STUDENT GUIDE
Schedule Advising/Tutoring Appointments
10/28/20
Navigation: Student Homepage > Academic Progress > Advising/Tutoring Appointments

Advising and tutoring appointments you have previously scheduled will appear in the list. To schedule a new appointment, click **Create New Appointment**.

Complete the following fields in the **New Appointment** section:

Note: Initially, you may not see all of the fields shown above. Additional fields will appear based on the selections you make.

1. **Category**: Select **Advising** or **Tutoring**.

2. **Advising/Tutoring Unit**: Select the appropriate advising/tutoring unit from the list. The drop-down list may include both colleges and academic departments as advising and tutoring units.
3. **Appointment Reason:** Click the look-up and select a reason/topic from the list. Available option(s) will be based on the Advising/Tutoring Unit selected above.

4. **Appointment Duration:** Will default to 30 minutes.

5. **Additional Information:** Enter more details to help the advisor/tutor prepare for the appointment.

6. **Appointment Type:** Click the drop-down and select an appointment type (Zoom, Phone, etc.).

7. Click **Select Advisor.**

Advisors or tutors meeting your criteria will be displayed with available dates and times to choose from. You may need to scroll down the page to view the complete list.

**Note:** Use the **Next Days** hyperlink to see more available dates for the advisor/tutor.

8. View **Advisor/Tutor** name and **Location**

9. For the date displayed, click the **Time Selected (Choose Time)** drop-down to select a time for your appointment.

10. Click **Select Time.**

You will be returned to the Advising Appointment page. At the bottom of the page, review the advisor/tutor name, location and any notes from the advisor/tutor before booking the appointment.
11. Review special instructions added by the advisor/tutor.

12. Click **Book It!**

An email confirmation will follow, and both the advisor/tutor and student will see an invitation appear in their respective Office365/Outlook calendars.