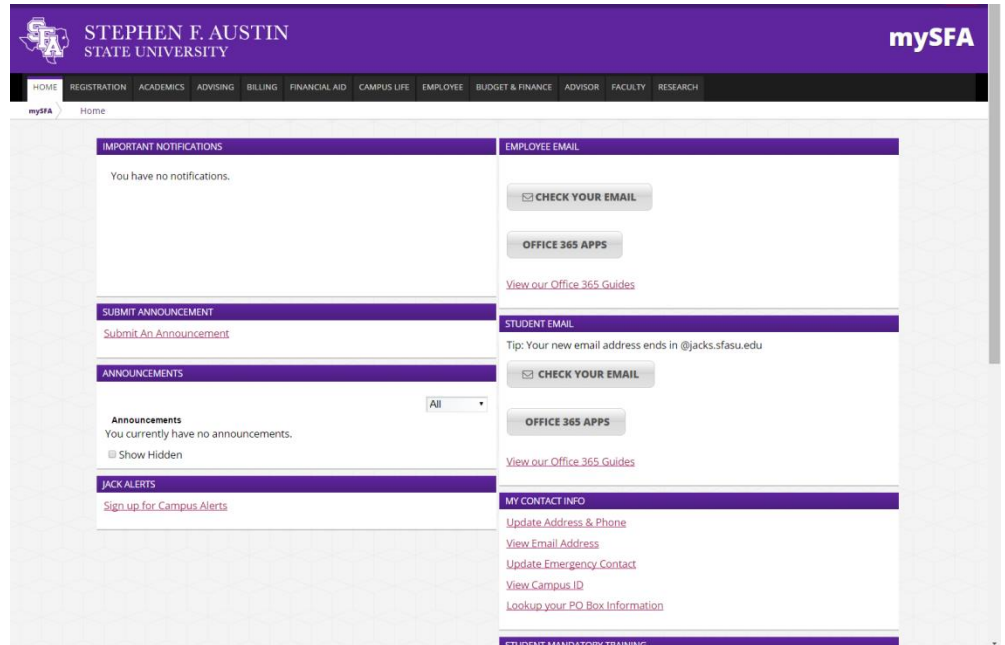


Advising Scheduling Procedures

Please follow these 8 simple steps, in order to schedule an appointment with your advisor. If you have any questions or concerns along the way, please call 936-468-3301.

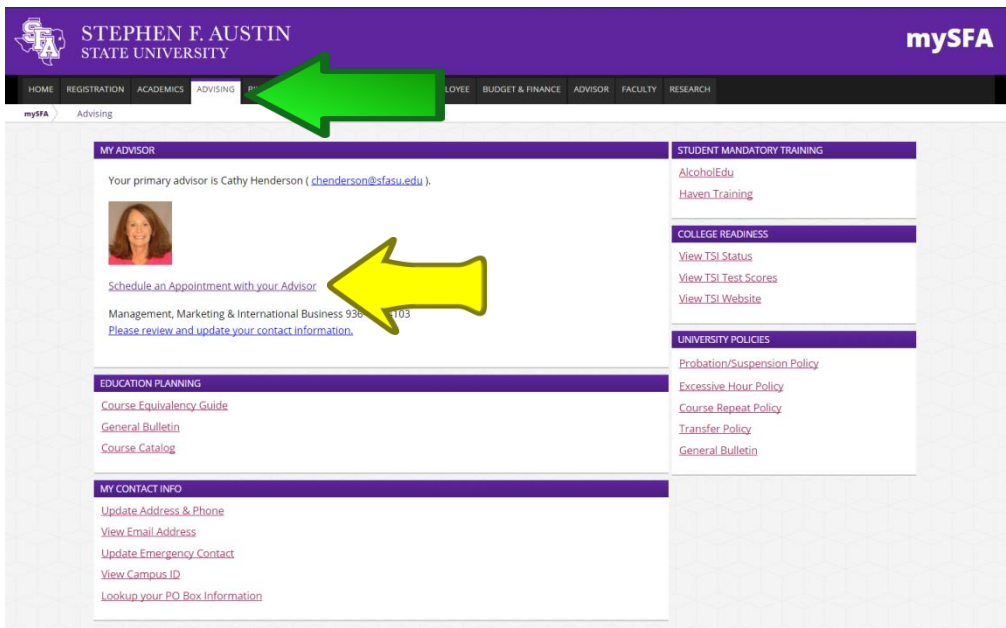
Step 1: Log in to your mysfa.



Step 2: Click on Advising

Note: Be sure the advisor shown is correct!!

Step 3: Click on "Schedule an Appointment with your Advisor"



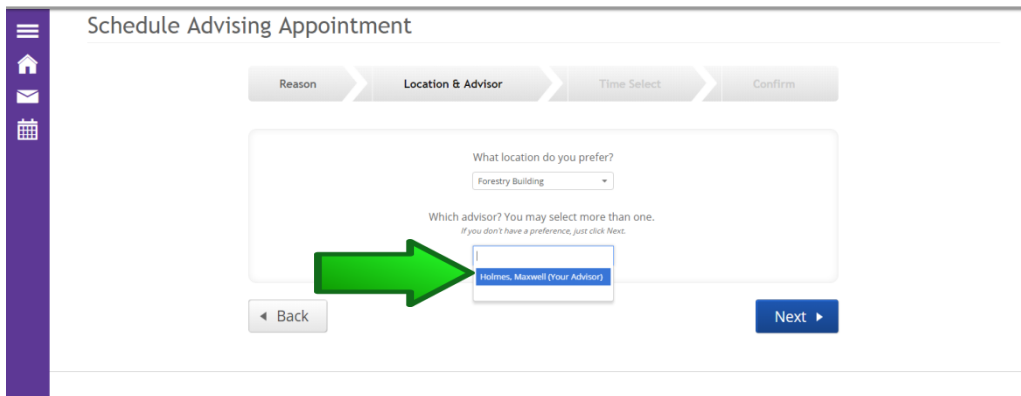
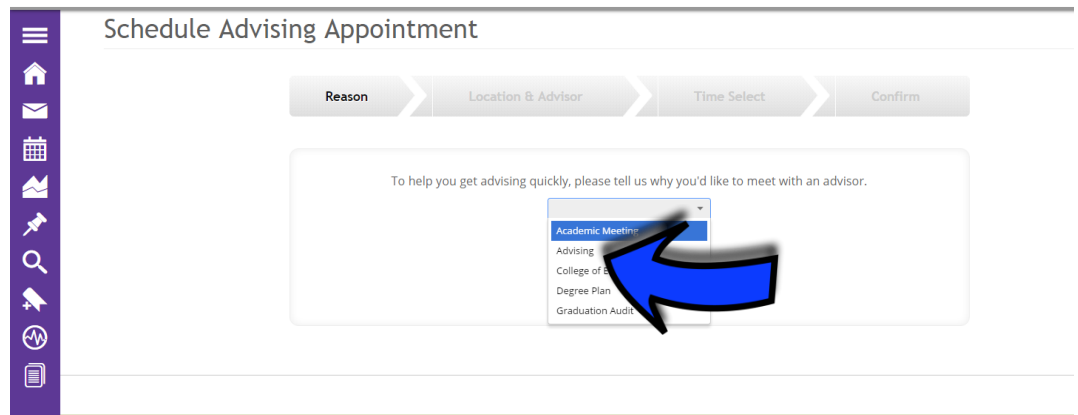
Advising Scheduling Procedures

Step 3: You will be sent to this screen. Click “Schedule Advising Appointment” on the right hand side of the screen.



Step 4: This is where you may begin scheduling an appointment. Click on “Advising”

Note: In order to meet with Max, Emily or Jamie, you must select the Advising option.



Step 5: Double check that the building being shown is correct. Click the space for Advisor, and select the appropriate one.

Advising Scheduling Procedures

Step 6: Available mornings and afternoons will be in blue. Select the date and time that works for you. You may change weeks by using the arrow.

Note: Available times show when you click the morning or afternoon you want.

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
		Close 8:30am 9:00am 9:30am 10:00am 10:30am	Morning 7 Available Afternoon 6 Available	Morning 7 Available Afternoon 6 Available

< Back Next >

Step 7 (final step): Confirm the advisor, date, time, and location of your appointment.

Schedule Advising Appointment

Reason > Location & Advisor > Time Select > Confirm

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

Appointment Details

Who: Heather Shipley with Maxwell Holmes
Why: Advising
When: Wednesday, January 06 8:30am - 9:00am
Where: Forestry Building

Is there anything specific you would like to discuss with Maxwell?
Comments for your advisor...

Would you like to set a reminder?
Send Me an Email Send Me a Text

< Back Confirm Appointment

Note: There is an option to send you an email or text reminder. This is highly recommended.

There is also a space for comments. It helps if you explain why you need to meet with the advisor.