

# Schedule an Advising Appointment - Service Based Advising

To schedule an Advising Appointment:

1. Navigate to your **Student Home** screen.
2. Click the **Get Advising** button at top right.

**Note:** The button text may have been customized by your school to say something like "Make an Advising Appointment" or "Schedule at the Advising Center".

CLASS NAME	PROFESSOR	DAYS/TIMES	MID	FINAL	ABSENCE	TAKE ACTION
<b>Ended on 12/31/2015</b>						
A201-1 Advance Algebra	Al Einstein	MWF 8:30a-9:30a Room 14	A	B	0 (0)	<a href="#">Request Tutor Appt.</a> <a href="#">Schedule Tutor Appt.</a>
<b>Ended on 12/31/2015</b>						
AW400-1 Advanced Warfare	Tom Clancy		C	A	0 (0)	<a href="#">Request Tutor Appt.</a>

3. Select the Reason for your visit (why you'd like to meet with an advisor). Then, click **Next**.

To help you get advising quickly, please tell us why you'd like to meet with an advisor.

Advising

Choose from the following options and click Next.

Make a (S) Adv. Appointment

Next

4. Optionally, you select the Location and Advisor(s) you would prefer for the appointment. You will have the option to choose your assigned advisor(s) if available or other advisors. Click **Next**.

**Schedule Advising Appointment**

Reason > **Location & Advisor** > Time Select > Confirm

What location do you prefer?  
 Bryant Denny Athletic Center

Which advisor? You may select more than one.  
*If you don't have a preference, just click Next.*  
 Bansius, Val

Back Next

**Note:** At any point, if you need to go back and make a change to your selections, click the **Back** button at bottom left.

5. Select an available Morning or Afternoon.

**Schedule Advising Appointment**

Reason > Location & Advisor > **Time Select** > Confirm

prev week Appointment Times This Week next week

Mon, Jan 04	Tue, Jan 05	Wed, Jan 06	Thu, Jan 07	Fri, Jan 08
Morning Not Available	Morning 13 Available	Morning 13 Available	Morning 13 Available	Morning 13 Available
Afternoon 13 Available				

Can't find a time that works in the next couple of weeks? View Walk-in Times or Request Advising Appointment.

Back Next

If you can't find a time that works for you, you may also have the options to View Walk-in Times or Request Advising Appointment.

6. Select an available time. Then click **Next**.

**Schedule Advising Appointment**

Reason > Location & Advisor > **Time Select** > Confirm

prev week Appointment Times This Week next week

Mon, Jan 04	Tue, Jan 05	Wed, Jan 06	Thu, Jan 07	Fri, Jan 08
Morning Not Available	Close 5:30am 6:00am 6:30am 7:00am 7:30am	Morning 13 Available	Morning 13 Available	Morning 13 Available
Afternoon 13 Available		Afternoon 13 Available	Afternoon 13 Available	Afternoon 13 Available

Can't find a time that works in the next couple of weeks? View Walk-in Times or Request Advising Appointment.

Back Next

7. Please fill in comments if there is anything specific you would like to discuss with your advisor.

If you would like to receive an email appointment reminder, click the **Send Me an Email** button.

If you would like to receive a text message appointment reminder, please click the **Send Me a Text** button and enter your cell phone number.

Then click the **Confirm Appointment** button.

The screenshot shows a web interface for scheduling an appointment. At the top, there's a navigation bar with icons for home, mail, calendar, search, and settings. The main heading is "Schedule Advising Appointment". Below it is a progress bar with four steps: "Reason", "Location & Advisor", "Time Select", and "Confirm". A yellow message box states: "Your appointment has not been scheduled yet. Please review and click Confirm Appointment to complete." The "Appointment Details" section includes: "Who: Robert Foster with Taj Alexander", "Why: Make a (&) Adv. Appointment", "When: Tuesday, January 05 7:00am - 7:30am", and "Where: Bryant-Denny Athletic Center". There is a text input field with "I will see you there!" and "Thanks" entered. To the right, there are buttons for "Send Me an Email" and "Send Me a Text". At the bottom, there are "Back" and "Confirm Appointment" buttons.

8. The system will display a confirmation screen with the details of your appointment.

The screenshot shows a success message: "Success! Your Appointment Has Been Created". The progress bar now has "Confirm" highlighted. The "Appointment Details" section lists: "Who: Robert Foster with Taj Alexander", "Why: Make a (&) Adv. Appointment", "When: Tue Jan 05, 2016 07:00 am - 07:30 am", and "Where: Bryant-Denny Athletic Center". To the right, there are three links: "Create Another Appointment", "View My Calendar", and "Go Home".

Once saved, users will receive an email confirmation of the appointment.

### An Appointment has been Scheduled.

You have been sent this email because an appointment has been scheduled for a student that has been assigned to you. Details are included below.

**Attendees:**  
Robert Foster (c. 2054878855)

**Organizer:** Taj Alexander

**Type:** Advising Appointment

**Topic:** Make a (&) Adv. Appointment

**Comments:**  
Robert Foster: I will see you there!  
Thanks

**Location:** Bryant-Denny Athletic Center

**Date of Appointment:** Jan 05 2016

**Time:** 7:00a-7:30a