

Academic Advising: Scheduling an Appointment

- 1. Go to www.gaston.edu, navigate to Watermark under Quick Links or myGASTON.
- 2. Log in to Watermark with your mymail.gaston.edu email account.
- 3. Click on Schedule a Meeting.

Your Su	ccess Team		
	Sherry Sharpe Success Coach Send Message	WT	Wendy Turbyfill Advisor (704) 931-5761 Text Msg Only Send Message Schedule a Meeting
Upcomi Time Zon	ng Meetings he: America/New_York		Schedule a Meeting
You have n	o upcoming meetings.		

- 4. Only select the following items:
 - a. Service
 - b. Staff make sure you select your advisor, otherwise it could delay your meeting
 - c. How do you want to meet?
- 5. Click on Find a time.

Schedule A Meeting)		
Service *			
Select			
Campus		Office	
Select	\sim	Select	~
Staff		How do you want to me	eet?
Select	~	Select	~
		F	ind a time Clear

6. Review and select a date and time.

\leftarrow		July 2024			\rightarrow	MON, 7/8/2024 Afternoon		
Su	Мо	Tu	We	Th	Fr	Sa	3:00 PM - 3:45 PM	3:15 PM - 4:0
	1	2		4		6		0.101111
7	8	9	10	11	12	13	Wed 7/10/2024	
14	15	16	17	18	19	20	Morning	
21	22	23	24	25	26	27	10:15 AM - 11:00 AM	
28	29		31					
							Afternoon	
							1:00 PM - 1:45 PM	1:15 PM - 2:00

7. Add any notes to share with your advisor and click on *Confirm*.

Date	Time		
Monday, July 08, 2024	3:00 PM - 3:45 PM		
Staff	Location		
Wendy Turbyfill	Main Campus - Health & Human Services		
	Advising Center (DBC 174)		
Service	How do you want to meet?		
New Student Advising	In-Person		
Would you like to share anything else	e?		

8. A meeting invitation will be sent to your *mymail.gaston.edu* account.