’ll have the option to cancel your appointment should you need to.

MANAGE APPOINTMENT ✕

Registration - Add/Drop Withdrawal

All Attendees

- Assigned Academic Advisor
- Student

Appointment Details

When Appointment date and time

Care Unit Student Services

Where HCBE Graduate Advising – Phone, In-Person or Zoom selection

Comments Any comments added by appointment organizer.

Service Registration - Add/Drop Withdrawal

Type One Time Appointment

Course N/A

Phone Number 954-262-5067

[Cancel Appointment](#) [Close](#)

HOW TO CANCEL AN APPOINTMENT

If you click on “Cancel Appointment”, you will be able to select the reason that your appointment has been cancelled.

MANAGE APPOINTMENT

Registration - Add/Drop Withdrawal

All Attendees

Assigned Academic Advisor
&
Student

Appointment Cancelled

[\[reschedule with organizer and attendees\]](#)
[\[reschedule with only attendees\]](#)

Reason for cancelled appointment

Cancelled Dec 17 2020 at 7:49pm ET

Appointment Details

When	Tue Dec 22, 2020	Care Unit
	11:30am - 12:00pm ET	Student Services
Where	Comments	
HCBE Graduate Advising (Phone)	Any comments added by appointment organizer.	
Service	Type	
Registration - Add/Drop Withdrawal	One Time Appointment	
Course	N/A	
Phone Number	054-262-5067	

Close

Now that you can successfully schedule and cancel an appointment, here is an example of a system generated email once you have scheduled your appointment.

[Appointment Notification] Registration - Add/Drop Withdrawal @ Dec 22 2020 11:30am - 12:00pm ET



o

:@gradesfirst.com> on behalf of o

@ecapture.nova.edu>

To:

Student Name



Appointment Scheduled

An appointment has been scheduled for Dec 22 2020 11:30am - 12:00pm ET. Details are included below.

Additional Details

Please be at a computer and logged into Sharklink for the appointment

954-262-5067

Organizer

Advisor or Student Name

Location

HCBE Graduate Advising (Phone)

Topic

Registration - Add/Drop Withdrawal

Date of Appointment

12/22/2020

Comments

Any comments added by
appointment organizer.

Time

11:30am - 12:00pm ET

Here is an example of a system generated email once you have cancelled your appointment.

[Appointment Cancelled] Registration - Add/Drop Withdrawal



Appointment Cancelled - System generated email notification. Sent to student and to academic advisor.



Appointment Meeting Cancelled

You have cancelled your attendance to the appointment on 12/22/2020
11:30am - 12:00pm ET.

Reason:

Comments:

Cancellation Date: