How to schedule an advising appointment

Online scheduling is available for Harpur Advising, Watson Advising and University Tutoring.
From the HOME screen, click on “My Success Network”
To schedule an appointment with the first available advisor, click on “Schedule Appointment”
To schedule an appointment with a specific advisor, click on “Harpur Academic Advising”
Schedule with first available advisor

Dates that appear in BOLD on the calendar are dates with available appointments

<table>
<thead>
<tr>
<th>Time</th>
<th>Appointments</th>
</tr>
</thead>
<tbody>
<tr>
<td>11:30 am</td>
<td>Sign Up (1 available spot)</td>
</tr>
<tr>
<td>1:00 pm</td>
<td>Sign Up (5 available spots)</td>
</tr>
<tr>
<td>1:30 pm</td>
<td>Sign Up (2 available spots)</td>
</tr>
<tr>
<td>2:00 pm</td>
<td>Sign Up (3 available spots)</td>
</tr>
<tr>
<td>2:30 pm</td>
<td>Sign Up (1 available spot)</td>
</tr>
<tr>
<td>3:00 pm</td>
<td>Sign Up (4 available spots)</td>
</tr>
<tr>
<td>3:30 pm</td>
<td>Sign Up (4 available spots)</td>
</tr>
<tr>
<td>4:00 pm</td>
<td>Sign Up (4 available spots)</td>
</tr>
</tbody>
</table>

Select the desired appointment time by clicking “Sign Up”
Schedule with a specific advisor

Scroll through the list of Service Members to find your preferred advisor. 
NOTE: There are multiple pages of advisors, listed in alphabetical order by last name.

Once you locate your preferred advisor, click on “Schedule Appointment” to access his/her calendar.
Appointment details
The remaining steps of scheduling the appointment are the same.

If given the option to select the length of your appointment, think of how complex your questions are. The more complex the question, the longer you’ll want to reserve.

Select a reason for your visit from the provided list. If you don’t see an appropriate reason, select “Other”.

If you’d like to provide additional information about why you are scheduling an appointment, add that information here. Use this option especially when you have selected “Other” as your appointment reason.
Appointment details (continued)

Use this information to confirm the details of the appointment

You will see the name of the advisor you are scheduled to meet.

The reason selected for your visit.

Where your appointment will take place.

The time of your appointment.

If your visit relates to a specific course you are currently taking, you may select it here.

Once you have reviewed your information, be sure to click “Schedule” to reserve your time.