

How to Schedule a Summer Advising Appointment

Schedule your summer appointment with your SUMMIT Advisor today!

Just follow these easy steps using the COMPASS program. [An image of a compass is shown.]

Sign in to COMPASS at: compass.agnesscott.edu.

Use your Agnes Scott login and password. [A screenshot of the login page accessed at web address compass.agnesscott.edu is shown.]

Click on the 3 horizontal lines icon in the top left corner of the screen.

[A screenshot of the main homepage of the COMPASS website is shown. There is a large yellow arrow pointed to the top left corner of the screen where there is an icon shaped like 3 horizontal white lines on a blue background.]

On the drop down list that appears, click on "My Success Network."

[A screenshot of the main homepage of the COMPASS website is shown. There is now a dropdown list on the left side of the page. A large yellow arrow is pointing to the third item on the dropdown list which is "My Success Network."]

Find your SUMMIT Advisor, and click on the blue triangle next to their name.

[A screenshot of the My Success Network page in COMPASS is shown. This page states "How can we help?" in large letters and below shows a list of an example student's instructors and advisors. Next to each individual's name is a small blue triangle. There is a large yellow arrow pointing to the blue triangle next to the example student's SUMMIT Advisor's name.]

Choose "Schedule" on the drop down list.

[The same screenshot of the My Success Network page in COMPASS is shown. The page now shows a dropdown menu coming out of the blue triangle next to the SUMMIT Advisor's name. A yellow arrow points to the first item on this list, which says "Schedule."]

Click the "V" to see appointment reasons.

[A screenshot of the Schedule Appointment page in COMPASS is shown. There is a large picture and the name of the SUMMIT Advisor. There is text that states "What do you need help with?" Below that is text that says "Advising" with a small black "V" next to it. There is a large yellow arrow pointed to the V.]

Select "New Student Summer Advising Meeting for your reason" and "Continue."

[A screenshot of the Schedule Appointment page in COMPASS is shown. There is now a list of possible reasons a student might meet with their advisor listed. There is a yellow arrow labelled “1” pointing to “New Student Summer Advising Meeting.” There is a yellow arrow labeled “2” pointing to a blue button that says “CONTINUE.”]

Choose a day and time that work for you and “Continue.”

Need more time options? Adjust the date range using the calendar on the left. [A screenshot of the Schedule Appointment page in COMPASS is shown. There is now text that states “What day and time works for you?” On the left hand side of the screen is a calendar. On the right side of the screen are boxes that list specific days and times a student could choose for an appointment. There is a large yellow arrow pointing to a date range shown above the calendar. In the bottom right corner is a blue button, labelled “CONTINUE.”]

In additional info, tell us if you prefer to use Skype or Google Hangouts. If Skype, include your Skype username.

Live outside of the Eastern Standard Time zone? COMPASS will show appointment times converted to YOUR home time zone. [This text is surrounded by an image of a sun.]

Make sure to click “Confirm” to complete signing up for an appointment. [A large check box appears to the left of the text.”]

You will receive an email from COMPASS with confirmation of your appointment. [An image of an envelope is above the text.]

Remember to test your Google Hangouts or Skype account before we talk! [An image of a computer, a tablet and a cell phone appear above the text.]

See you online in July and August. [The SUMMIT Advising Office logo appears to the left of the text.]

Agnes Scott College Office of Academic Advising and Accessible Education