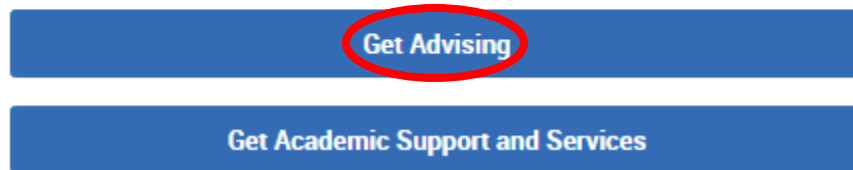


# Instructions for Scheduling an Appointment with your Academic Advisor

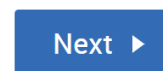
**Step 1:** Select “Get Advising”



**Step 2:** Select “Engineering Advising” for why you’d like to see someone, and then choose “Engineering Education (GE)”

To help you find a time, please tell us why you'd like to see someone.

Choose from the following options and click Next.



**Step 3:** Select “Goodwin Hall” as the location you prefer and which advisor will remain “Any Advisor”. You will automatically be placed with your assigned academic advisor in General Engineering.

What location do you prefer?

Goodwin Hall

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

Any Advisor

◀ Back

Next ▶

**Step 4:** Select “Morning” or “Afternoon” for the date you want to schedule an appointment.

Appointment Times This Week

Mon, Oct 02	Tue, Oct 03	Wed, Oct 04	Thu, Oct 05	Fri, Oct 06
			Morning N/A	Morning 4 Available
			Afternoon N/A	Afternoon 1 Available

View the times you can see a staff member without an appointment. [View Walk-in Times](#)

◀ Back

Next ▶

### Step 5: Select a time on the date you have chosen.

< Appointment Times This Week >

Mon, Oct 02	Tue, Oct 03	Wed, Oct 04	Thu, Oct 05	Fri, Oct 06
			Morning N/A  Afternoon N/A	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="text-align: right; font-size: small;">Close</div> <div style="padding: 5px;"> <p>10:00am</p> <p>10:30am</p> <p>11:00am</p> <p style="border: 2px solid red; border-radius: 50%; padding: 2px;">11:30am</p> </div> </div>

View the times you can see a staff member without an appointment. [View Walk-in Times](#)

◀ Back
Next ▶

### Step 6: Review your appointment details, add comments, and select “Confirm Appointment”.

Your appointment has not been scheduled yet. Please review and click Confirm Appointment to complete.

#### Appointment Details

<b>Who:</b>	<b>When:</b>
<b>Why:</b> Engineering Education (GE)	<b>Where:</b> Goodwin Hall

**Additional Details**

*Is there anything specific you would like to discuss*

Comments for your advisor...

*Would you like to set a reminder?*

Send Me an Email
Send Me a Text

Email will be sent to

Phone Number

◀ Back
Confirm Appointment

**Step 7:** Review the below confirmation and check your VT email for a confirmation email.

Success! Your Appointment Has Been Created

**Appointment Details**

**Who:**

**Why:** Engineering Education (GE)

**When:**

**Where:** Goodwin Hall

What would you like to do now?

[Create Another Appointment](#)

[View My Calendar](#)

[Go Home](#)