Making an Appointment with Your Academic Advisor
Scheduling an Appointment
Scheduling an Appointment

**Step 1:** Log in to your MyASU. Enter your ASURITE User ID and password. Click Sign In.
Step 2: Go to the Advising Scheduling tool on your MyASU.

- Click on Academic Advising in the “Academic Support Team” box on the Home tab.
- Then, click on “Schedule an Appointment” in the drop-down menu.
- You can also go to the Scheduling tool by visiting https://fultonapps.asu.edu/advising/
Scheduling an Appointment

Step 3: Click “I have an ASU ID”, the last of the three options. Then, click on the dropdown “Select Program” and click “The Polytechnic School.”
Scheduling an Appointment

Step 4: Click “Select an Advisor”. From there, choose an advisor from the drop down list to see their availability.

- Identify available time slots marked in Green. Click on the time slot that works with your schedule.
- Please ensure you select the correct type of appointment based on your situation.
- If you select an appointment type that you do not qualify for you may receive an error message.
Scheduling an Appointment

**Step 5:** Provide details about yourself and reason for the appointment.

- Enter your phone number in the boxes at the top.
- Select the reason(s) for the appointment (you may select more than one).
- Be sure to click “Requesting a phone appointment” if you intend on speaking via phone.
- Add specifics to the comments box including specific questions or preferred name by which to be addressed.
- Click “Make Appointment.” You will receive a confirmation to your ASU email once you have scheduled your advising appointment.
Canceling an Appointment
Canceling an Appointment

- Follow **steps 1 through 4** discussed earlier in this presentation to find your appointment slot on your advisor’s appointment page.
- Click on your name to bring up your appointment.
- Click on “Cancel this appointment.”
Canceling an Appointment

• Complete the cancelation process by confirming you want to cancel your appointment on the following screen.
• You will receive an email acknowledging the appointment as been canceled.
Questions?
Contact Us!

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