APPOINTMENT SCHEDULER INSTRUCTIONS

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

Access the Appointment Scheduler through MyUH; click on the "Advising" link to see the menu of options:

When you select "Appointment with Advisor" this page appears:

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

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

Advisor Availability

Advisor Name

Today's Date 10/23/2017

● November 2017 ●

- Blue: Available appointments
- Red: Appointment scheduled during this time
- Green: OPT Group applicants only
- Black: Past appointments
- **[#]**: Available seats for OPT Group

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			November 01	November 02	November 03	November 04
				9:00 AM		
				9:30 AM		
				10:00 AM		
				10:30 AM		
				11:00 AM		
				11:30 AM		
				2:00 PM		
				2:30 PM		
				3:00 PM		
November 05	November 06	November 07	November 08	November 09	November 10	November 11
		9:00 AM	9:00 AM	9:00 AM		
		9:30 AM	9:30 AM	9:30 AM		
		10:00 AM	10:00 AM	10:00 AM		
		10:30 AM	10:30 AM	10:30 AM		
		11:00 AM	11:00 AM	11:00 AM		
		11:30 AM	11:30 AM	11:30 AM		
		2:00 PM	2:00 PM	2:00 PM		
		2:30 PM	2:30 PM	2:30 PM		
		3:00 PM	3:00 PM	3:00 PM		

If no calendar appears, the advisor's appointment schedule may not yet be available.

When you select an available appointment time, this page appears; please leave an appointment reason and then click "Confirm Appointment":

My Appointment

You cannot schedule a same day appointment after 7 AM. Contact your advisor if further assistance is needed.

Details of your Appointment request are shown below

Advisor Name:

Appointment Date:

Appointment Time: Duration:

Building Name: Room Number:

Appointment Reason: To discuss registration and graduation.

Above box can only take 200 characters

Confirm Appointment   Do Not Confirm Appointment

If you wish to schedule another appointment just return to the "Appointment with Advisor" page and make another selection. If you are interested in meeting with an advisor outside of your major, use the "Appointment with Other Advisor" tab:

Finally, use the "View My Appointment" tab to review a list of your appointments. You may also use this page to cancel an appointment: