### How to Schedule an Advising Appointment

**Schedule an Advising Appointment**

On the upper right side of your student homepage, click the **Schedule an Appointment** button to open the appointment scheduling tool.

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**What Kind of Appointment Would You Like to Make?**

To begin, select one of the appointment types. Only **Advising** is available at this time.

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**What Type of Assistance do You Need?**

Depending on your class standing, you will need to select one of the options below:

1. Academic Advising for Freshman
2. Academic Advising for Sophomores, Juniors and Seniors
What is the Primary Reason for this Appointment?

To begin, select an appointment service that matches your need for an advising appointment.

Some services are configured for specific classifications (freshman, sophomore, junior, and senior), student category (Metro, SOAR TRIO, and SSS TRIO), and majors.

Pick a Location for Your Appointment

The locations will be restricted to majors and minors within that college. Students will not be able to select a Location if they do not have a major/minor in that college.

Pick a Staff Member

You may check the availability of a specific advisor or you may do a general search for availabilities based on the service and location that you selected.

Select a Day and Time

Choose the day and time that fits with your schedule.
Review and Confirm the Appointment Details

To assist your advisor in preparing for your appointment, please provide details in the comment box about the reason of your visit.

Click **CONFIRM APPOINTMENT** to set the appointment with your advisor.