

How to Schedule and Incoming Student Advising Meeting

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.]

On the homepage, find your SUMMIT Advisor.

[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. There is a purple circle drawn around the SUMMIT Advisor “Machamma Quinichett’s” name]

Click on the three dots next to their name.

[The same screenshot of the My Success Network page is shown again. This time there is a purple arrow pointed to the 3 dots to the right of the 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 3 dots next to the SUMMIT Advisor’s name. A purple arrow points to the first item on this list, which says “Schedule.”]

You will be asked, “What do you need help with?” Click the “V” next to “Incoming Student Advising.”

[A screenshot of the Schedule Appointment page in COMPASS is shown. There is text that states “What do you need help with?” Below that is text that says “Incoming Student Advising” with a small black “V” next to it. There is a large purple arrow pointed to the V.]

Then select “New Student Summer Advising Meeting” for your reason and “Continue.”

[A screenshot of the Schedule Appointment page in COMPASS is shown. Underneath the “Incoming Student Advising” text, there is now a radial button labelled “New Student Summer Advising Meeting.” There is a purple arrow labelled “1” pointing to “New Student Summer Advising Meeting.” There is a purple 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 purple arrow pointing to a date range shown above the calendar. In the bottom right corner is a blue button, labelled “CONTINUE.”]

What do you do if you get an error that no appointments are available?

Adjust the date range to 7/20-8/13 to see all incoming student appointments. [A screenshot of the Schedule Appointment page in COMPASS is shown with the calendar on the left as before. The date range above the calendar is circled in purple.]

Next, review your appointment information.

Advisors will hold meetings using the Google Meet software. If you need to use a different format (Skype, phonecall), let your advisor know!

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.]

[A screenshot of the Schedule Appointment page in COMPASS is shown. The top of the page states “Does this look correct?” and it lists the date and time of the appointment as well as a text box where additional information can be added. On the bottom right is a blue button labelled “Continue.” There is a purple arrow pointing to the button.]

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 Meet 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