

Scheduling a Virtual Advising Appointment

Check UofL Email

- Sign into UofL email account.
- Look in the “other” section of inbox for invitation to schedule an appointment.

Find a Date & Time

- Pick a date and time that works for you. The appointments will be 1 hour and have limited dates. The options will look something like the screenshot below.
- **Click on SAVE** (at bottom). If you do not do this, the appointment is **not** scheduled.
- Look for an email confirmation.

The screenshot shows a web interface for scheduling an appointment. On the left, under 'All Filters', there are radio buttons for 'Academic Advising' (selected) and 'Course Planning/Registration'. Below this is a 'Pick a Date' calendar for April 2021, with the 9th highlighted. The main area is titled 'College of Arts & Sciences' and shows availability for three people (VC, JH, and a third person). It displays time slots for Friday, April 9th, Monday, April 12th, and Tuesday, April 13th. Each day has a grid of time slots, with some slots already booked. A 'Show more' link is visible at the bottom of the Tuesday section.

Tips & Reminders

- Don't delay your appointment. There are several benefits for scheduling this to happen as soon as possible, including the following:
 - Doing this now means you will register for courses earlier and therefore you will have more course options and better days/time choices.
 - Due to other orientation sessions occurring, you may get delayed significantly.
- Keep in mind that attending advising and registering now does not lock you in to specific courses. Changes can be made.

Troubleshooting

- If you have any issues with scheduling your appointment, [contact your advising unit](#) immediately. *Be sure to include your student ID number in your email.*

You're All Set!

If you received a confirmation email then you are set for your academic advising appointment! Make sure you read over this email to be prepared. You can also visit the orientation website to learn what steps to take to be ready for your virtual advising.