



STUDENT GUIDE

Schedule Advising/Tutoring Appointments

03/05/2025





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**.

The screenshot shows the 'Advising Appointments' page. At the top, there is a navigation bar with a home icon, a search icon, a flag icon, and a refresh icon. Below the navigation bar, the page title 'Advising Appointments' is displayed. The main content area is titled 'My Appointments' and contains a message: 'You have no existing appointments at this time.' A red box highlights a green button labeled 'Create New Appointment' in the bottom right corner.

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

The screenshot shows the 'New Appointment' form. The page title is 'Appointment Self Service'. The form is divided into four steps: 'Begin', 'Advisor', 'Schedule', and 'Complete'. The 'Begin' step is active. The form contains the following fields with numbered callouts: 1. 'Category' dropdown menu (set to 'Advising'); 2. 'Advising/Tutoring Unit' dropdown menu (set to 'College of Engineering Advising'); 3. 'Reason' dropdown menu (set to '0555') and 'Description' text field (set to 'Mechanical Egr (Preference)'); 4. 'Appointment Duration' dropdown menu (set to '20 Minutes'); 5. '*Additional Information (required)' text area (set to 'Information to help advisor/tutor prepare'); 6. 'Appointment Type (required)' dropdown menu (set to 'Zoom Appointment'); 7. 'Select Advisor' button (with a note: '(Sorry, this can take time to load)').

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.

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.

< Prev Days Next Days >

Select Advisor

Begin | Advisor | Schedule | Complete!

Display Name

[Refresh Availability](#) (Sorry, this can take time to load) [Drop-In Times](#) 8 [Return to Main page](#)

Advisor/Tutor 9

Email Telephone

02/23/2021
Tuesday

Time selected 10

11

< Prev Days

Date	Day	Begin/End Time	Additional Information
02/16/2021	Tuesday	08:00 AM-09:00 AM	<input type="button" value="use my zoom details"/>
02/17/2021	Wednesday	08:00 AM-09:00 AM	<input type="button" value="use my zoom details"/>
02/18/2021	Thursday	08:00 AM-09:00 AM	<input type="button" value="use my zoom details"/>

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.

The screenshot shows a window titled "Advisor Drop-In Days/Times" with a close button (X) in the top right corner. It contains a table with the following data:

Date	Day	Begin/End Time	Additional Information
02/02/2021	Tuesday	08:00 AM-09:00 AM	Please use this Zoom link to connect with me: https://zoom.us
02/03/2021	Wednesday	08:00 AM-09:00 AM	Please use this Zoom link to connect with me: https://zoom.us

Below the table, the name "Joyce" is displayed, followed by the text: "There are no drop-in hours available for this advisor."

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.

The screenshot shows an advising appointment page for an advisor named Jeffrey. The page includes the following information:

- Advisor: Jeffrey
- Location: Zoom (ME Preference Advising) <https://msu.zoom.us/j/>
- Email: [Redacted]
- Notes: Please visit: <https://msu.zoom.us/j/> when it is time for our appointment. You will be put in a waiting room until I am ready. Please email me if you have any questions/concerns prior to the appointment.
- Appointment Details: 02/03/2021, Begin 10:40AM EST, End 11:00AM EST
- Buttons: "Book It" (with a red circle containing the number 13) and "Return to Select Advisor"

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.