STUDENT GUIDE

Schedule Advising/Tutoring Appointments

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Student Guide: Schedule Advising/Tutoring Appointments

Navigation: Student Homepage > Academic Progress > Advising/Tutoring Appointments

View the Advising/Tutoring Appointment System video tutorial here for additional information.

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 – 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: Click **Next Days** to see more available dates.

The text outlined in yellow above reads: "This advisor/tutor does not have any appointment times available. Please click 'Next Days' to see future availability. If 'Next Days' does not appear, this advisor/tutor is not available for the current time period and/or reason selected."

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.