

Instructions for Grades First

1. Go to <https://sjsu.gradesfirst.com>
2. From your student homepage, select the blue "**Get Advising**" button on the right sidebar.
3. Follow the prompts and **select the reasons** for your appointment.
4. Choose a **location** for the appointment (if applicable).
5. Choose a **specific advisor**, if needed, or leave blank for any advisor.
6. Choose a **date and time** that works for you, or **view the walk-in hours** if there are no slots available.
7. Verify the who, what, when, where, and why, **add comments**, then confirm the appointment.
8. The appointment is now on your GradesFirst Calendar (left sidebar, calendar icon).

Please remember to show up for your appointment.

Missing two appointments blocks you from scheduling further appointments.