How to Make An Advise Assist Appointment

1. Logon to AU Access
2. Select the Advise Assist Icon

3. Select Make an Appointment

4. Select the following

Schedule Appointment

5. Reason for your Visit choices:
   - NonNursing Advising (A-G)- based off of last name for students wanting to change into Nursing
   - NonNursing Advising (H-Q)- based off of last name for students wanting to change into Nursing
   - NonNursing Advising (R-Z)- based off of last name for students wanting to change into Nursing
   - Nursing Academic Advising
   - NURS Student Success Check In (only for upper division students)
   - NURS Testing Intake (only for upper division students)
   - NURS Testing Intake Follow Up (only for upper division students)

6. Select a location:
7. Select a Time Block and Desired Time

Schedule Appointment

8. Check your day, time, and location. Then confirm the appointment. This is also a place to select where to send your reminder.

Schedule Appointment