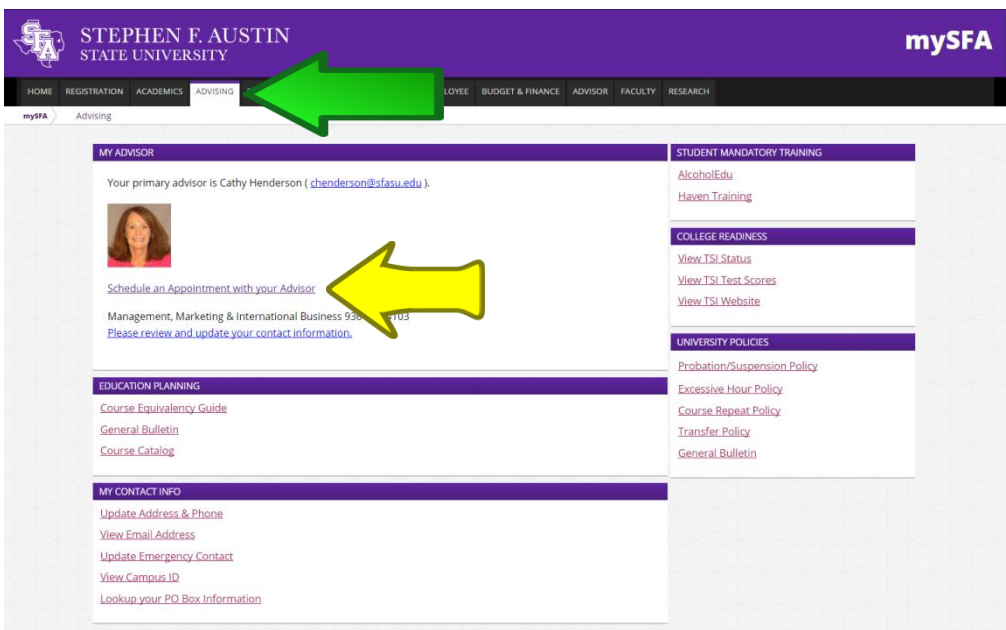
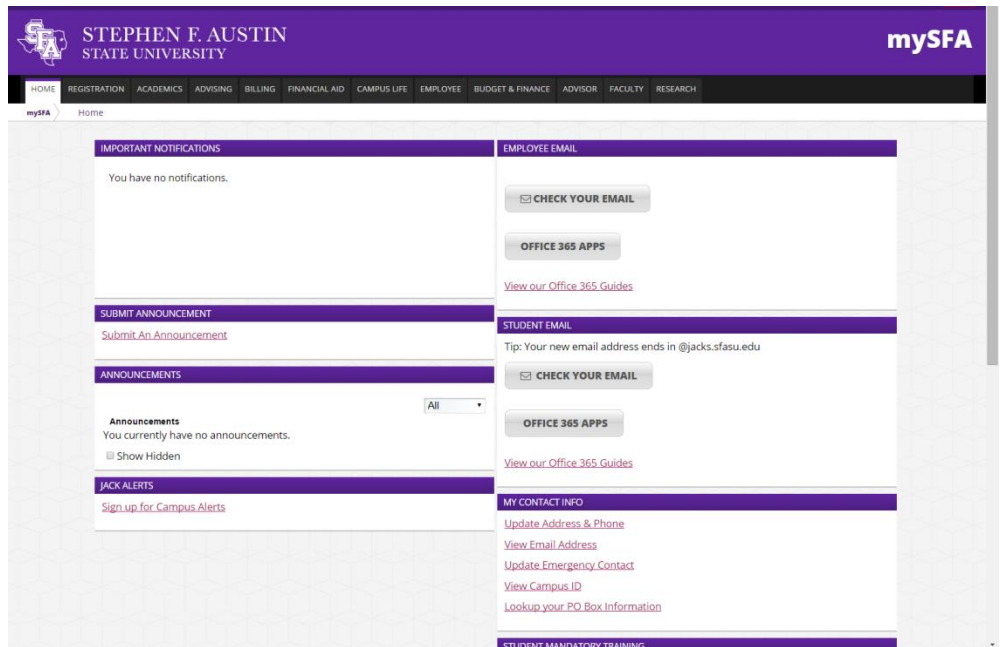


# Advising Scheduling Procedures

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.**



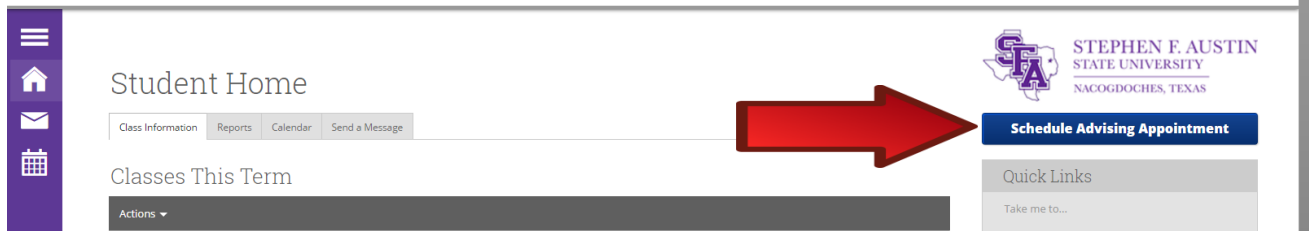
**Step 2: Click on Advising**

**Note:** Be sure the advisor shown is correct!!

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

# Advising Scheduling Procedures

**Step 4:** You will be sent to this screen. Click “Schedule Advising Appointment” on the right hand side of the screen.



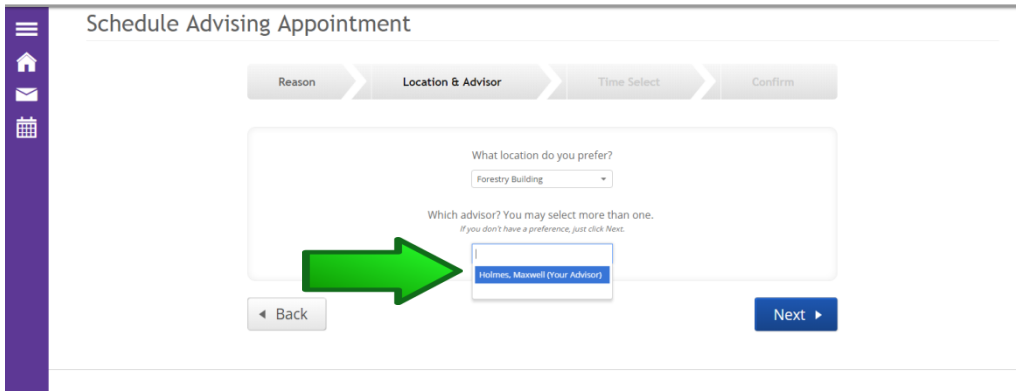
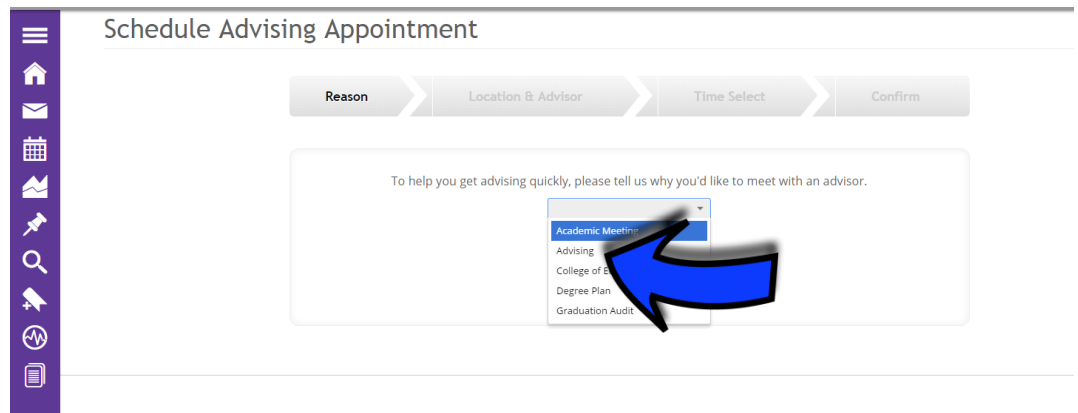
**Step 5:** This is where you may begin scheduling an appointment. Click on “Advising”

**Note:** In order to meet with Kara, Brandy, or Emily you must select the Advising option.

**Kara** – FOR/ENV/GIS  
last name A-L

**Brandy** – FOR/ENV/GIS  
last name M-Z

**Emily** - Agriculture



**Step 6:** Double check that the building being shown is correct. Click the space for Advisor, and select the appropriate one.

# Advising Scheduling Procedures

**Step 7:** 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 8 (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.