STUDENT GUIDE
Schedule Advising/Tutoring Appointments
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Student Guide: Schedule Advising/Tutoring Appointments

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:

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.

Note: Initially, you may not see all of the fields shown above. Additional fields will appear based on the selections you make.
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 – no changes can be made.

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 first, with available dates and times to choose from. You may need to scroll down the page to view the complete list. Other advisors or tutors affiliated with the college or unit may also be displayed, but without any available appointments based on the criteria selected.

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

8. The **Drop-In Times** button at the top of the page will open a pop-up window listing any advisors or tutors with drop-in dates/times based on the criteria selected. Additional information in the pop-up will tell you how to reach the advisor or tutor during drop-in times.
9. View Advisor/Tutor name and Location.

10. For the date displayed, click the **Time Selected (Choose Time)** drop-down to select a time for your appointment. This will activate the Select Time button.

11. 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.

12. Review special instructions added by the advisor/tutor.

13. 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.