Scheduling an Advising Appointment in the Advisement Services Center

1. Navigate to your Student Home screen (House symbol on left hand side)

2. Click the Get Advising & Student Services button at top right.

3. Select the Reason for your visit (Academic Advising). Then, choose “Make Advising Appointment” and click Next.
4. Select the Location (Advisement Services Center) and your Advisor for the appointment. Click **Next**.

5. Select an available Morning or Afternoon then select an available time. Then click **Next**.

If you can't find a time that works for you, you may also have the options to View Walk-in Times or Request Advising Appointment.
6. Please fill in comments if there is anything specific you would like to discuss with your advisor.

If you would like to receive an email appointment reminder, click the **Send Me an Email** button.

If you would like to receive a text message appointment reminder, please click the **Send Me a Text** button and enter your cell phone number.

Then click the **Confirm Appointment** button.

8. The system will display a confirmation screen with the details of your appointment.

Once saved, users will receive an email confirmation of the appointment.

**Note:** At any point, if you need to go back and make a change to your selections, click the **Back** button at bottom left.