

Academic Advising at



1. Know who your **assigned academic advisor** is! You can find your assigned advisor by logging in to your Student Portal and selecting the New River Portal.

**Academic Advisors are assigned based on your selected program of study. Knowing your assigned academic advisor means having an expert guide on your path to success!*

2. On the home page of your **New River Portal** locate the **card titled My Assigned Advisor**. This card will give you the name of your advisor & their campus location.



How to Schedule an Advising Appointment

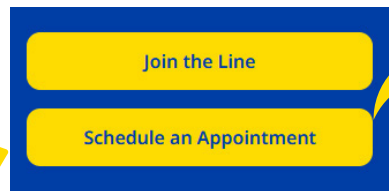
1. Go to irsc.edu/riverline and click on the campus where your assigned advisor is located. Select **Schedule an Appointment**.

The River Line

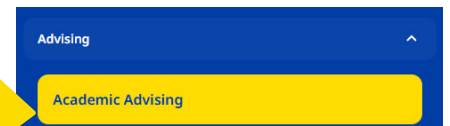
You can use *The River Line* to meet with Admissions, Academic Advising, Financial Aid, Veterans Services, Career and Transfer Services, or Student Records.

Check in now to speak with someone who can support your journey—online or on campus.

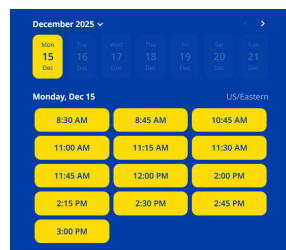
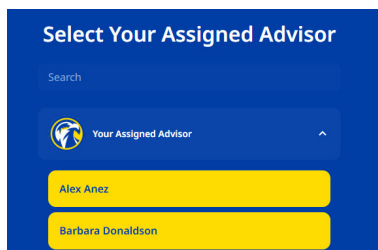
Join The River Line



2. Select **Academic Advising** as your service option.



3. Click on your **assigned advisor** from the list. Don't see your assigned advisors name? Check you've selected the correct campus. Select a date and time for your appointment.



4. Fill out requested information including Phone number, Name, Student ID, and How you would like to meet. **Click Send appointment request**

Enter your details

Date & Time: Monday, Dec 15, 2:00 PM-2:45 PM
Services: Academic Advising
Resources: Barbara Donaldson

First name *

Last name *

Phone number *

Student ID *

Rivermail
Please use your Indian River State College Provided Rivermail address.
YourRivermail@mail.irsc.edu

What would you like to discuss with your advisor during your appointment? *

5. The appointment **meeting request will be sent to the advisor for review**. You will receive communication confirming your appointment or instructing you to reschedule within 24 hours of your request.



Indian River State College

Academic Advising Service Options

APPOINTMENT

VS.

DROP-IN

- Are available in person, virtually and by phone.
- Are 45 minutes long.

Students more than 15 minutes late will be asked to reschedule.

- **Must be scheduled with your assigned academic advisor at least 24 hours in advance.** Availability varies depending on the advisor.

Appointment Services Include

- New Student Advising*
- Create/update academic plan*
- Program of study or major change
- Academic Standing / Reinstatement
- Final degree requirements/graduation audit*
- Transfer prerequisites for intended program

**Services available in-person or video only*

- Drop-in Advising without a scheduled appointment is available **IN PERSON ONLY**.
- Meetings are **only 15 – 20 minutes**.
- Students will be assisted by the first available advisor. Requests for a specific advisor cannot be accommodated.

Drop-in Services are limited to

- Hold review*
- Course recommendations for a single term
- Instruction on how to register
- Referrals to other student services
- Questions on college academic policies

**Some holds require an appointment to be removed*

FALL/SPRING terms Drop-ins:
Monday & Wednesday: 8 am – 12 pm
Tuesday & Thursdays: 2 - 6:30 pm

SUMMER term Drop-ins:
Monday & Wednesday: 7 am – 11 am
Tuesday & Thursday: 3 – 6:30 pm

Monday

Tuesday

Wednesday

Thursday

Friday

Drop-in
Window

Appointments
Available

Drop-in
Window

Appointments
Available

Drop-in
Window

Appointments
Available

Drop-in
Window

Appointments
Available

Appointments
ONLY