Tutorial: How to schedule a self-service appointment.
On your “Student Home”, click on “Schedule and Advising Or Tutoring Appointment”.

Classes This Term

<table>
<thead>
<tr>
<th>CLASS NAME</th>
<th>PROFESSIONAL</th>
<th>DAYS/TIMES</th>
<th>ROOM</th>
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<tr>
<td>GEO 100-F1 (21863)-LEC</td>
<td>John</td>
<td>MW 10:30-11:45</td>
<td>SBSE 104-A104</td>
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<tr>
<td>ELEMENTS OF LAGRANGE</td>
<td>Meiren</td>
<td>TR 8:30-9:45</td>
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Your Spring 2020 instructors

- Menor, John
- Peng, Wei
- Wang, Yi
- Rhee, Kristen
- Dwyer, Kelley

Your Success Team

- Momen, Akma
- UAC Advisor

STEP 1

On your “Student Home”, click on “Schedule and Advising Or Tutoring Appointment”.

Quick Links

- Schedule an Advising or Tutoring Appointment
- Your Success Team

Upcoming Appointments

You have no upcoming appointments.

Your Success Team

- Momen, John
- Peng, Wei
- Wang, Yi
- Rhee, Kristen
- Dwyer, Kelley
For Appointment type, select "Advising".
STEP 3

For reason for appointment, select “Online Academic Advising”.

What type of appointment would you like to schedule?

- Advising

Please select the reason for the appointment.

- please choose one -
STEP 4

For location, select “ONLINE: University Advisement Center”.

With which Advising Location would you like your appointment? NOTE: All services are virtual this time. Details will display when you confirm the appointment.
Select your assigned advisor or any available advisor.

Advisor Availability:
You are not able to schedule an appointment more than 2 weeks in advance. If you do not see availability for your preferred/assigned advisor, you may select another advisor available at an earlier time.
STEP 6

Select morning or afternoon availability on preferred day.

Scheduling More Than One Time Slot:
Scheduling more than 1 time slot may cause the system to block access to future appointments. Please select only 1 time slot. If you need to cancel, you can cancel and then schedule another appointment.
Select time that works for you from available time slots.

Click Next
Review appointment details and confirm.

Click Confirm Appointment
STEP 9

Your appointment has been scheduled!

Appointment Cancellation:
If you need to reschedule, please cancel your appointment. Please note that cancelling appointments multiple times will block your ability to schedule appointments for 48-72 hours.
Your appointment has been scheduled!