

For the purpose of this guide we are going to schedule an appointment the Academic Advising Center.

Step 1: Go to the <u>NSC website</u> and click the Login icon at the top right hand of the screen.



Step 2: Log in with your NSHE Number (student number) and Password

NEVADA STATE COLLEGE
Sign In
NSHE/NSC ID
Password
LOGIN
Forgot Password First Time Users Need Help?
Terms of Use: By logging into myNSC, you agree to abide by the <u>NSHE Computing Resources Use Policy.</u>



Step 3: Click on Apps

🗞 QuickLaunch 🗢						
FAVORITES	Z					
PeopleSoft						
🛞 WCOnline						
🔘 KBox Support Portal						
Manag	e Favorites +Add					
LAUNCHPAD						
🙆 Email (Office 365)						
🚰 Faculty Center						
🛞 Files						
Online Courses (Webcampus/Canvas)						
Refer Student to the Student C.A.R.E. Team						
Refer Student to Student Conduct						
Scorpion Card						
Survey Tool/Qualtrics						
Warkday						
H APPS						
+ FACULTY CENTER						
+ HUMAN RESOURCES						
+ LIBRARY						
+ PEOPLESOFT						

Step 4: Click on **Scorpion Success Network**. You can drag the Scorpion Success Network to your favorites section of the Quick Launch Section.





Once you have signed in your default page should be the **My Success Network** which shows all the **Student Support Services** offered on campus that are **free** and available to assit you.

My Success Network also shows your Academic Advisors and Instructors that you are connected to depending on your enrolled classes for the currently semester.

Step 5: From your **My Success Network** page, click the triangle beside the name of the person you would like to make an appointment with.

≡ Services							
Search services and people		Q					
How can we help?							
Your Connections							
Yasmin Gold Mother of Dragons	Auric Goldfinger King of the North	•					
Paul Jackson Instructor	Grant Jordan	•					
General Advisor	Justin Withers Instructor	-					
Your Services							

Step 6: Click Schedule

	Calvin Johe Student Sen	Schedule
		Email
\odot	Clara Kass Department	Call
	Don Maitz Professor	

Step 7: Select the day you desire by using the calendar located on the left side of the screen or the arrows on the left.

		July	2019 -	•		1	Day	w	leek				
S	М	Т	W	Т	F	S							
0	1	2	3	4	5	6						Time Scale 💿 5 day 🔘 7 day	07-21-2019 to 07-27-1019
7	8	9	10	11	12	13			Monday, July 22	Tuesday, July 23	Wednesday, July 24	Thursday, July 25	Friday, July 26
4	15	16	17	18	19	20	8 <mark>00 am</mark>		Time slot taken	Time slot taken	Time slot taken	Time slot taken	Time slot taken
1 3	22	23	24	25	26	27	15						
8 3	29	30	31	1	2	3	:30						
4	5	6	7	8	9	1	:45				Advising Office Hours	Advising Office Hours	Advising Office Ho
		Т	oday	_			9:00 am		Time slot taken		Time slot taken	Time slot taken	Time slot taken
							:15						
	М	1argie	Tove	s			:30						Time slot taken
		45											
		10.00 an		Time slot taken	-	Time slot taken	-						
		10.00 an											
							:30		-				 Time slot taken
		:45			4								
		11:00 an		Time slot taken		Time slot taken		 Time slot taken 					
		:15											
		:30		Time slot taken									
		:45											





Step 9: Select the **Reason** for the appointment. This field is **required** in order to schedule the appointment.

Please Note: Appointments require a minimum of 30 minutes and maximum 1 hour. Certain **Reasons** for the appointment require 1 hour, which include:

Academic Probation Hold Change/Add/Remove Major or Minor SAP (Financial Aid) Academic Plans Max Credit **Excess** Credit **Add Appointment** Never Mind Submit With * Reason Academic Probation Hold Course Academic Warning Hold Select a reason in order t Advising Hold When Change/Add/Remove Major or Minor Flag/Referral * Duration Graduation Requirements * Where Major advising appointment Instructions Petition/Course Substitution Details Registration / Class Schedule Explain in detail what you a Registration Questions/Help Withdrawal Questions/Help



Step 10: Once you have selected the **Reason** for the appointment. **Course** is not a required field for the advising appointment, but if you would like to discuss a specific class you are struggling with you can indicate that on this section

Please Note: Depending on the **Reason** selected it will automatically default to the time required for the appointment. This cannot be changed.

大 大	×								
Add Appointme	ent Never Mind Submit								
With									
* Reason	Major advising								
Course	No Course								
Select a reason in orde	Select a reason in order to complete the following fields:								
When	10:30 am 08-07-2019								
* Duration	30 minutes								
* Where	Raker Student Success Center								
Instructions	Please arrive at least 5 minutes before your scheduled appointment.								
Details									
Explain in detail what yo	u are looking to accomplish in this appointment.								
* Required fields	Never Mind Submit								

Step 11: Where is automatically defaulted to the Raker Student Success Center (RSS), which means for **in-person** appointments. If you would like a **phone appointment**, please contact the Advising Center at 702-992-2160

Details: Please tell us what you would like to discuss on your appointment. **Please be as specific as possible in order for the advisor to make the appointment as productive as possible.**

Example: I would like to discuss classes for the upcoming semester and help signing up for classes

Click Submit – You will receive a confirmation email regarding your appointment.

Details Explain in detail what you are looking to accomplish ir	n this appointment.
* Required fields	Never Mind Submit