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

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

- 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

- Click “I have an ASU ID”
Scheduling an Appointment

• Select The Polytechnic School from the dropdown list.
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- Select your advisor from the dropdown menu to view their appointment availability.
Scheduling an Appointment

- 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.
- For current students, you will enter your 10 digit ASU ID number, then click OK.
- For prospective students, you will fill out the boxes with your information, then click OK.
Scheduling an Appointment

- Provide details about yourself and reason for the appointment.
- Enter your phone number in the boxes at the top.
- Select the appointment format, zoom, phone, in person (if options are listed).
- Select the reason(s) for your appointment.
- 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

- Go back to the Scheduling Tool and find your appointment.
- Click on your name to bring up your appointment.
- Click on “Cancel this appointment.”
Cancelling 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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