## How to Schedule an Advisor Appointment in Albert

Step 1: Log into Albert  $\rightarrow$  Select "Academics"  $\rightarrow$  click "Schedule an Advisor Appointment"

Graduation Current Level: Sophomore Expected Graduation Term: Sp Apply to Graduate
Update My Expected Grad T Select All (1) Select None Email Selected (1)

Step 2: "Select Department Calendar"  $\rightarrow$  Choose "Shanghai"

Available Appointments Sch	eduled Appointments Appointment History	
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Grades & Transcripts	Minghui Zhou	



Step 3: Choose "Appointment Reason"  $\rightarrow$  Select one reason from the list

Available Appointments	Scheduled Appointments	Appointmen	t History		
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Step 4: Select an available appointment slot and click "**SCHEDULE**". Both you and your advisor will receive a confirmation email. You can also cancel your scheduled appointment with your advisor in the "Scheduled Appointments" tab.

	Scheduled Appointments	Appointment History		
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