

STUDENT360 RESOURCES & GUIDES

July 20, 2026



MISSISSIPPI STATE
UNIVERSITY™

ACADEMIC ACHIEVEMENT

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MISSISSIPPI STATE UNIVERSITY™
ACADEMIC ACHIEVEMENT



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Welcome, Teresa!

Academic Achievement

Use the navigation items on the left to see more information.

STUDENT360 HOMEPAGE

student.achievement.msstate.edu/portal/advisor

MY STUDENTS TAB

MISSISSIPPI STATE UNIVERSITY
ACADEMIC ACHIEVEMENT

My Students

New and Incoming Students Students by College

Students by College

College of Education

Student Type	Class	Campus	Major
Continuing Student	Freshman	Meridian	Applied Behavior Analysis (BS)
Freshman	Sophomore	Online Education	Educational Psychology (BS)
New Transfer	Junior	Starkville	Elementary Education (BS)
Readmission	Senior		Industrial Technology (BS)
Academic Standing	Attributes	Fraternity & Sorority Life	Has Registration Hold
Empty	Empty	No	No
Academic Dismissal	Architecture Waitlist	Yes	Yes
Academic Suspension	Athlete		
Good Standing	Bulldog Bounce Back		

10 entries per page

myState Directory

MISSISSIPPI STATE UNIVERSITY
ACADEMIC ACHIEVEMENT

Home My Students Caseload Management My Classes Student360

My Students

New and Incoming Students Students by College

Incoming Students by College

College of Education

Admit Term	Admit Type	Major	Orientation Status
Summer 2026	30-Hour Core	Applied Behavior Analysis (BS)	Attended
Fall 2026	High Risk / Review	Educational Psychology (BS)	Registered
	Meets 2.00 Core GPA / 18 ACT	Elementary Education (BS)	No Show
	Meets 2.50 Core GPA / 16 ACT	Industrial Technology (BS)	Not Registered

10 entries per page

- Dean/Director roles will be able to see all new and incoming students within their college as well as all current students in their college
- Both tabs will allow you to search by different categories (admit term, major, attributes, etc.)
- Each list will have the students Student360 profile hyperlinked as well.

MY STUDENTS TAB

Campus	Major
Starkville 2	English (BA) 1
	Music Performance (BM) 1
	Political Science (BA) 1
Attributes	Account Holds
Empty 1	No 1
Non-Athlete 1	Yes 1
Student Employee 1	

myState

Directory



MISSISSIPPI STATE UNIVERSITY™

ACADEMIC ACHIEVEMENT

Home

My Students

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Student360

My Availability

My Queries

My Students

My Advisees

My Advisees

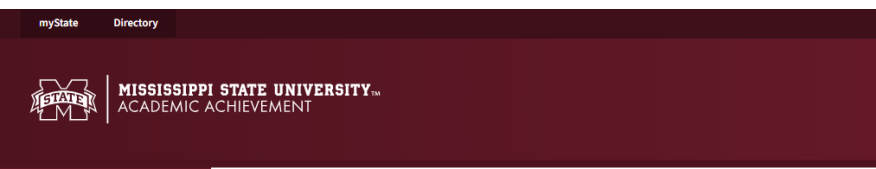
Student Type

Freshman	1
New Transfer	1

Concentration

Communication	1
Public Management	1

- For advisors, they will be able to see a list of students they are assigned to from Banner.
- There will be different “buckets” at the top of the page where you can filter through your advisee list
- Buckets include: major, account holds, attributes, etc.



myState Directory

Home

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Student360

Caseload Management

Academic Caseloads Faculty Mentor Caseloads Faculty Mentor Assignments

Select report: Caseload by Advisor

Advisors: College of Education

Metric	Total Advises
Advising Case Load by Advisor	
Allie Cunningham	20
Amy Catron	2
Amy McMinn	71

myState Directory

Home

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Caseload Management

Academic Caseloads Faculty Mentor Caseloads Faculty Mentor Assignments

Select report: Caseload by Program

Programs: College of Education

Metric	Total Advises
Advising Case Load by Program	
Applied Behavior Analysis (BS)	3
Educational Psychology (BS)	32
Elementary Education (BS)	214
Industrial Technology (BS)	9
Kinesiology (BS)	523
Learning and User Experience Design (BS)	2
Music Education (BME)	30
Music Performance (BM)	4
Secondary Education (BS)	46

CASELOAD MANAGEMENT

myState Directory

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Student360

Caseload Management

Academic Caseloads Faculty Mentor Caseloads Faculty Mentor Assignments

College of Education

Student Type

Class

Major

Concentration

Faculty Mentor

10 entries per page

Name Student Type Class Campus Major Concentration Faculty Mentor Actions

Continuing Student Junior Starkville Kinesiology (BS) Neuromechanics Not Assigned **ASSIGN MENTOR**

Assign Faculty Mentor

You are assigning Mary's faculty mentor for the following program:
Kinesiology (BS): Neuromechanics

Mentor Name *

Acknowledgement * ☐ I understand that I am assigning this faculty member as an advisor for this student.

SUBMIT

Manage Faculty Mentor

You are removing the following faculty mentor:
Sawyer Bowering
Special Program for Academically Talented Students (Non-Degree)

Acknowledgement * ☒ I understand that I am removing this faculty member from this student's assignments.
☐ I would like to assign a new faculty mentor for this student's program.

Add New Mentor

SUBMIT

- Dean/Director Roles will have access to caseload management which will breakdown by advisors and programs, as well as faculty mentor caseloads and assignments.
- For Faculty mentor assignments, you will be able to see a list of your students and select “Add a Mentor”
 - From there, just type in the name of the faculty mentor and click submit.
 - If you need to change it, you can “Manage Faculty Mentor to remove”

More information to come as we develop the Faculty Mentor process!

STUDENT360 PROFILE

The screenshot displays the Student360 interface. On the left is a dark red sidebar with navigation links: Home, My Students, Caseload Management, My Classes, and Student360 (which is circled in blue). The top header is dark red and contains the Mississippi State University logo and the text 'MISSISSIPPI STATE UNIVERSITY™ ACADEMIC ACHIEVEMENT'. The main content area has a white background. At the top of this area is the title 'Student360' and a search bar labeled 'Search for a Different Student'. Below the title are three horizontal bars: a red one with a warning icon stating 'This is a TEST RECORD and may include non-typical information.', a green one with a checkmark stating 'This student's directory information may be released to anyone.', and a red one with a warning icon stating 'No FERPA Releases Exist' and 'This student's education records may NOT be released to anyone except as allowed by OP 30.02.'. The student profile section shows a photo of a bulldog, the name 'Sawyer (TEST) Bowering (TEST) (Sawyer)', and the grade 'Freshman'. To the right of the photo are contact details: a phone icon with '+1 601-331-0510' and an email icon with 'scb165@msstate.edu'. Below the profile section are four buttons: 'ADD A NOTE' and 'SEND EMAIL' (both circled in blue), 'SUBMIT CARE REPORT', and 'DEGREE WORKS'. At the bottom of the page is a navigation bar with links: Dashboard, Coursework, Notes, Messages, and Additional Materials.

- You will be able to search any student in the Student360 tab.
- After selecting a student, you will be able to see their student profile which includes their dashboard, coursework, notes, messages and additional materials.
- You can also directly add a note from their profile and send an email directly to the student.

Send a Message

Do you wish to be CCed on this message? *

- ☐ Yes
- ☐ No

☐ CC another MSU team member on this message

Subject Line *

Message *

Do you wish to include a material upload with this message? *

- ☐ Yes
- ☐ No

Please check the box below to send your message. *

☐ I have reviewed this message and confirmed that it is ready to be sent to the student.

Your email will send to Sawyer as follows:

From: Hannah Baker <hbaker@advising.msstate.edu>
To: Sawyer Bowering (TEST) <scb165@msstate.edu>
CC:
Subject:

INSERT CONTENT HERE

Sincerely,
Hannah Baker
+1 662-325-0867
hbaker@advising.msstate.edu

SENDING AN EMAIL

SUBMIT

STUDENT360 DASHBOARD

[myState](#) [Directory](#)

 **MISSISSIPPI STATE UNIVERSITY™**
ACADEMIC ACHIEVEMENT

[Home](#)
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Dashboard Coursework Notes Messages Additional Materials

Advising Summary

Banner ID	936388352
Academic Standing	Good Standing
SAP Status	
Primary Advisor	Hannah Baker
Primary Advisor Email	hbaker@advising.msstate.edu
Primary Advisor Phone	+1 662-325-0867
Enrollment Status	Freshman
Class Year	Freshman
Program(s)	
Admit Term	Fall 2026

GPA and Credit Hours

MSU GPA	0.00
Overall GPA	0.00
Currently Enrolled Credit Hours	0

Details

Recent and Upcoming Appointments

Timing	When	With	Appointment Type	Status
Past	April 14, 2026, 3:30 - 4:00 PM	Hannah Baker	In-Person Advising Appointment	Attended
Past	April 14, 2026, 3:00 - 3:30 PM	Hannah Baker	In-Person Advising Appointment	Attended
Past	April 10, 2026, 11:00 - 11:30 AM	Sawyer Bowering	Freshman Pre-Orientation Appointment	Attended

Term-Specific Details

Coursework

No courses found.

Biographic

Biographic

Program History

School History

Test Scores

Admission Information

Recent Appointments

Early Alert History

Recent Appointments

- On the dashboard you will be able to see their advising summary, GPA, MSU Coursework and DFW grades
- Under the “Details” box, you will also have a drop-down menu that has more information

STUDENT360 NOTES

[myState](#)[Directory](#)

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ACADEMIC ACHIEVEMENT

[Home](#)[My Students](#)[Caseload Management](#)[My Classes](#)[Student360](#)[Dashboard](#) [Coursework](#) [Notes](#) [Messages](#) [Additional Materials](#)

Type

Other Notes

11

Term

Previous Term

11

Category

Appointment Report

9

Internal Note

2

Staff Follow-Up

No

8

Yes

3

Student Follow-Up

No

5

Yes

6

10 entries per page

Search:

Date	Campus Unit	User	Category	Topic(s)	Summary	Follow-Up Due	Actions
05/15/2026	Center for Advising	Maxine Krol Advisor	Appointment Report	Academic Concern or Support; Advising: Courses and Degree Progression; Appointment Campaign		05/15/2026	VIEW NOTE
05/13/2026	Center for Advising	Maxine Krol Navigator	Appointment Report	Academic Concern or Support			VIEW NOTE
05/13/2026	Center for Advising	Hannah Baker Advisor	Appointment Report	Academic Concern or Support; Advising: Courses and Degree Progression; Appointment Campaign			VIEW NOTE
05/12/2026	Center for Advising	Maxine Krol Navigator	Appointment Report	Other			VIEW NOTE
04/23/2026	Center for Advising	Maxine Krol Advisor	Internal Note	Academic Concern or Support		04/30/2026	VIEW NOTE
04/13/2026	Academic Coach	Sawyer Bowering Advisor	Appointment Report	Academic Concern or Support			VIEW NOTE

- Under the notes tab, you will be able to see the notes history for that student
 - Who published the note, when, what category it was filed under as well as any follow-up tasks
 - You can also search the notes by category, term, etc.

STUDENT360 MESSAGES

ADD A NOTESEND EMAILSUBMIT CARE REPORTDEGREE WORKS

DashboardCourseworkNotesMessagesTranscriptsAdditional Materials

CategoryOther Messages28

SentApril 20265May 202615June 20268

Alex Sims10Maxine Krol2Sawyer Bowering16

TypeEmail28

Attached MaterialCurriculum Sheet2None25Off-Campus Enrollment Request1

10 entries per pageSearch:

Date	Sender	Type	Sender Account	Subject	Attached Material	Actions
06/30/2026	Alex Sims	Email	acs306@msstate.edu	Test	Curriculum Sheet	VIEW MESSAGE
06/30/2026	Alex Sims	Email	acs306@msstate.edu	Test	Curriculum Sheet	VIEW MESSAGE
06/30/2026	Alex Sims	Email	acs306@msstate.edu	Test	Off-Campus Enrollment Request	VIEW MESSAGE
06/30/2026	Alex Sims	Email	acs306@msstate.edu	Test	None	VIEW MESSAGE

- Under the messages tab, you will be able to see the communication history for that student

STUDENT360 ADDITIONAL MATERIALS

myStateDirectory

MISSISSIPPI STATE UNIVERSITY™
ACADEMIC ACHIEVEMENT

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Student360

DashboardCourseworkNotesMessagesAdditional Materials

Material Type

Curriculum Sheet2

Other Form/Material5

10 entries per page

Search:

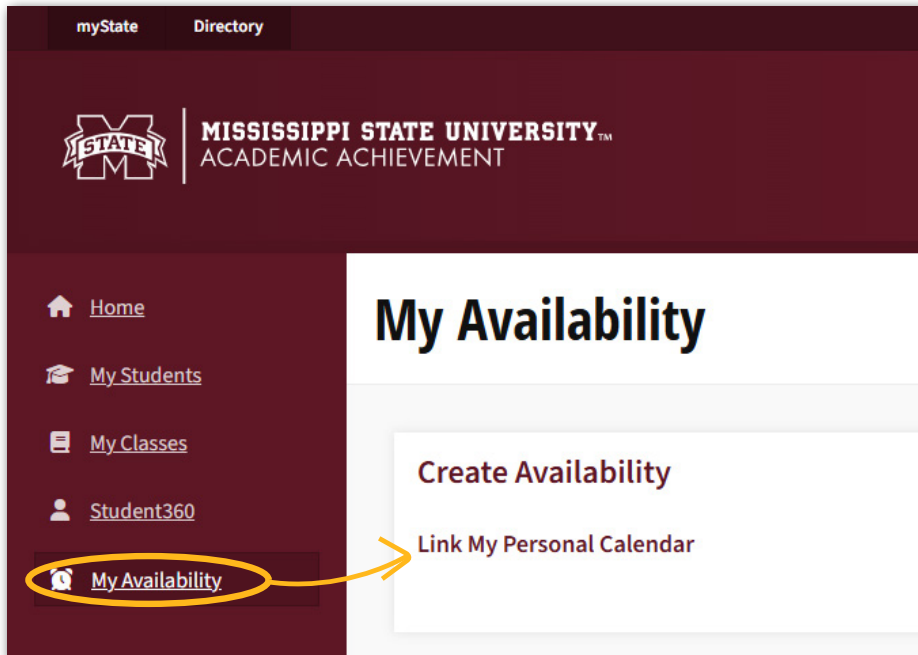
Material Type	File Name	Created Date	Pages	Action
Curriculum Sheet	BCOE Course Sub Form.pdf	05/13/2026	1	VIEW MATERIAL
Curriculum Sheet	BCOE Course Sub Form.pdf	05/12/2026	1	VIEW MATERIAL
Other Form/Material	Setting up General Avail (1).pdf	05/15/2026	3	VIEW MATERIAL
Other Form/Material	Admissions Major Change - Student (1).pdf	05/13/2026	1	VIEW MATERIAL
Other Form/Material	BCOE Course Sub Form.pdf	05/12/2026	1	VIEW MATERIAL
Other Form/Material	Admissions Major Change - Student (1).pdf	05/12/2026	1	VIEW MATERIAL
Other Form/Material	Off Campus Enrollment Form.pdf	04/13/2026	1	VIEW MATERIAL

- Under the additional materials tab, you will be able to see the additional materials history for that student

SETTING UP YOUR CALENDAR & AVAILABILITY

[CLICK HERE](#)

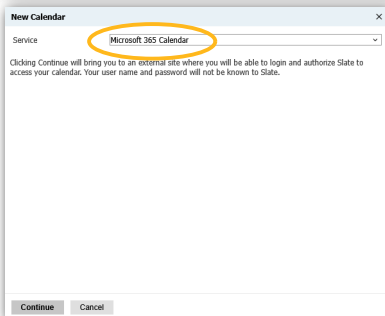
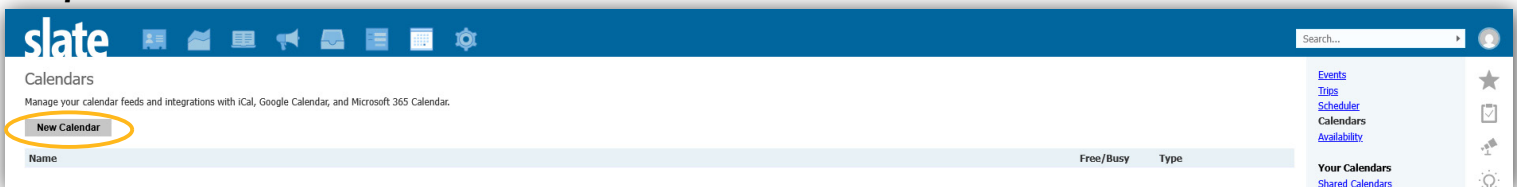
LINKING YOUR OUTLOOK CALENDAR



Click on the link above and it will take you to the Student360 portal. Select "My Availability" in the tabs on the left and then select "Link My Personal Calendar"

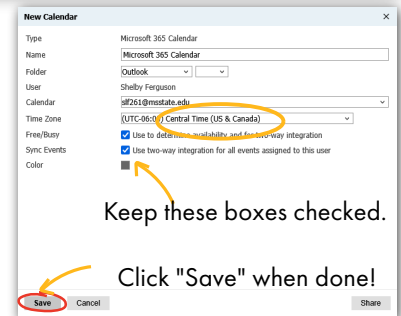
Once your Outlook calendar is synced in Student360, you can now setup your availability. From there, once a student makes an appointment with you, it will show on your Outlook calendar. And, your available times will be linked with your calendar as well and will not show if you are marked as "busy."

Step 1: Click on "New Calendar" to sync your Outlook calendar with Slate.



Step 2:

For Service, select Microsoft 365 Calendar. This will prompt you to login with your MSU netID and password.



Step 3:

Select "Outlook" as your folder, then make sure to select Central Time (US & Canada) for your time zone.

Keep these boxes checked.

Click "Save" when done!

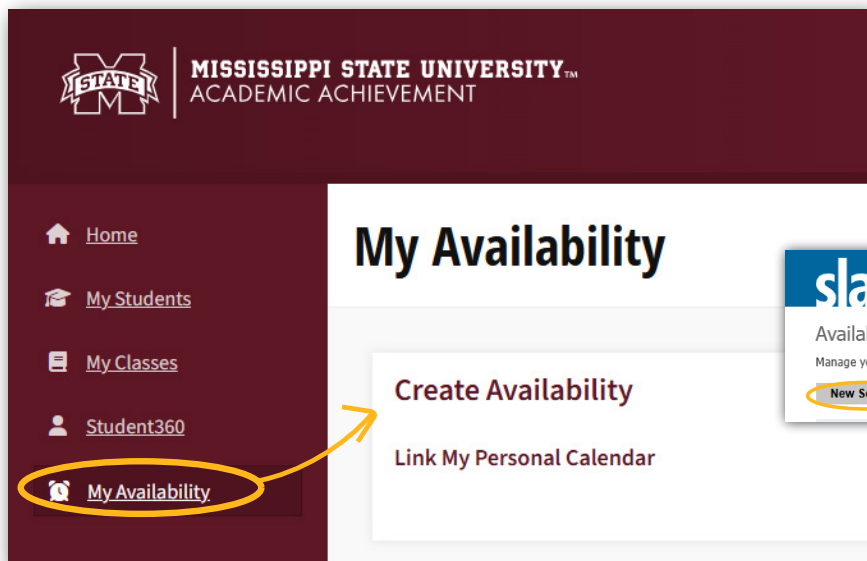
Tip: When you are marking multiple days "off" on your Outlook calendar, make sure you mark those days individually rather than a date range. For example, block off Monday 8 AM-5 PM, Tuesday 8 AM - 5 PM, etc. instead of Monday-Tuesday all day. You can, however, set your calendar for reoccurring meetings.



MISSISSIPPI STATE UNIVERSITY™
CENTER FOR ADVISING

AVAILABILITY

Note: Your availability is only visible to your assigned students. In order for your students to view your availability after setup, it must be activated by ITS.

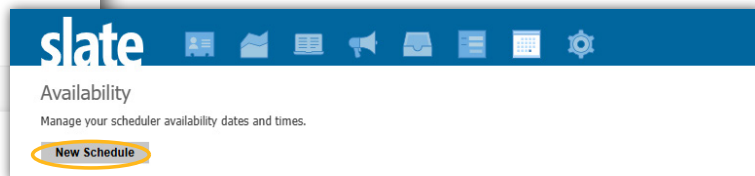


Step 1:

Click on "Create Availability"

This will take you to "Blue Slate" and allow you to add a new schedule.

Click on the "New Schedule" button



Step 2: General tab

1. For name, put in a title of your choosing
 - a. You will also make one that is for virtual appointments
2. Add your start date and end date
3. For folder, select General Advising
 - a. Then select in-person or virtual
4. For user, select your name
5. For template, select "In-Person Advising Appointment"
 - a. For your virtual availability, select "Virtual Advising Appointment"

General	Scheduler	Location	Description
Name	Dr. Noel In-Person Advising Appointment		
Start Date	08/03/2026		
End Date	12/21/2026		
Folder	General Advising ▼ In-Person ▼		
User	Abraham Noel ▼		
Templates	☒ General Advising In-Person Advising Appointment ☐ General Advising Virtual Advising Appointment		

General	Scheduler	Location	Description
Page Title (optional)			
Internal Name (optional)			
Duration	30 minutes recurring every 15 minutes		
Registration Deadline	2 hours ▼ prior		
Break Time	0 minutes (before and after confirmed sessions)		
Related Records	Search for Record		

Step 3: Scheduler tab

1. For duration, list how long you'd like for your appointments to last and when they should reoccur
2. For Registration Deadline, give students a deadline for when they can register an appointment with you.
3. For Break Time, you can put how much time you would like between appointments.

General	Scheduler	Location	Description
Online Session	▼		
Location Name	Mitchell Memorial Library		
Time Zone	(UTC-06:00) Central Time (US & Canada) ▼		
Country	United States ▼		
Street Address	3100 Mitchell Memorial Library 395 Hardy Road		
City	Mississippi State		
State	Mississippi ▼		
Postal Code	39762		
Preserve Formatting	☐		

Step 4: Location tab

1. For location name, search for your office building and add the street address, city, state and postal code.
 - a. For virtual, you will mark the online session type as "Host session using external service"
 - b. Add your Webex Link to the URL box.
2. Once you have that completed, click **save**

General	Scheduler	Location	Description
Online Session	Host session using external service ▼		
Location Name optional			
Time Zone	(UTC-06:00) Central Time (US & Canada) ▼		
URL	Webex Link Here		

Step 5: Setting up Availability

This page will be where you can manage your availability each day.

Pre-Orientation (Transfers)

User: [Shelly Ferguson](#)
 Folder: Pre-Orientation
 Dates: 04/15/2026 to 04/23/2026
 Templates: Pre-Orientation Appointment

Changes will be reflected in the live schedule upon clicking Save.

Regular Availability
 Select the days and times you will generally be available. Calendar integrations will automatically remove any days and times when you're listed as busy or away.

Monday: +
 Tuesday: +
 Wednesday: +
 Thursday: +
 Friday: +
 Saturday: +
 Sunday: +

Special Availability
 Specify the days when availability may need to be different. As Slate will remove times when you're busy or away, most users don't need to specify dates with special availability.

Live Preview
 March 2026
 Su Mo Tu We Th Fr Sa
 1 2 3 4 5 6 7
 8 9 10 11 12 13 14
 15 16 17 18 19 20 21
 22 23 24 25 26 27 28
 29 30 31

Friday, March 27, 2026
 No appointments available.
 Please select a different day.

Pre-Orientation (Transfers)

User: [Shelly Ferguson](#)
 Folder: Pre-Orientation
 Dates: 04/15/2026 to 04/23/2026
 Templates: Pre-Orientation Appointment

Changes will be reflected in the live schedule upon clicking Save.

Regular Availability
 Select the days and times you will generally be available. Calendar integrations will automatically remove any days and times when you're listed as busy or away.

Monday: 08:30 AM - 04:30 PM
 Tuesday: 08:30 AM - 04:30 PM
 Wednesday: 08:30 AM - 04:30 PM
 Thursday: 08:30 AM - 04:30 PM
 Friday: 08:30 AM - 04:30 PM

Special Availability
 Specify the days when availability may need to be different. As Slate will remove times when you're busy or away, most users don't need to specify dates with special availability.

Live Preview
 March 2026
 Su Mo Tu We Th Fr Sa
 1 2 3 4 5 6 7
 8 9 10 11 12 13 14
 15 16 17 18 19 20 21
 22 23 24 25 26 27 28
 29 30 31

Friday, March 27, 2026
 No appointments available.
 Please select a different day.

Pre-Orientation (Transfers)

User: [Shelly Ferguson](#)
 Folder: Pre-Orientation
 Dates: 04/15/2026 to 04/23/2026
 Templates: Pre-Orientation Appointment

Changes will be reflected in the live schedule upon clicking Save.

Regular Availability
 Select the days and times you will generally be available. Calendar integrations will automatically remove any days and times when you're listed as busy or away.

Monday: 08:30 AM - 04:30 PM
 Tuesday: 08:30 AM - 04:30 PM
 Wednesday: 08:30 AM - 04:30 PM
 Thursday: 08:30 AM - 04:30 PM
 Friday: 08:30 AM - 04:30 PM

Special Availability
 Specify the days when availability may need to be different. As Slate will remove times when you're busy or away, most users don't need to specify dates with special availability.

Live Preview
 April 2026
 Su Mo Tu We Th Fr Sa
 1 2 3 4
 5 6 7 8 9 10 11
 12 13 14 15 16 17 18
 19 20 21 22 23 24 25
 26 27 28 29 30

Wednesday, April 15, 2026
 8:30 AM—9:15 AM 45 minutes
 9:15 AM—10:00 AM 45 minutes
 10:00 AM—10:45 AM 45 minutes
 10:45 AM—11:30 AM 45 minutes
 1:00 PM—1:45 PM 45 minutes
 1:45 PM—2:30 PM 45 minutes
 2:30 PM—3:15 PM 45 minutes

You will then see your availability with your synced Outlook calendar based on what you have scheduled.

Once you have this setup, you can go in and add your virtual availability as well. After that, you should have multiple schedule types showing in your availability.

Availability
 Manage your scheduler availability dates and times.

[New Schedule](#)

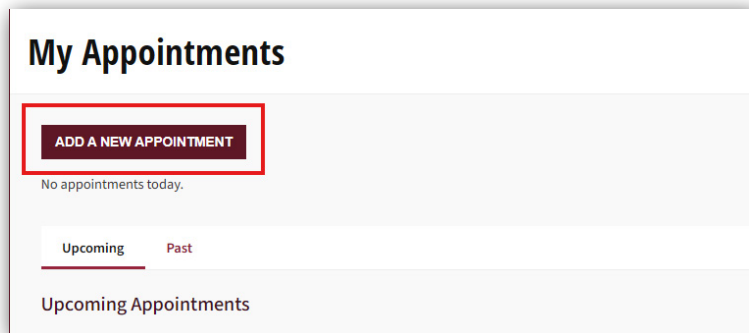
Schedule ▼	Start	End	User
General Availability (In-Person)	05/04/2026	12/22/2026	Hannah Baker
General Availability (Virtual)	05/04/2026	08/01/2026	Hannah Baker

HOW TO ADD A NEW APPOINTMENT FOR A STUDENT – IN-PERSON

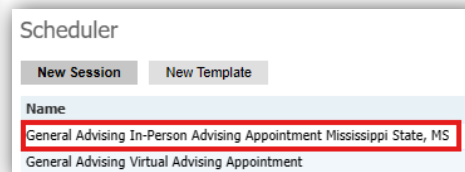
Note: Your availability must be set up and turned on by ITS before creating an appointment for a student

Step 1: Click My Appointments tab on the left navigation bar

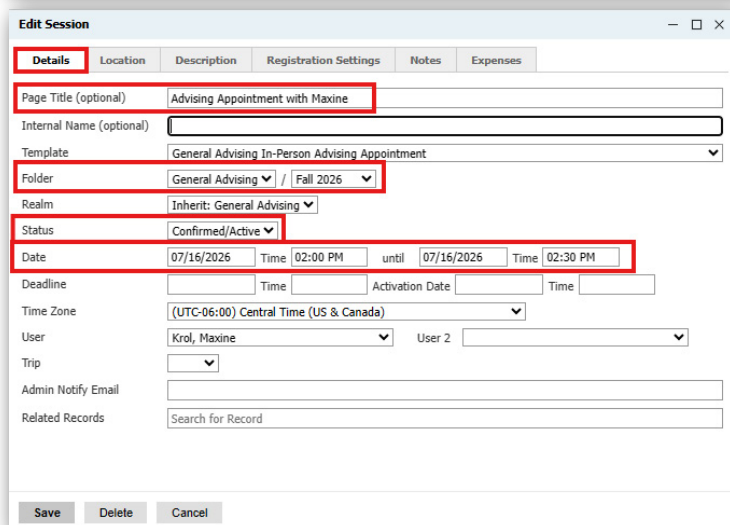
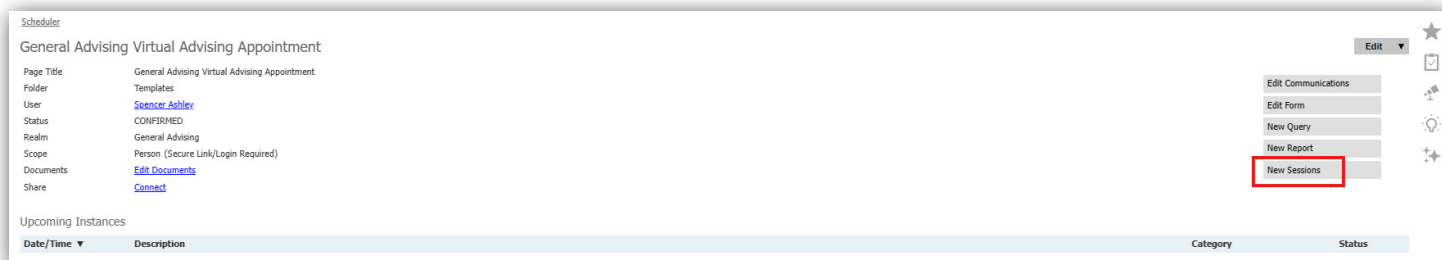
Step 2: Click Add a New Appointment and you will be redirected to "Blue Slate"



Step 3: Click General Advising In-Person Advising Appointment Mississippi State, MS

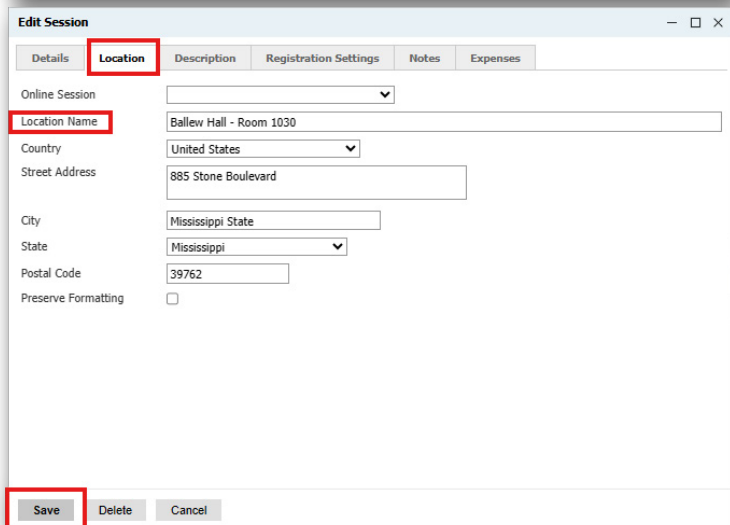


Step 4: Click New Session and a New Session pop up window will appear



Step 5: On the **Details** tab, only fill out the boxes shown in red:

- **Page Title:** Name the Appointment
- **Folder:** General Advising / Fall 2026
▽ K_i c qspc rm qcjcar rfgq rc knj_rc M L JW
- **Status:** Change to Confirmed/Active
- **Date:** Add the Date and Time you wish to meet with the student



Step 6: On the **Location** tab, only fill out the box shown in red:

- **Location Name:** Type in your office location first and let it autofill
- Then put your office/room number after the location as shown

Click **Save**

Step 7: With the appointment created, you will add the student to the appointment by clicking New Registration:

Scheduler

General Advising In-Person Advising Appointment

Page Title: Advising Appointment with Maxine

Date: Thursday, July 16, 2026 at 02:00 PM until 02:30 PM Central Daylight Time UTC -05:00

Location: Ballew Hall, 885 Stone Boulevard, Mississippi State, MS 39762, United States

Template: General Advising In-Person Advising Appointment

Folder: General Advising / Fall 2026

User: Maxine Krol

Status: CONFIRMED

Realm: Inherited from template: General Advising

Scope: Person (Secure Link/Login Required)

URL: <https://student.achievement.msstate.edu/register/?id=909628f0-ca94-4c5c-9b0c-2a345708b4b6>

Documents: [Edit Documents](#)

Registrants (0) [Launch Check In](#) [Launch Registration](#)

Registered

Registrant

[New Registration](#)

Once you click New Registration you will see the appointment screen:

Scheduler > Advising Appointment with Maxine

Advising Appointment with Maxine

Thursday, July 16, 2026 at 2:00 PM until 2:30 PM Central Daylight Time UTC -05:00

Ballew Hall - Room 1030
885 Stone Boulevard
Mississippi State, MS 39762
United States

Map and Directions

Register Name or Email Address

Topics for Discussion

☐ Academic Coaching

☐ Advising / Counseling Counsel(s)

☐ Class Registration

☐ General Advising

☐ Major / Career Exploration

☐ Prerequisite / Suspension / Dismissal

☐ Transfer Credits / Articulation

☐ Other

If there's anything else you'd like to share in advance of this appointment, please list below.

Would you like to receive text message reminders about this appointment?

☐ Yes

☐ No

Cancel Reason

[Submit](#) [Cancel](#)

Step 8: Click in the **Registrant Name or Email Address** red box and type in the student name or NetID

Check the **Topic for Discussion**

Click **Submit**

Once the appointment is made and the student is registered for the appointment you will see the screen below and can close out of "Blue Slate"

General Advising In-Person Advising Appointment

Page Title: Advising Appointment with Maxine

Date: Thursday, July 16, 2026 at 02:00 PM until 02:30 PM Central Daylight Time UTC -05:00

Location: Ballew Hall, 885 Stone Boulevard, Mississippi State, MS 39762, United States

Template: General Advising In-Person Advising Appointment

Folder: General Advising / Fall 2026

User: Maxine Krol

Status: CONFIRMED

Realm: Inherited from template: General Advising

Scope: Person (Secure Link/Login Required)

URL: <https://student.achievement.msstate.edu/register/?id=909628f0-ca94-4c5c-9b0c-2a345708b4b6>

Documents: [Edit Documents](#)

Registrants (1) [Launch Check In](#) [Launch Registration](#)

Registered

Registrant

[New Registration](#)

Bowering (TEST), Sawyer (TEST) (Sawyer)

Appointment notification emails are associated with the appointments for both the advisor and the student. The advisor will receive an email from Academic Achievement (info@achievement.msstate.edu) and the appointment will appear in your Outlook Calendar with the appointment details.

AA Academic Achievement

To: Krol, Maxine

A student has scheduled an in-person advising appointment with you.

Thursday, July 16, from 2:00 PM – 2:30 PM Central Time UTC -05:00.

Name: Sawyer Bowering (TEST)

NetID: scb165

Banner ID: 936388352

Major: Business Administration (BBA)

Comments:

Topics: Academic Coaching

[Reply](#) [Forward](#)

Advising Appointment with Maxine

Calendar Invite

Thu 7/16/2026 2:00 PM - 2:30 PM

Ballew Hall - Room 1030

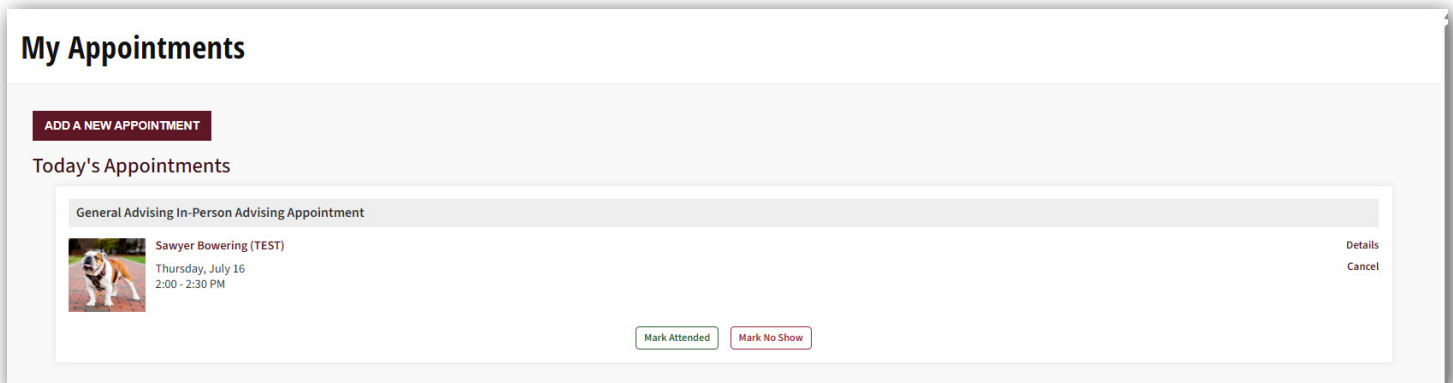
A student has scheduled an in-person advising appointment with you. Thursday, July 16, from 2:00 PM – 2:30 PM Central Time UTC -05:00. Name: Sawyer Bowering (TEST) NetID...

[Edit](#) [Delete](#)

The student will also receive an appointment notification email from your email address (whatever email you have listed in the banner directory). If a student replies to the email, it will go directly to you.



Once you return to **Student360** and click **My Appointments** you will see the appointment listed



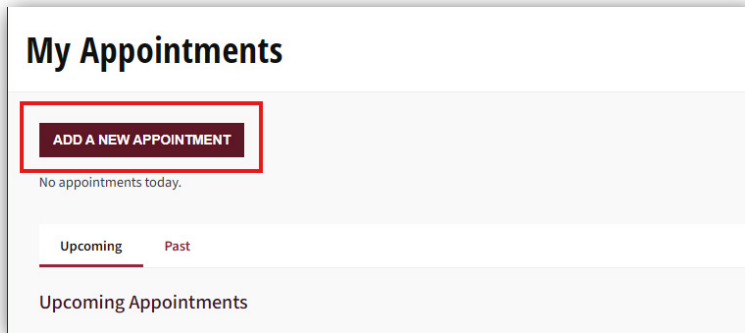
MISSISSIPPI STATE UNIVERSITY™
ACADEMIC ACHIEVEMENT

HOW TO ADD A NEW APPOINTMENT FOR A STUDENT – VIRTUAL

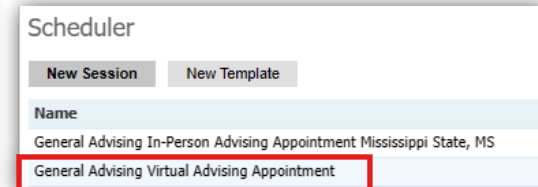
Note: Your availability must be set up and turned on by ITS before creating an appointment for a student.

Step 1: Click My Appointments tab on the left navigation bar

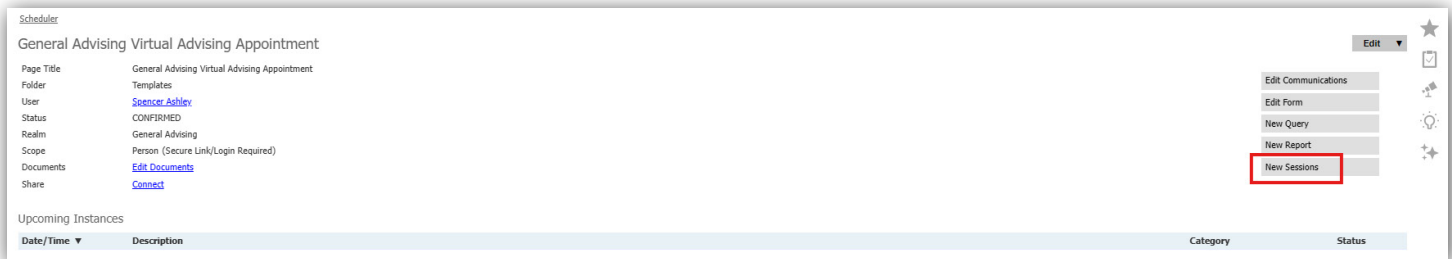
Step 2: Click Add a New Appointment and you will be redirected to "Blue Slate"



Step 3: Click General Advising Virtual Advising Appointment



Step 4: Click New Session and a New Session pop up window will appear



New Session

Details | Location | Description | Registration Settings | Notes

Page Title (optional) Virtual Advising Appointment with Maxine

Internal Name (optional)

Template General Advising Virtual Advising Appointment

Folder General Advising / Fall 2026

Realm Inherit: General Advising

Status Confirmed/Active

Recurrence ☐ Add multiple sessions

Date 07/16/2026 Time 3:00 PM until 07/16/2026 Time 3:30 PM

Deadline Time Activation Date Time

Time Zone (UTC-06:00) Central Time (US & Canada)

User Krol, Maxine User 2

Trip

Admin Notify Email

Related Records Search for Record

Save Cancel

Step 5: On the **Details** tab, only fill out the boxes shown in red:

- **Page Title:** Name the Appointment
- **Folder:** General Advising / Fall 2026
 - Make sure you select this template ONLY
- **Status:** Change to Confirmed/Active
- **Date:** Add the Date and Time you wish to meet with the student

New Session

Details | **Location** | Description | Registration Settings | Notes

Online Session Host session using external service

Location Name optional

URL https://msstate.webex.com/meet/mkk157

Instructions

Early Access

Save Cancel

Step 6: On the **Location** tab, only fill out the box shown in red:

- **Online Session:** select Host session using external service
 - **URL:** enter your personal Webex meeting room link
- Then, click **Save**

Note: You may need to change your meeting room settings in Webex so students can't enter during another session.

Webex > Settings > Meetings > My Personal Room > Auto

Step 7: With the appointment created, you will add the student to the appointment by clicking New Registration:

Scheduler
General Advising Virtual Advising Appointment

Page Title: Virtual Advising Appointment with Maxine
Date: Thursday, July 16, 2026 at 03:00 PM until 03:30 PM Central Daylight Time UTC -05:00
Template: [General Advising Virtual Advising Appointment](#)
Folder: General Advising / Fall 2026
User: [Maxine Krol](#)
Status: CONFIRMED
Realm: Inherited from template: General Advising
Scope: Person (Secure Link/Login Required)
URL: <https://student.achievement.msstate.edu/register?id=f2a6b583-3c1e-4d7-9190-2d660b87d3cb>
Documents: [Edit Documents](#)
Online: [Connect](#)

Registrants (0) [Launch Check In](#)

Registered

Registrant

New Registration

Once you click New Registration you will see the appointment screen:

Scheduler - Virtual Advising Appointment with Maxine
Virtual Advising Appointment with Maxine
Thursday, July 16, 2026 at 3:00 PM until 3:30 PM Central Daylight Time UTC -05:00

Registrant: Unassigned

Topics for Discussion

☐ Academic Coaching
☐ Adding / Dropping Course(s)
☐ Class Registration
☐ General Advising
☐ Major / Career Exploration
☐ Probation / Suspension / Dismissal
☐ Transfer Credits / Articulation
☐ Other

If there's anything else you'd like to share in advance of this appointment, please list below.

Would you like to receive text message reminders about this appointment?
☐ Yes
☐ No

Cancel Reason:

Submit **Cancel**

Step 8: Click in the **Registrant Name or Email Address** red box and type in the student name or NetID

Check the **Topic for Discussion**

Click **Submit**

Once the appointment is made and the student is registered for the appointment you will see the screen below and can close out of "Blue Slate"

Scheduler
General Advising Virtual Advising Appointment

Page Title: Virtual Advising Appointment with Maxine
Date: Thursday, July 16, 2026 at 03:00 PM until 03:30 PM Central Daylight Time UTC -05:00
Template: [General Advising Virtual Advising Appointment](#)
Folder: General Advising / Fall 2026
User: [Maxine Krol](#)
Status: CONFIRMED
Realm: Inherited from template: General Advising
Scope: Person (Secure Link/Login Required)
URL: <https://student.achievement.msstate.edu/register?id=f2a6b583-3c1e-4d7-9190-2d660b87d3cb>
Documents: [Edit Documents](#)
Online: [Connect](#)

Registrants (1) [Launch Check In](#)

Registered

Registrant	Status	Submitted
New Registration Sims (TEST), Alexander (TEST) Cody (Alex)	Registered	07/16/2026

Appointment notification emails are associated with the appointments for both the advisor and the student. The advisor will receive an email from Academic Achievement (info@achievement.msstate.edu) and the appointment will appear in your Outlook Calendar with the appointment details.

AA Academic Achievement
To: Krol, Maxine

A student has scheduled a virtual advising appointment with you.

Thursday, July 16, from 3:00 PM – 3:30 PM Central Time UTC -05:00.

Name: Alex Sims (TEST)
NetID: acs306
Banner ID: 904986584
Major:
Comments:
Topics: Academic Coaching

[Reply](#) [Forward](#)

Virtual Advising Appointment with Maxine Calendar Invite

[Join](#)

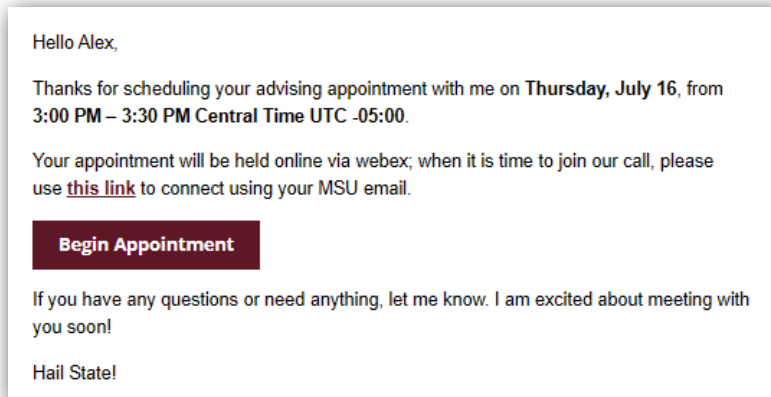
Thu 7/16/2026 3:00 PM - 3:30 PM

<https://msstate.webex.com/meet/mkk157>

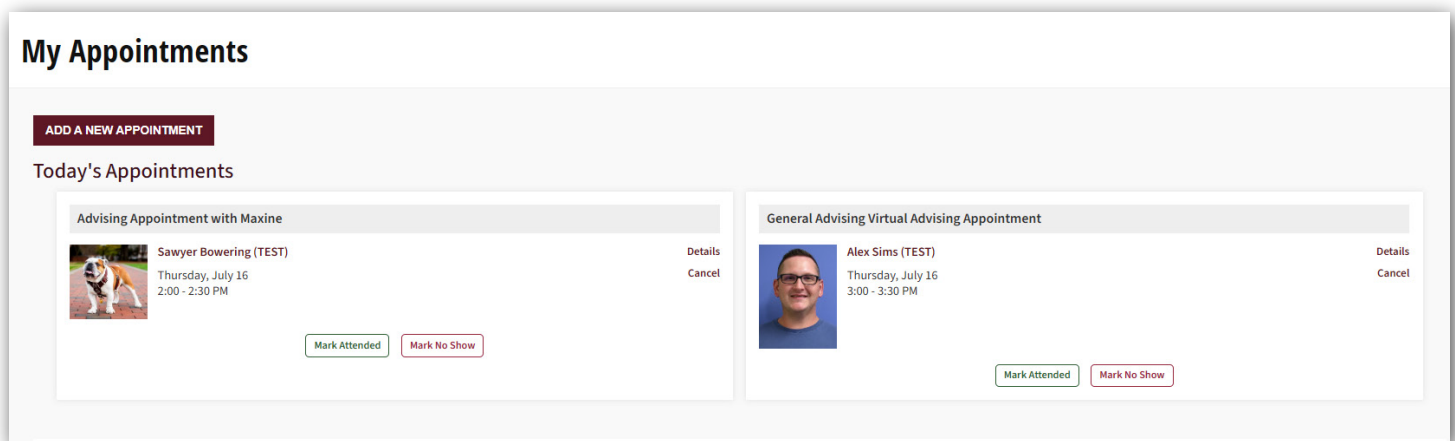
A student has scheduled a virtual advising appointment with you with you. Thursday, July 16, from 3:00 PM – 3:30 PM Central Time UTC -05:00. Name: Alex Sims (TEST) NetID...

[Edit](#) [Delete](#)

The student will also receive an appointment notification email from your email address (whatever email you have listed in the banner directory). If a student replies to the email, it will go directly to you.



Once you return to **Student360** and click **My Appointments** you will see the appointment listed



HOW TO CANCEL AN APPOINTMENT

Step 1: Click My Appointments tab on the left navigation bar

Step 2: Find the appointment you need and click cancel where you will be redirected This will take you to Blue Slate where you will actually cancel the appointment

My Appointments

ADD A NEW APPOINTMENT

Today's Appointments

Advising Appointment with Maxine

Sawyer Bowering (TEST)

Thursday, July 16
2:00 - 2:30 PM

Details Cancel

Mark Attended Mark No Show

Upcoming Past

10 entries per page

Student	Timing	Date	Time	Appointment Status	Type	Actions
Sims (TEST), Alex 904086584	Tomorrow	07/17/2026	3:00 - 3:30 PM	Registered	General Advising Virtual Advising Appointment Details	Cancel

Step 3: Click on the student name under registrant and new registration

Scheduler

General Advising In-Person Advising Appointment

Page Title: Advising Appointment with Maxine

Date: Thursday, July 16, 2026 at 02:00 PM until 02:30 PM Central Daylight Time UTC -05:00

Location: Ballieu Hall - Room 1030
885 Stone Boulevard
Mississippi State, MS 39762
United States
[Edit Map](#) [Driving Directions](#)

Weather: Sunny
Sunny, with a high near 91. Heat index values as high as 99. West wind 5 to 10 mph.

Template: General Advising In-Person Advising Appointment

Folder: General Advising / Fall 2026

User: Maxine Krol

Status: CONFIRMED

Realm: Inherited from template: General Advising

Scope: Person (Secure Link/Login Required)

URL: <https://student.achievement.msstate.edu/register/?id=909628f0-ca94-4c5c-9bcb-2e345708b4b6>

Documents: [Edit Documents](#)

Registrants (1) [Launch Check In](#) [Launch Registration](#)

Registered

Registrant: [New Registration](#)

Bowering (TEST), Sawyer (TEST) (Sawyer)

Step 4: Once you click the student name a Display Response pop up box will appear. Click **Cancel Registration**

Display Response

Registrant: Sawyer Bowering (TEST)

Submitted: 07/16/2026 at 11:23:17 AM

Last Updated: 07/16/2026 at 11:28:11 AM by Maxine Krol

Created: 07/16/2026 at 11:23:17 AM

Status: Registered

Private URL: <https://student.achievement.msstate.edu/register/?id=909628f0-ca94-4c5c-9bcb-2e345708b4b6>

Referrer: <https://student.achievement.msstate.edu/manager/interview/form?id=909628f0-ca94-4c5c-9bcb-2e345708b4b6>

Topics for Discussion: Academic Coaching

If there's anything else you'd like to share in advance of this appointment, please list below.

Would you like to receive text message reminders about this appointment?

Cancel Reason

Close Display Edit Reschedule **Cancel Registration** Export PDF

The advisor will receive an email from Academic Achievement info@achievement.msstate.edu and the appointment will be removed from your Outlook Calendar

AA Academic Achievement

To: Krol, Maxine

A student has cancelled an in-person advising appointment with you.

Thursday, July 16, from 2:00 PM – 2:30 PM Central Time UTC -05:00.

Name: Sawyer Bowering (TEST)

NetID: scb165

Banner ID: 936388352

Major: Business Administration (BBA)

Cancel Reason:

The student will also receive an appointment cancellation email from your email address (whatever email you have listed in the banner directory). The email prompts the student to reschedule in their Student360. If a student replies to the email, it will go directly to you

Sawyer,

Your scheduled appointment with Maxine Krol on Thursday, July 16 at 2:00 PM has been CANCELLED.

Please log in and re-schedule your appointment by clicking [this link](#). Let me know if you have any questions.

Thanks!

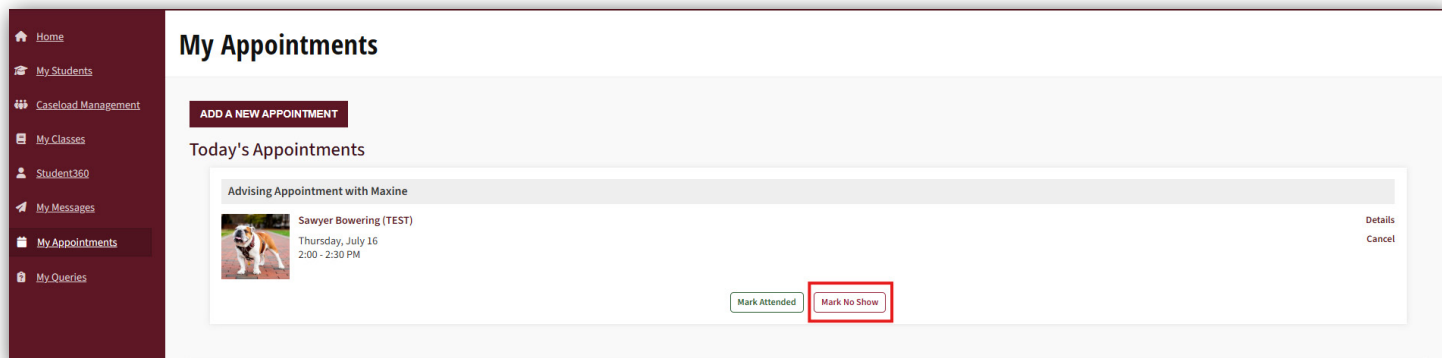
Maxine Krol

HOW TO SUBMIT A NO SHOW

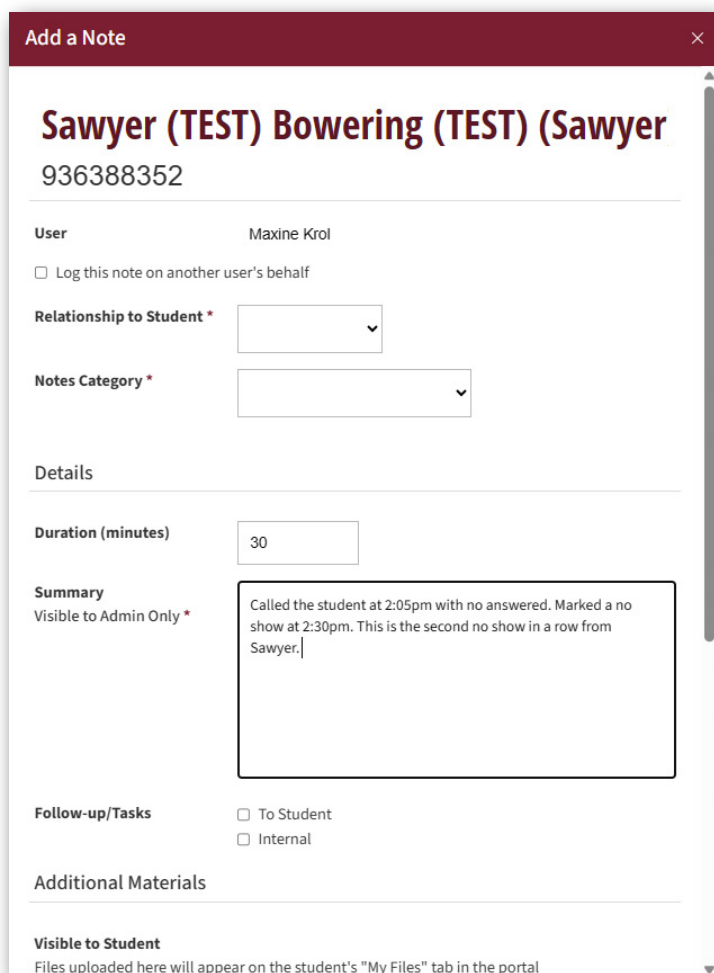
Click **My Appointments** tab on the left navigation bar

Find the appointment you need and click **Mark No Show**.

Note: This must be done within a hour of the appointment or else the student will be marked as attended.



Once you click **Mark No Show**, you can add additional note details so the no show is documented



You did not appear for a scheduled appointment and were marked as a no-show.

Appointment Information:

Date: Friday, June 5

Time: 10:45 AM – 11:15 AM Central Time UTC -05:00.

With: Shelby Ferguson

Please log in and re-schedule your appointment by [clicking this link](#). Let me know if you have any questions.

Thanks!

Shelby Ferguson

HOW TO CREATE A NOTE

For a note that is not attached to an appointment, initiate the note from the student profile page

Student360

⚠ This is a TEST RECORD and may include non-typical information.

✅ This student's directory information may be released to anyone.

⚠ No FERPA Releases Exist
This student's education records may NOT be released to anyone except as allowed by OP 38.02.

 **Sawyer (TEST) Bowering (TEST) (Sawyer)**
MSU ID: 936388352
NetID: scb165
Freshman
Business Administration (BSA)

ADD A NOTE **SEND EMAIL** **SEND TEXT** **VIEW TIMELINE** **SUBMIT CARE REPORT** **DEGREE WORKS**

Click on Add a Note from the student profile page.

Add a Note ✕

Sawyer (TEST) Bowering (TEST) (Sawyer)
936388352

User Maxine Krol
☐ Log this note on another user's behalf

Relationship to Student *

Notes Category * Appointment Report

Contact Type *

Details

Duration (minutes)

Summary
Visible to Admin Only *

Follow-up/Tasks
☐ To Student
☐ Internal

Additional Materials

Visible to Student
Files uploaded here will appear on the student's "My Files" tab in the portal

Add Material(s)

- ☐ Curriculum Sheet
- ☐ Petition
- ☐ Add/Drop Course(s)
- ☐ Audit Request
- ☐ MSU-MUW Cross Registration
- ☐ Overload Waiver
- ☐ Retroactive Withdrawal Request
- ☐ Study Abroad Form
- ☐ Off-Campus Enrollment Request
- ☐ Class Schedule
- ☐ Other Material

Visible to Admin Only
Files uploaded here are strictly internal

Add Internal Material(s)

- ☐ Internal Email/Correspondence
- ☐ Internal Document

SUBMIT

User:

- Specific drop-downs will be available depending on the user permissions

Details:

- Summary is only visible on the admin side and the student will not see the appointment summary details
- Follow-up/Tasks to Student will send an email to the student

Additional Materials:

- Any documents attached here will be visible to the student in their My Files tab in Student360
- Any documents uploaded under Visible to Admin only, will only show on the admin side and will not be visible to the student. To view these documents, go to the student profile and click Additional Materials

Note: If multiple notes are submitted in one day, on the admin side multiple attachments will be visible

For a note that is attached to an appointment, initiate the note from the **My Appointments** tab
Click **My Appointments** and click **Add Note**.

Home

My Students

Caseload Management

My Classes

Student360

My Messages

My Appointments

My Queries

My Appointments

ADD A NEW APPOINTMENT

Today's Appointments

Advising Appointment with Maxine



Sawyer Bowering (TEST)

Thursday, July 16

2:00 - 2:30 PM

Details

Attended

+ Add Note

Follow-Up/Tasks Email to Student from your email address

Hello Sawyer,

I'm glad we were able to connect! As a reminder, we discussed the following tasks you need to complete by **July 31, 2026**:

- task 1
- task 2
- task 3

If you have any questions, please reach out to me at mkrol@advising.msstate.edu.

Sincerely,

Maxine Krol

Follow-Up/Tasks Email to Internal from Academic Achievement
info@achievement.msstate.edu

Do not forget your internal follow up items for Sawyer Bowering (TEST)

NetID: scb165.
Banner ID: 936388352

-task 1
-task 2
-task 3

Due Date: 07/31/2026

Student view of the note attachment in **My Files**

Home

My Success Team

New Student Info

Academic Support

My Files

My Appointments

Material Type	Term	File Name	Created Date	Pages	Action
Curriculum Sheet	Summer 2026	BBA in BA Guide.pdf	07/17/2026 9:14 AM	2	VIEW/DOWNLOAD
Off-Campus Enrollment Request	Summer 2026	email doc.pdf	06/30/2026 6:18 PM	1	VIEW/DOWNLOAD
Curriculum Sheet	Summer 2026	Accounting.pdf	06/30/2026 10:17 AM	1	VIEW/DOWNLOAD
Other Form/Material	Summer 2026	Other Note.docx	06/22/2026 1:57 PM	1	VIEW/DOWNLOAD
Other Form/Material	Summer 2026	Internal Note.docx	06/22/2026 1:55 PM	1	VIEW/DOWNLOAD
Curriculum Sheet	Summer 2026	BCS Minor Courses.pdf	06/22/2026 1:53 PM	1	VIEW/DOWNLOAD
Curriculum Sheet	Summer 2026	ME-Curriculum_UPM-Graphic.pdf	06/22/2026 1:52 PM	2	VIEW/DOWNLOAD
Curriculum Sheet	Summer 2026	ME-Curriculum_UPM-Graphic.pdf	06/22/2026 12:00 PM	2	VIEW/DOWNLOAD
Other Form/Material	Summer 2026	Office of Financial Aid and Scholarships _ Student Financial Aid.pdf	06/19/2026 5:35 PM	2	VIEW/DOWNLOAD

Additional Materials where you can view student attachments and internal attachments:

ADD A NOTESEND EMAILSEND TEXTVIEW TIMELINESUBMIT CARE REPORTDEGREE WORKS

DashboardCourseworkNotesMessagesTranscriptsAdditional MaterialsPre-Orientation Survey

Material Type

Class Schedule

Curriculum Sheet

Internal Email/Correspondence

Other Form/Material

10 entries per page

Material Type	File Name	Created Date	Pages	Action
Class Schedule	BCS Minor Courses.pdf	06/19/2026	1	VIEW MATERIAL