

## APPOINTMENT SCHEDULER INSTRUCTIONS

This guide will walk you through the steps for setting an appointment with your advisor.

Access the Appointment Scheduler through MyUH:

**UNIVERSITY of HOUSTON**  
Wed, May 12, 10

**Menu**

- Advising
- Academic Records
- Campus Personal Information
- Degree Progress/Graduation
- Enrollment
- Financial Aid
- Student Admission
- Student Financials
- Transfer Credit
- Housing Information
- [Student Center](#)
- [Password Reset/Setup](#)
- [Self Service Home](#)

**Welcome to UH Self-Service!**

UH Self-Service will be your connection to managing your university services from anywhere!

The University of Houston may be using email to communicate to you as additional functionality b

Students, to ensure that you receive future communications, please verify that your forwarding em  
Campus Personal Information.

Faculty, be sure that your email address is updated in P.A.S.S.

**Student Services**

- Student Center**  
Use the student center to manage school related activities.
- Academic Records**  
View grades and advisors and request transcripts and verification reports.
- Degree Progress/Graduation**  
View your degree progress report and apply for graduation.
- Enrollment**  
View appointments, plan and enroll in classes, view student and exam schedules.
- Student Admission**  
Check your application status or pay your application fee.
- Student Financials**  
Select parking/alumni fees, view your account, select a payment plan, make a payment, and get your 1098T.
- Advising**  
See information about academic advisors, and to schedule an appointment with your major advisor.

**Student Announcements**

The following links open in a new window.

- Important myUH Enrollment Services Dates/Deadlines--[Click Here.](#)
- Undergraduates...Now You Can Check Your Degree Progress Online in myUH...More Info. [Click Here.](#)
- UH Student Financial Services--"Go Green...See Green...Faster" Student Refund Initiative...[Click Here for More Info.](#)
- Using a Book Loan this Spring? Last Day to use the Book Loan is Feb. 10...More info...[Click Here.](#)
- New Cougar ID Card for All Students...[Click Here for More Info.](#)
- Questions about Financial Aid? [Check out the Financial Aid FAQ Page...Click Here.](#)
- Need help with myUH?

**Students access the Appointment Scheduler through the "Advising" link on the MyUH self-service page.**

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Click on the "Advising" link to see the menu of options.

Main Menu >

## Learner Services

- Student Center**  
Use the student center to manage school related activities.
- Academic Records**  
View grades and advisors and request transcripts and verification reports.
  - [View My Grades](#)
  - [Request Official Transcript](#)
  - [View Unofficial Transcript](#)
  - [Request Enrollment/Verification](#)
- Degree Progress/Graduation**  
View your degree progress report and apply for graduation.
  - [View Degree Progress Report](#)
  - [Apply for Graduation](#)
- Enrollment**  
View appointments, plan and enroll in classes, view student and exam schedules.
  - [Enrollment Dates](#)
  - [My Class Schedule](#)
  - [Enrollment: Add Classes](#)
  - [4 More...](#)
- Student Admission**  
Check your application status or pay your application fee.
  - [New Student Conferences](#)
  - [Application Status](#)
  - [Application Fee Payment](#)
- Student Financials**  
Select parking/alumni fees, view your account, select a payment plan, make a payment, and get your 1098T.
  - [Optional Fees](#)
  - [Account Summary](#)
  - [Payment Plans](#)
  - [7 More...](#)
- Advising**  
See information about academic advisors, and to schedule an appointment with your major advisor.
  - [List of Advisors](#)
  - [Schedule an Appointment](#)

Students have two options on the Advising menu: "List of Advisors" links them to the Provost's page that lists all academic advisors for the major areas. "Schedule an Appointment" takes them to the Appointment Scheduler system.

When you select "Schedule an Appointment" this page appears:

Advising

- [List of Advisors](#)
- [Schedule an Appointment](#)**
- Academic Records
- Campus Personal Information
- Degree Progress/Graduation
- Enrollment
- Financial Aid
- Student Admission
- Student Financials
- Transfer Credit
- Housing Information
- [Student Center](#)
- [Password Reset/Setup](#)
- [Self Service Home](#)

Appointment with My Advisor | Appointment with Other Advisor | My Appointment

Student Information			
Name	[REDACTED]		
Student ID	[REDACTED]	Academic Institution	00730
Career	UGRD Undergraduate		
Academic Program	025UG Business Undergraduate		
Academic Plan	ACCBBA Accounting, BBA		
Email	[REDACTED]@hotmail.com		

Schedule Appointment with My Advisor

This page gives students three tabs to choose from. The first tab, "Appointment with My Advisor," allows them to connect to an advisor for their major area simply by clicking the button marked "Schedule Appointment with My Advisor." In this example, the student will see a list of the advisors for Accounting and will choose an appointment with one of them.

The "Appointment with Other Advisor" gives students the option to schedule an appointment with an advisor for another major (or minor) area.

The "My Appointment" tab provides students with a list of all their existing appointments.

When you hit the "Schedule Appointment with My Advisor" button a page like this appears:

Appointment with My Advisor | Appointment with Other Advisor | My Appointment

[New Window](#) | [Help](#)

**Student Information**

Name: [REDACTED]  
 Student ID: [REDACTED] Academic Institution: 00730  
 Career: UGRD Undergraduate  
 Academic Program: 025UG Business Undergraduate  
 Academic Plan: ACCBBA Accounting, BBA  
 Email: [REDACTED]@hotmail.com

[Schedule Appointment with My Advisor](#)

Name: [REDACTED]  
 Email: [REDACTED]  
 Phone: [REDACTED]  
 Building Name: ERP Room Number: 289

[Advisor Notes](#) [Select Advisor](#)

This is the page that shows students their major advisor(s). Students access the advisor's calendar by hitting the "Select Advisor" button.

The "Advisor Notes" have not been completed on this example. However, this is the area where the Notes will display when they are filled in.

Hit the "Select Advisor" button and the advisor's calendar appears:

My Appointment

May 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						May 01
May 02	May 03	May 04	May 05	May 06	May 07 8:00 AM 8:30 AM 9:00 AM	May 08
May 09	May 10 8:00 AM	May 11 8:30 AM 9:00 AM 9:30 AM	May 12 8:00 AM 9:30 AM	May 13	May 14	May 15
May 16	May 17	May 18	May 19	May 20	May 21	May 22
May 23	May 24	May 25	May 26	May 27	May 28	May 29
May 30	May 31					

This is the student's view of the advisor's calendar of appointments. Past appointments are shown but are "grayed out." The available appointments are in blue.

To schedule an appointment the student just clicks on the blue link on the calendar.

When you select an available appointment time, this page appears:

Wed, May 12, 10

[New Window](#) | [Help](#) | [Cus](#)

Advising  
- [List of Advisors](#)  
**- [Schedule an Appointment](#)**  
Academic Records  
Campus Personal Information  
Degree  
Progress/Graduation  
Enrollment  
Financial Aid  
Student Admission  
Student Financials  
Transfer Credit  
Housing Information  
[Student Center](#)  
[Password Reset/Setup](#)  
[Self Service Home](#)

My Appointment

Details of your Appointment request are shown below

Advisor Name

Appointment Date Thursday, May 13, 2010

Time 9:30 AM Duration 20 MIN

Appointment Reason To discuss registration and graduation.

Above box can only take 200 characters

[Confirm Appointment](#)

Students fill in an "Appointment Reason" in the text box provided. Then they hit the "Confirm Appointment" button. A confirmation email is sent to them and the appointment is added to the advisor's list. It is also removed from the advisor's calendar.

If you wish to schedule another appointment just return to the "Schedule an Appointment" page and make another selection. The "Appointment with Other Advisor" tab gives you this page:

Advising  
- [List of Advisors](#)  
**- [Schedule an Appointment](#)**  
Academic Records  
Campus Personal Information  
Degree  
Progress/Graduation  
Enrollment  
Financial Aid  
Student Admission  
Student Financials  
Transfer Credit  
Housing Information  
[Student Center](#)  
[Password Reset/Setup](#)  
[Self Service Home](#)

[Appointment with My Advisor](#) | [Appointment with Other Advisor](#) | [My Appointment](#)

Select Career, Program, Major

Academic Career Graduate

Academic Program Business Graduate

Academic Major Finance, MS

[Schedule Appointment with Other Advisor](#)

Students may schedule appointments with advisors outside their major. There are drop-down menus provided on the "Appointment with Other Advisor" tab that enable the student to choose an advisor by area and major.

Note that only advisors who are participating in the Appointment Scheduler system will have calendars associated with this function. If they are not part of the system they will not have a link to any calendar.

Finally, use the "My Appointment" tab to review a list of your appointments:

Navigation menu items: Advising, List of Advisors, Schedule an Appointment, Academic Records, Campus Personal Information, Degree Progress/Graduation, Enrollment, Financial Aid, Student Admission, Student Financials, Transfer Credit, Housing Information, Student Center, Password Reset/Setup, Self Service Home.

Navigation links: New Window | Help | Customize Page |

Appointment List:

ID	Advisor Name	Advisor Email Address	Date	Time	Duration	Building Name	Room Number	Appointment Reason
	name	email	05/10/2010	8:30 AM	30 MIN	MH	250A	Testing app system
	name	email	05/11/2010	8:30 AM	30 MIN	MH	250A	test
	name	email	05/11/2010	9:00 AM	30 MIN	MH	250A	test2
	name	email	05/11/2010	8:00 AM	30 MIN	MH	250A	next testing App system
	name	email	05/12/2010	8:00 AM	30 MIN	MH	250A	I want to see u for transfer cot
	name	email	05/13/2010	9:30 AM	20 MIN	ERP	289	To discuss registration and g

The "My Appointment" tab gives students a list of all their appointments, past and future.

You may also use this page to cancel an appointment:

Navigation menu items: List of Advisors, Schedule an Appointment, Academic Records, Personal Information, Graduation, Financial Aid, Student Admission, Student Financials, Transfer Credit, Housing Information, Student Center, Password Reset/Setup, Self Service Home.

Navigation links: New Window | Help | Customize Page |

Appointment List:

Advisor Name	Advisor Email Address	Date	Time	Duration	Building Name	Room Number	Appointment Reason	Cancel
name	email	05/10/2010	8:30 AM	30 MIN	MH	250A	Testing app system	Cancel
name	email	05/11/2010	8:00 AM	30 MIN	MH	250A	next testing App system	Cancel
name	email	05/12/2010	8:00 AM	30 MIN	MH	250A	I want to see u for transfer courses	Cancel
name	email	05/11/2010	8:30 AM	30 MIN	MH	250A	test	Cancel
name	email	05/11/2010	9:00 AM	30 MIN	MH	250A	test2	Cancel
name	email	05/13/2010	9:30 AM	20 MIN	ERP	289	To discuss registration and graduation.	Cancel

On this page students may also choose to cancel a pending appointment. They simply hit the "Cancel" button and an email is generated confirming the cancellation. The appointment time will then return to the advisor's calendar, available for another student.