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.
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.

Step 8 (final step): Confirm the advisor, date, time, and location of your 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.