



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:

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

- Step 1. **Category:** Select **Advising** or **Tutoring**.
- Step 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.
- Step 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.
- Step 4. **Appointment Duration:** Will default to 30 minutes.
- Step 5. **Additional Information:** Enter more details to help the advisor/tutor prepare for the appointment
- Step 6. **Appointment Type:** Click the drop-down and select an appointment type (Zoom, Phone, etc.).
- Step 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.

- Step 8. View **Advisor/Tutor** name and **Location**
- Step 9. For the date displayed, click the **Time Selected (Choose Time)** drop-down to select a time for your appointment.
- Step 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.



Step 11. Review special instructions added by the advisor/tutor.

Step 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.