

How to Schedule an Appointment with an Advisor

1. Select **Advising** as the purpose for your appointment
2. Which Advising team to select:
 - Select **Advising – First Available Advisor** – to see the first available advisor at your campus.
 - Select **Advising – My Assigned Advisor** – to see your assigned advisor.
3. Select the **Reason** for your appointment
4. Select the **Campus Location** in which you want to meet with an advisor.
5. Select the **specific advisor** you want to meet with **or leave this blank** to meet with any advisor.
6. Select the **date and time** for your appointment.
7. **Include any special notes** you want the advisor to know ahead of time, **confirm your cell phone number** is correct.
8. Click **submit** to confirm your appointment.