How to Schedule an Academic Advising Appointment

STEP 1

Go to Unify.gcsu.edu

STEP 2

Enter your email and password

Welcome to Unify

Student Information

- Payment for Summer 2022 classes is due in full by the first day of your first class. Summer session charges are combined and not billed separately for each term. The academic calendar for Summer can be viewed at Summer 2022 Academic Calendar.
- For registration dates, instructions, and other important information, please go to the Office of the Registrar website.
- Registration and Financial Aid Information is distributed via bobcats e-mail.
STEP 3

Click Log in

STEP 4

Click on Start Here
STEP 5

Click on Schedule an Academic Advising Appointment

STEP 6

Click on LOGIN WITH UNIFY

Do NOT click the blue continue button if it appears, wait for the page to load.
STEP 7

**Click on Contact My Advisors**

From the home page you can schedule two ways. The first is to

STEP 8

**Click on Schedule Appointment, this will take you to the scheduling page (step 12)**
The second option is from the homepage: Click on Schedule Appointment

STEP 10
Advisor to Select Advisor Name
STEP 11

Select Advisor Name

STEP 12

You are now on the scheduling page: Click on Choose date
STEP 13
Select Date

STEP 14
Click on SEARCH

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STEP 15

Find a time that works with your schedule and Click on SCHEDULE

STEP 16

Provide appointment information.

After selecting your time you will choose the session topic (if unsure choose general advising), put notes of anything you want the advisor to be aware of for your meeting, and include any attachments. Click Schedule an appointment.