How to Schedule an Appointment With Your Academic Advisor

1. Log in to MyASU
   - Enter your ASURITE User ID and password.
   - Click Sign In.

2. Go to the Advising Scheduling Tool
   - Click on Advising in the My Programs and eAdvisor box on the Home tab.
   - Click on “this website” to be redirected to the advising scheduling tool.

You can also go to the Scheduling Tool by visiting https://fultonapps.asu.edu/advising/.
Navigate to your Advisor

Select “I have an ASU ID”, the last of the three options.

Click on “Select Program.”
Select “The Polytechnic School.”

Click “Select Advisor.”
Choose your assigned advisor, or another advisor option if your assigned one is not available.
Schedule an Appointment

Identify the time slots marked “Make Appointment.” Click on the time slot that works with your schedule.

Enter your phone number.

Select the reason for your appointment.
(Be sure to select “Requesting a phone appointment” if you intend on speaking via phone.)

Click “Make Appointment.”

Click “Yes, Make Appointment.” You will receive a confirmation to your ASU Email once you have scheduled your advising appointment.
1. **Return to Advisor’s Schedule**

Find your scheduled appointment time and click on your name. Click on “click here.”

- Advising for transfer students. Before your appointment, please submit out of state coursework for evaluation at www.asu.edu/transfercredit. Course equivalences for Arizona colleges can be found at www.aztransfer.com
- Requesting phone appointment

   If you wish to cancel this appointment, click here

2. **Cancel Appointment**

Enter the reason for your cancellation. Click “Yes, Cancel Appointment.”