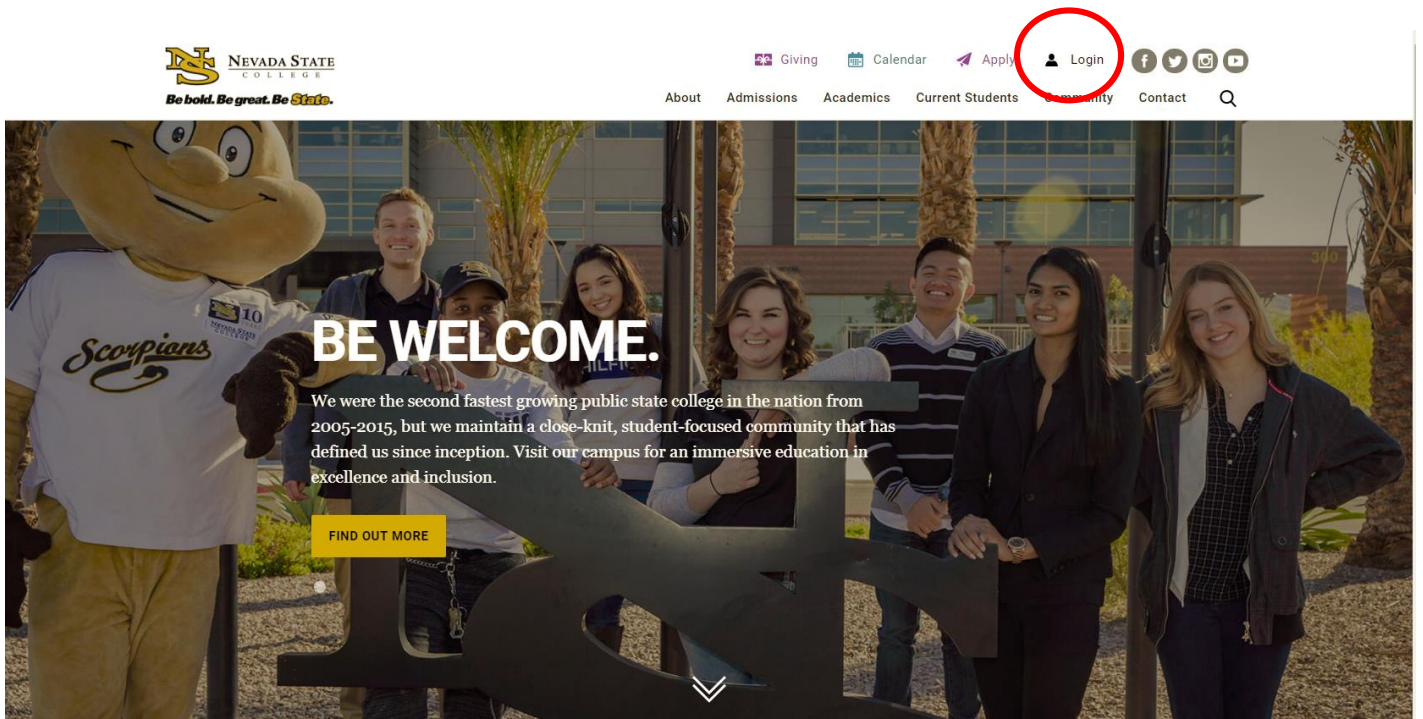


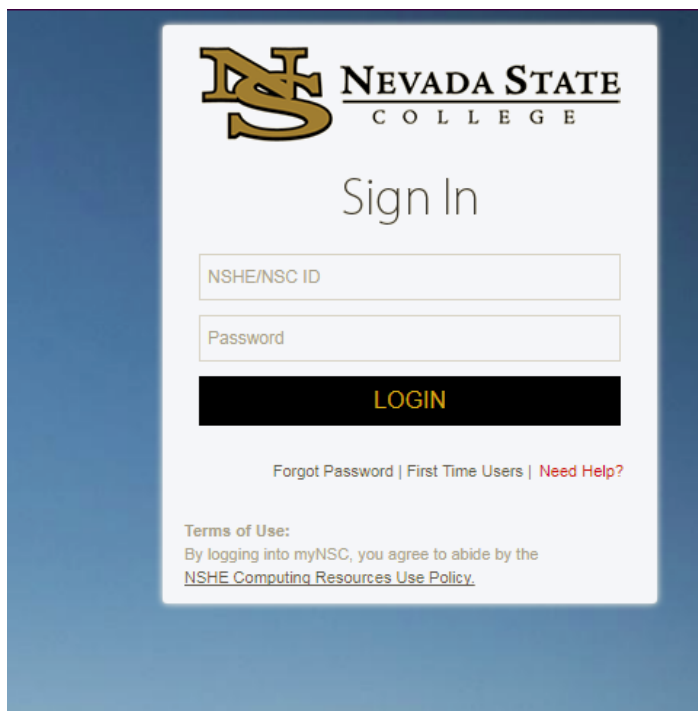


For the purpose of this guide we are going to schedule an appointment the Academic Advising Center.

Step 1: Go to the [NSC website](#) and click the Login icon at the top right hand of the screen.

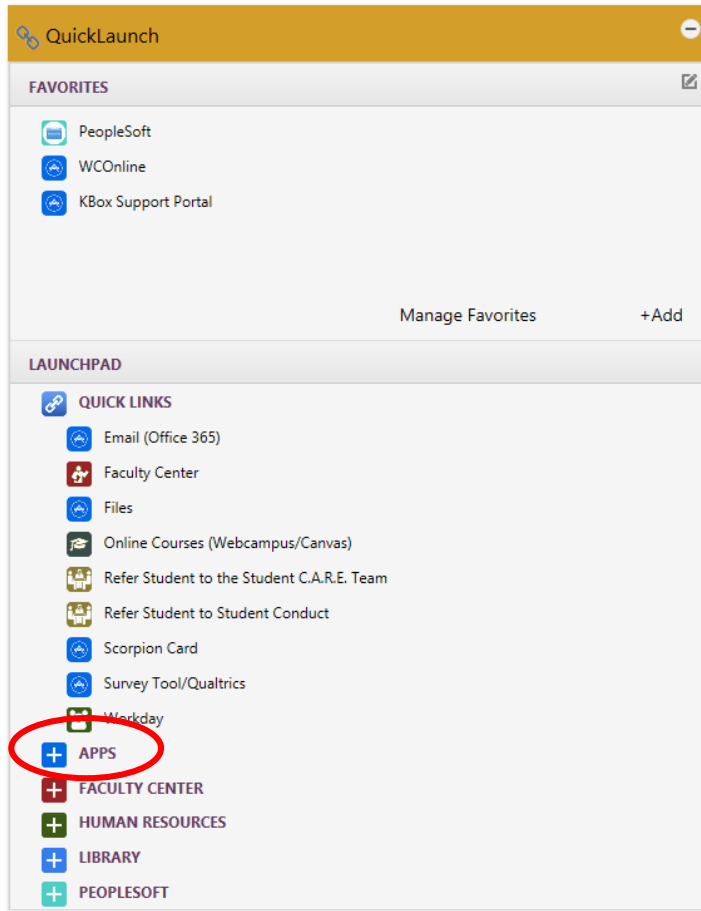


Step 2: Log in with your **NSHE Number** (student number) and **Password**

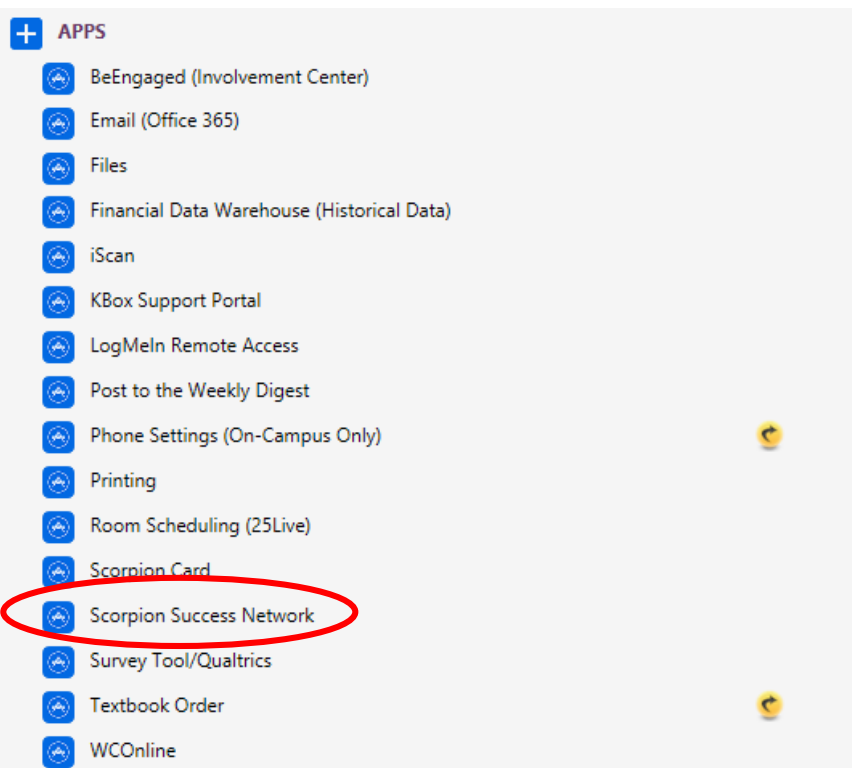




Step 3: Click on **Apps**



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

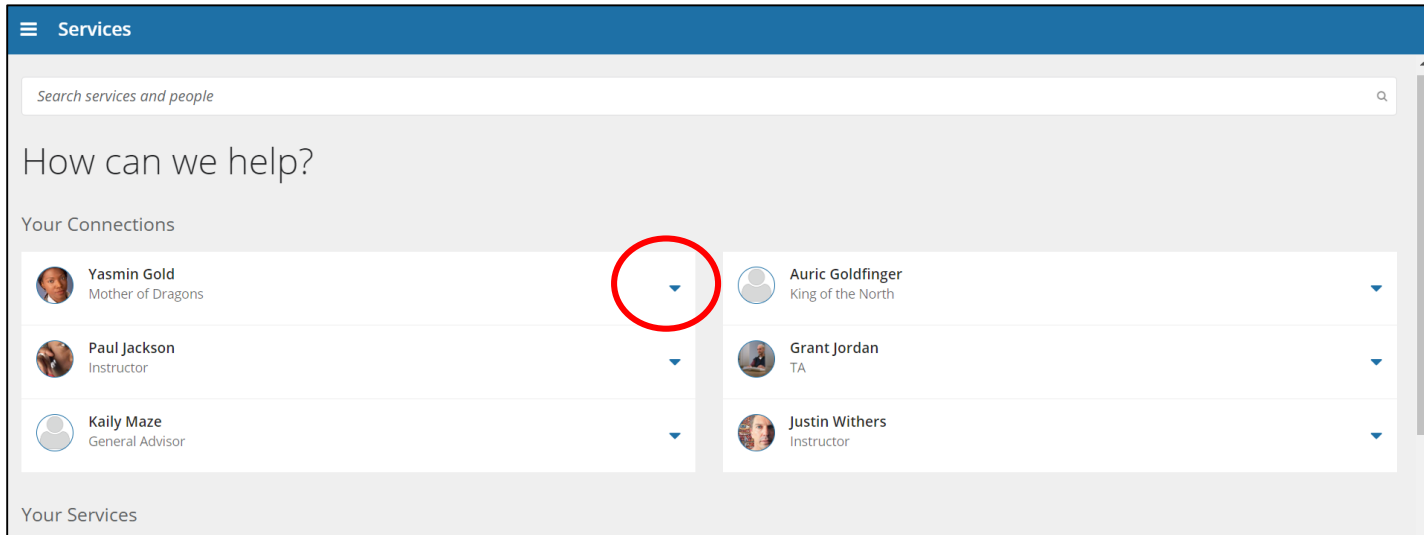




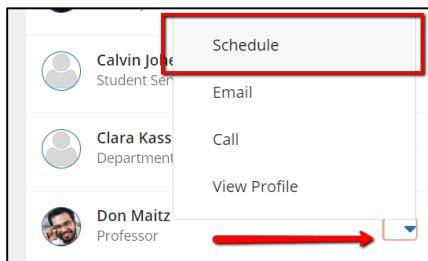
Once you have signed in your default page should be the **My Success Network** which shows all the **Student Support Services** offered on campus that are **free** and available to assist you.

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

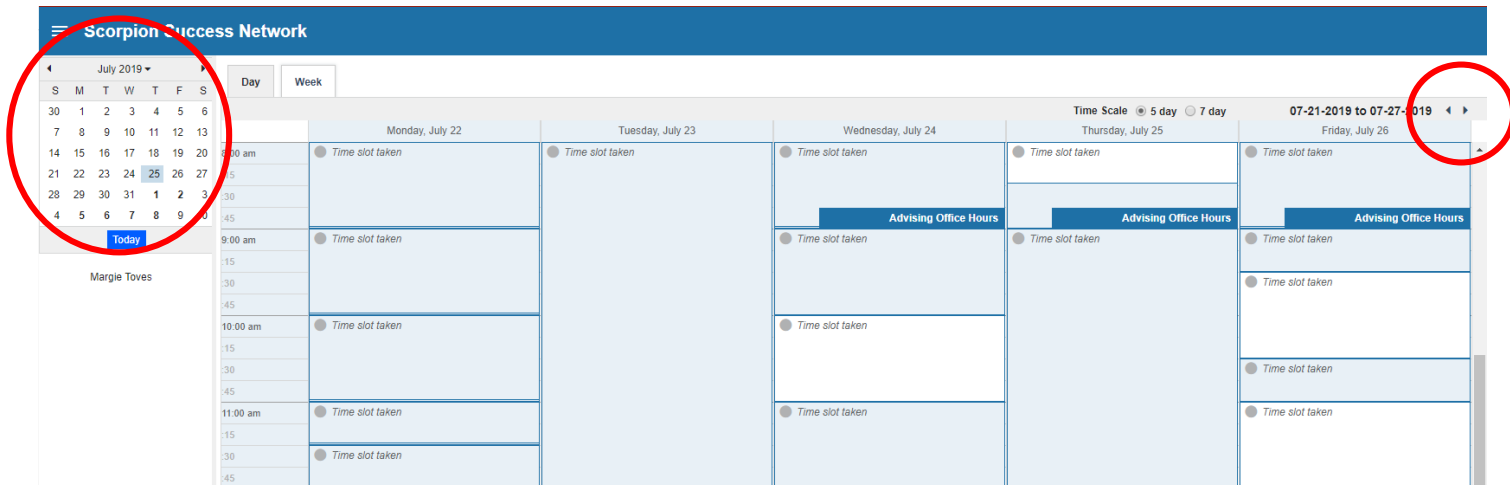
Step 5: From your **My Success Network** page, click the triangle beside the name of the person you would like to make an appointment with.




Step 6: Click **Schedule**














































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.





Please Note: The times that are available will have a green plus sign 

Step 8: Once you find the day and time that you would like, click the green plus sign 

Tuesday, August 06		Wednesday, August 07		Thursday, August 08	
					
Advising Office Hours		Advising Office Hours		Advising Office Hours	
					
					
					
					
					
					

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

With

* Reason ▼ ⓘ

Course

Select a reason in order to

When

* Duration

* Where

Instructions

Details

Explain in detail what you are requesting for this appointment.

- Academic Probation Hold
- Academic Warning Hold
- Advising Hold
- Change/Add/Remove Major or Minor
- Flag/Referral
- Graduation Requirements
- Major advising
- Petition/Course Substitution
- Registration / Class Schedule
- 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.

Add Appointment Never Mind Submit

With

* Reason Major advising

Course No Course

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 you 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 in this appointment.

* Required fields Never Mind Submit