

GradesFirst – Quick Start Guide for Students

Making an Appointment – Advising Appointments within GradesFirst

Overview

The Engineering Student Success Center and **some** Engineering major advising appointments are scheduled with GradesFirst. This system allows advisors to track student visits and progress effectively. GradesFirst is part of the SJSU Single Sign On System, so your SJSU ID and Password are your credentials to log in.

No-Shows

Please keep in mind that there is a strict no-show policy. **If you miss or are too late for two (2) appointments within 180 days, you will be restricted from making future appointments for any service. Drop-in hours will be the only way to see an advisor. Contact your advisor or front office if you need to reschedule.** Showing up too late for an appointment also counts as a no-show. **DO NOT BE LATE.**

- ❖ *Appointments cannot be scheduled for a time when you have a conflict, such as a course.*
- ❖ *Start by logging in to GradesFirst with your SJSU ID and Password at <https://sjsu.gradesfirst.com>*

Procedure

AFTER LOGGING IN TO GRADESFIRST

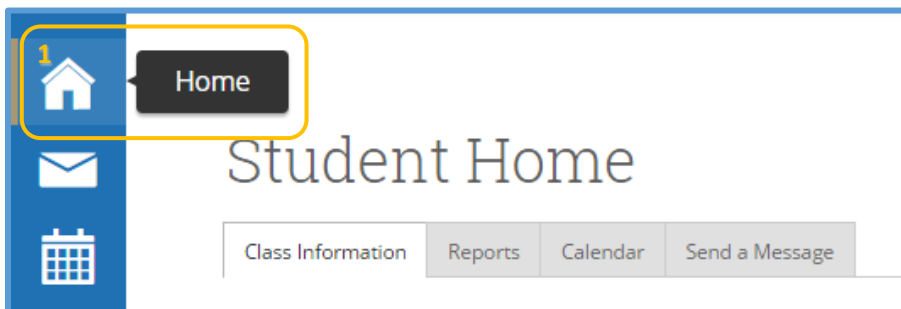


Figure 1. The student homepage in GradesFirst

- 1) Make sure you are at your **student homepage** by clicking on the **'Home'** icon on the left sidebar (Figure 1).
- 2) In the right sidebar, click the **'Get Advising'** button (Figure 2). You will be taken to the **'Schedule Advising Appointment'** page where you can go step by step through the scheduling process.

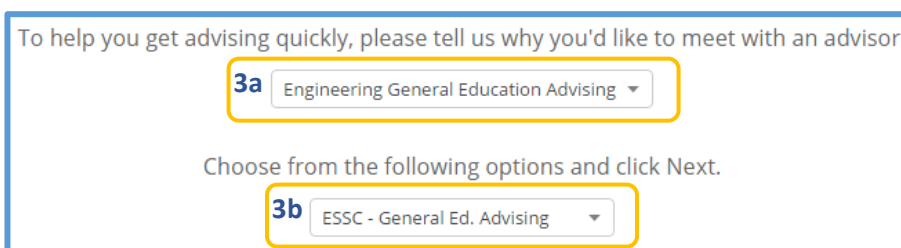


Figure 3. Choosing the appointment reason and service.

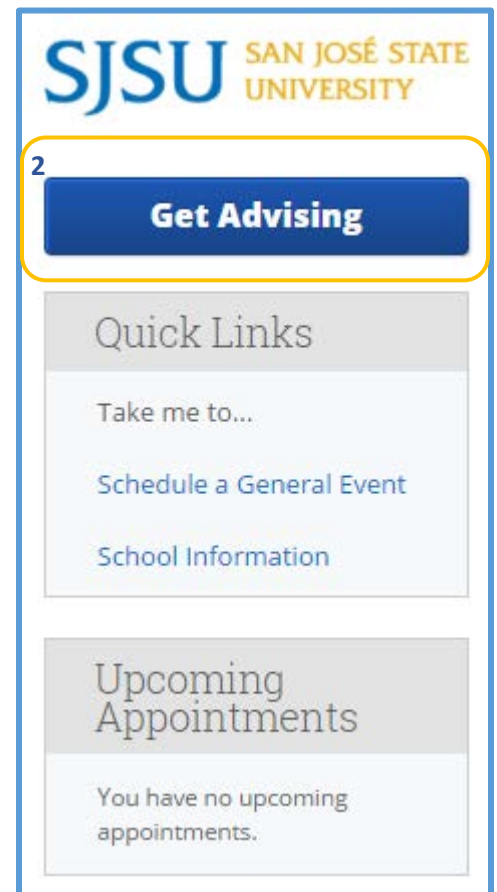


Figure 2. Right sidebar of the student homepage.

- 3) From here, follow the prompts to choose the reason and service for your appointment, as seen in figure 3. For this example, we have chosen a) **'Engineering General Education Advising'** and b) the **'ESSC – GE Advising'** student service. **You should choose the appropriate reasons for your appointment.**

- 4) On the next page, you are prompted to select the a) **location** and b) **advisors**, as seen in figure 4. In most cases, there will only be one location available to choose. If you need to meet with a specific advisor, you may choose his or her name from the list. Otherwise, it is best to leave the advisor field as is with **'Any Advisor'** to see all available times for that service. **Note that in some cases, you are not allowed to choose the advisor; one will be chosen for you.**

What location do you prefer?

4a Engineering Student Success Center ▾

Which advisor? You may select more than one.
If you don't have a preference, just click Next.

4b Any Advisor

Figure 4. Select the location and advisors.

5a < prev week

Appointment Times For The Week Of February 06

5b next week >

Mon, Feb 06	Tue, Feb 07	Wed, Feb 08	Thu, Feb 09	Fri, Feb 10
6a Morning 8 Available	Morning N/A	Close 9:30am	Morning N/A	Morning N/A
Afternoon 7 Available	Afternoon N/A	6b 10:00am 10:30am 11:00am 11:30am	Afternoon N/A	Afternoon N/A

Can't find a time that works in the next couple of weeks? 7 View Walk-in Times

Figure 5. Select the appointment date and time slot or view drop-in hours.

- 5) On the next page, you can choose the appointment slot that works for you. Use the a) **previous** and b) **next week** buttons find the first week with available appointments (Figure 5).
- 6) Choose a) either **Morning** or **Afternoon**, and b) select the **time slot**.
- 7) If you don't see an appointment that works for you, view the **'Walk-in Times'** to alternate availability. **Note that drop in hours may not be available in all cases.**
- 8) On the last page, verify the details of the appointment and add additional comments to the advisor.
- 9) In the comments box, put as much information as you think necessary. More detail about a specific situation is important to include.
- 10) When you select **Confirm Appointment**, it will be added to your GradesFirst calendar.

Your appointment has not been scheduled yet. Please review and click Confirm Appointment to complete.

8 Appointment Details

Who: Sammy Spartan with Sarah Johnson
Why: ESSC - General Ed. Advising

When: Wednesday, February 08
10:30am - 11:00am

Where: Engineering Student Success Center Room E344

Additional Details

9 Is there anything specific you would like to discuss with Sarah?

Comments for your advisor...

Would you like to set a reminder?
Send Me an Email Send Me a Text
Email will be sent to sammy.student@sjsuemail.com

10 Confirm Appointment

< Back

Figure 6. Verify details, add comments, and confirm the appointment.

That's it! **Success! Your Appointment Has Been Created.** If you need to cancel, you may do so up to 4 hours in advance.