Scheduling an Advising Appointment in the Academic Departments

Enter the UAlbany Advantage Success Center through your MyUAlbany account:

1. Navigate to your Student Home screen (click the house symbol on the left hand side).
2. Click the Get Advising & Student Services button at top right.
3. Select the reason for your visit (Departmental Advising). Then, choose the desired department and click Next.
4. Leave “Departmental Advising” as your location. Select an advisor if you want to see a specific person, otherwise leave that item blank. Click **Next**.

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

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.