Note: All the appointment times are listed in China Standard Time. Your appointment may not show in your local time zone on your NYU Google Calendar and you are responsible for converting the meeting time to your time zone (you can use the time zone converter).

Step 1: Log into Albert → Select “Academics” → click “Schedule an Advisor Appointment”

Step 2: “Select Department Calendar” → Choose “Shanghai”
**Step 3:** Choose “Appointment Reason” → Select one reason from the list

**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.