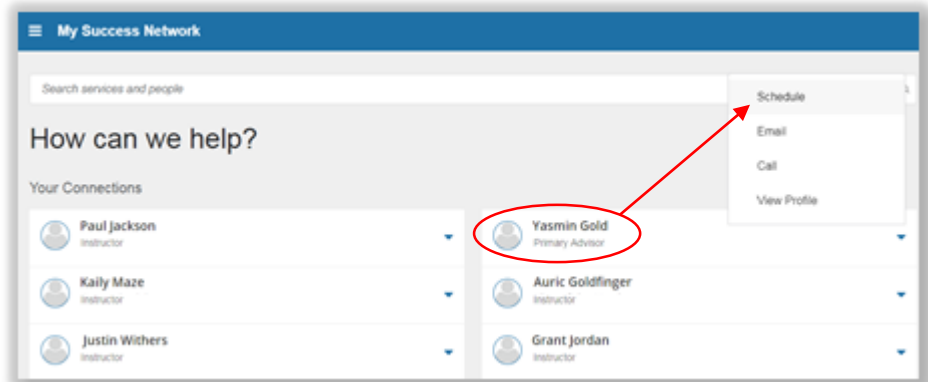


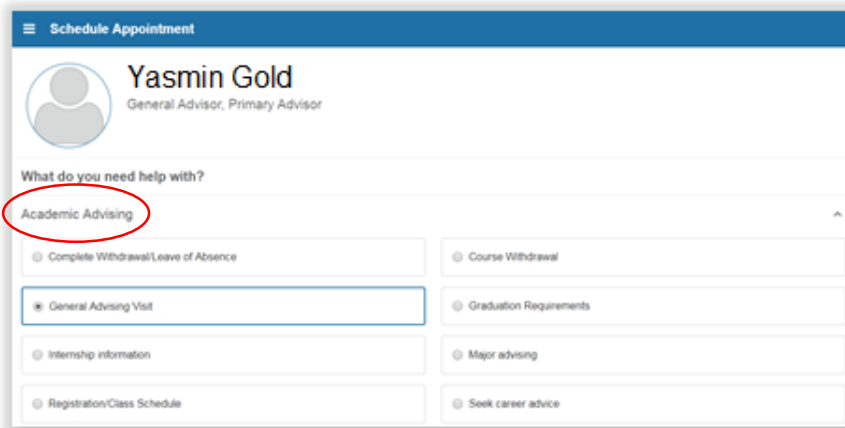
How to Schedule an Appointment with Your Academic Advisor



1. Access Spartan Success Network (SSN) by logging in to **MyYCP** and clicking on the green star icon labeled **Spartan Success**. Once logged in, you'll immediately be taken to your My Success Network.

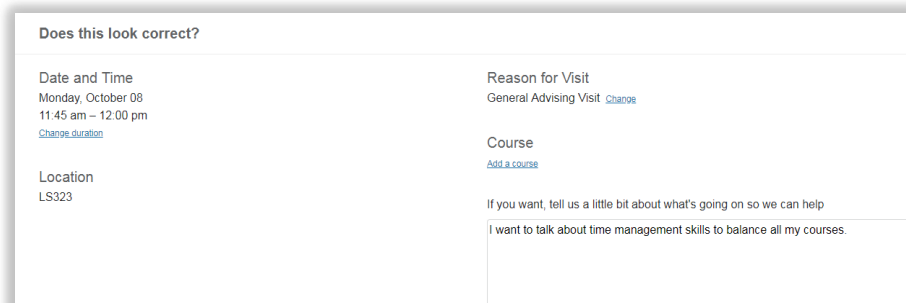
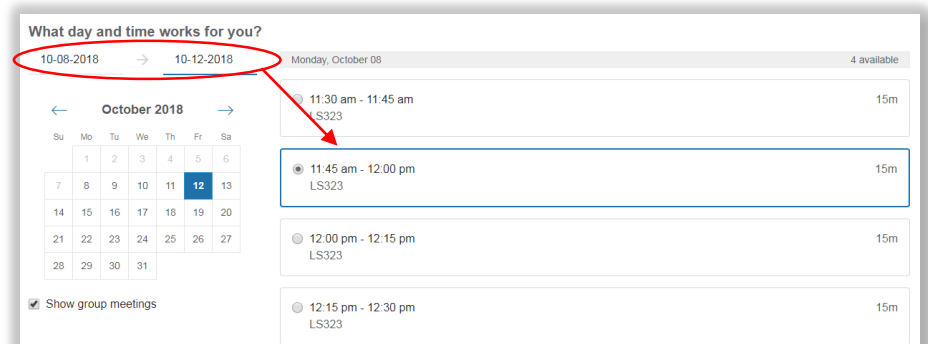


2. Click on the triangle next to your **Primary Advisor's** name and select **Schedule**.



3. Click on **Academic Advising** and select the topic you want to discuss. Click **Continue** in the lower right hand corner.

4. Adjust the **date range** to reflect the time period in which you need to meet. Select the **day and time** that works best for you. Click **Continue**.



5. Review the details of your appointment and feel free to include a comment about what you'd like to discuss. Click the **Confirm** button to reserve your appointment.

Having difficulty scheduling an appointment? Contact spartansuccessnetwork@ycp.edu.