

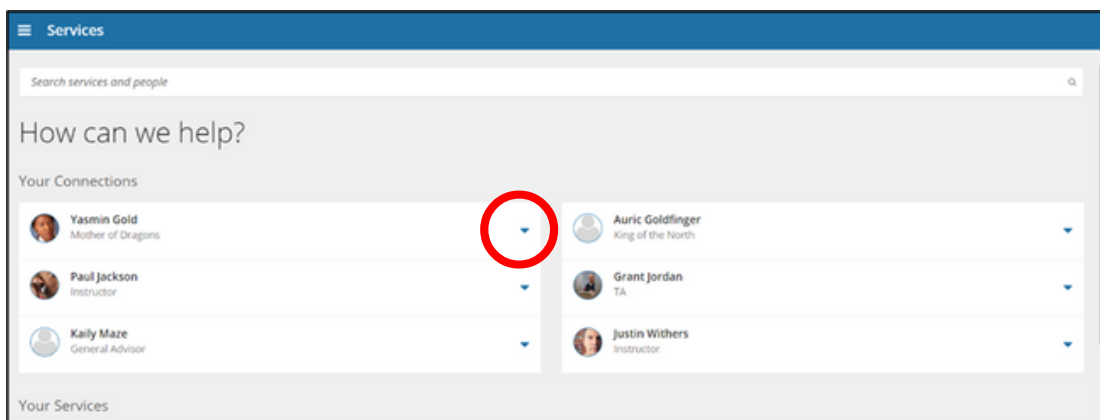


NEVADA STATE UNIVERSITY
ACADEMIC
ADVISING CENTER

Scorpion Success Network Scheduling an Appointment Student View

Step 1: Login to Scorpion Success Network.

Step 2: One the **My Success Network** page, click the drop down menu of the person you want to schedule an appointment with.



Step 3: Click **Schedule**, then **AAC Advising**

Step 4: Select the appropriate reason for the appointment, then click **Continue**

<input type="radio"/> Advising Hold	<input type="radio"/> Change/Add/Remove Major
<input type="radio"/> Change/Add/Remove Minor	<input type="radio"/> Financial Aid SAP Plan
<input type="radio"/> General Advising - Please Add Additional Comments	<input type="radio"/> Graduation Requirements
<input type="radio"/> Ineligible/Excess or Max Credit Issue	<input type="radio"/> New Transfer or Readmit
<input type="radio"/> Petition/Course Substitution	<input type="radio"/> Withdrawal Questions



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Step 5: Select the time that fits your schedule, then click **Continue**

Note: Appointments must be scheduled for at least 30 minutes and cannot exceed 1 hour

Certain appointment types, such as the following will require a 1 hour appointment:

- Academic Probation/Suspension
- Change/Add/Remove Major
- SAP (Financial Aid) Academic Plans
- Max Credit
- Excess credit

Step 6: Select the modality of the appointment and provide a brief description of what you want to discuss in the appointment. Click **Continue**

Date and Time

Thursday, May 08

9:00 am – 9:30 am

Reason for Visit

Advising Hold [Change](#)

Course

[Add a course](#)

* Location

Choose a location

If you want, tell us a little bit about what's going on so we can help



Step 7: A confirmation page will appear confirming the details of the appointment. A confirmation email will be sent to your NS student email regarding your appointment.



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