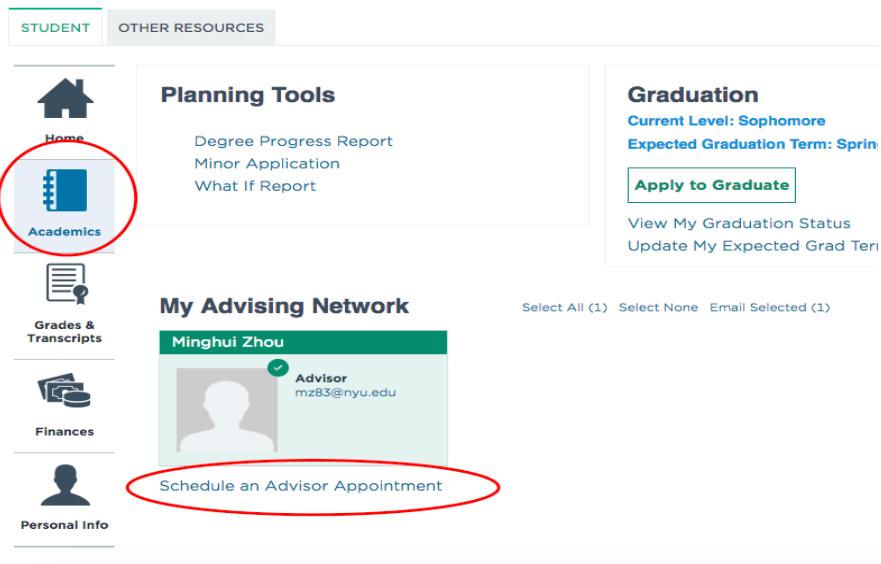


**Note: All the appointment times are listed in China Standard Time.**

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](#)).

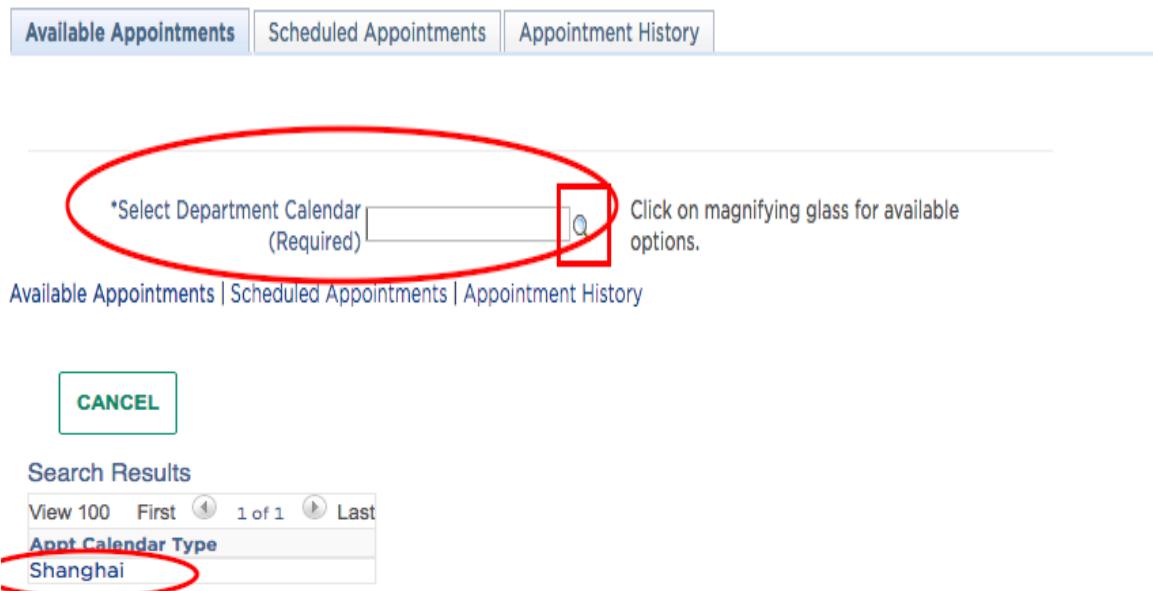
**Step 1:** Log into Albert → Select “Academics” → click “Schedule an Advisor Appointment”

## Albert



The screenshot shows the Albert student portal. At the top, there are tabs for 'STUDENT' and 'OTHER RESOURCES'. Below these are several sections: 'Planning Tools' (Degree Progress Report, Minor Application, What If Report), 'Graduation' (Current Level: Sophomore, Expected Graduation Term: Spring, Apply to Graduate button, View My Graduation Status, Update My Expected Grad Term), and 'My Advising Network' (listing 'Minghui Zhou' as an Advisor). On the left, there are links for 'Home', 'Academics' (circled in red), 'Grades & Transcripts', 'Finances', and 'Personal Info'. At the bottom of the main content area, there is a button labeled 'Schedule an Advisor Appointment' (also circled in red).

**Step 2:** “Select Department Calendar” → Choose “Shanghai”



The screenshot shows the 'Available Appointments' tab selected in the Albert portal. It displays a search interface with a field labeled “\*Select Department Calendar (Required)”, a magnifying glass icon, and the text “Click on magnifying glass for available options.” Below this, there are links for “Available Appointments”, “Scheduled Appointments”, and “Appointment History”. At the bottom, there is a “CANCEL” button and a “Search Results” table. The table has a header “Appt Calendar Type” with a red circle around it, and the word “Shanghai” is circled in red in the first row of the table.

### Step 3: Choose “Appointment Reason” → Select one reason from the list

Available Appointments | Scheduled Appointments | Appointment History

\*Select Department Calendar (Required) Shanghai

Click on magnifying glass for available options.

Appointment Reason(Required)

Assigned Advisors Minghui Zhou

[Available Appointments](#) | [Scheduled Appointments](#) | [Appointment History](#)

**CANCEL**

**Search Results**

View 100 First 1-7 of 7 Last

Appointment Reason
Academic Difficulty
Academic Planning
Advisor Requested
Personal
Registration
Schedule Change
Study Away



### 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.

Available Appointments | Scheduled Appointments | Appointment History

\*Select Department Calendar (Required) Shanghai

Click on magnifying glass for available options.

Appointment Reason(Required) Academic Difficulty

Assigned Advisors Minghui Zhou

Start Date   thru End Date

Filter by Date Range (Optional):

**CLEAR FILTERS**

**AVAILABLE APPOINTMENTS** | **FIND** | **VIEW ALL** | **FIRST** **1 OF 1** **LAST**

Appt Calendar Type	Appointment Start Date	Day of Week	Start Time	End Time	Location Description	Staff/Faculty Name	Appointment Reason	SCHEDULE
1			:	:			Academic Difficulty	<b>SCHEDULE</b>



[Available Appointments](#) | [Scheduled Appointments](#) | [Appointment History](#)