

# How to Schedule an Appointment With Your Academic Advisor

my.asu.edu

## 1 Log in to MyASU

Enter your ASURITE User ID and password.  
Click Sign In.

### Sign In

ASURITE User ID:

[Activate or Request an ID](#)

Password:

[Forgot ID / Password?](#)

Sign In

Remember My User ID

Need Help? Visit the [Help Center](#) or call 1-855-ASU-5080 (1-855-278-5080)

[System Status](#) | [ASU Home](#) | [Copyright](#) | [Acceptable Use](#) | [Privacy](#)

## 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.

The screenshot shows the 'My Programs and eAdvisor™' interface. The 'Programs' tab is selected, showing 'Polytechnic - On Track'. Below this, there are links for 'Major Map' and 'My Progress Reports (DARS)'. A red arrow points from the 'Advising' link in the 'My Progress Reports (DARS)' section to a pop-up window titled 'Advising -'. The pop-up window contains the following text:

Advisor:  
Contact: (480) 727-1874 | [Advising Web Site](#) |  
Students are encouraged to make appointments in advance by calling 480-727-1874 or online at [this website](#). This allows the advisor to be prepared for individual appointments and to better serve the students.  
The advising office is located in Wanner Hall, 2nd Floor, E-wing.

You can also go to the Scheduling Tool by visiting <https://fultonapps.asu.edu/advising/>.

### 3 Navigate to your Advisor

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

Entering Freshman

 If you are an **Entering Freshman** for Fall semester, you will meet with your academic advisor at Orientation. Go to <http://students.asu.edu/orientation> to select an Orientation date. At Orientation your advising holds will be removed, you will meet with your advisor, you will register for classes and learn about ASU. See you at Orientation!

Prospective Student

 If you are interested in engineering and do not have an ASU ID, use the button below.

Current Student

 Current ASU Students please use the login button below.

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

Please select program from this dropdown list

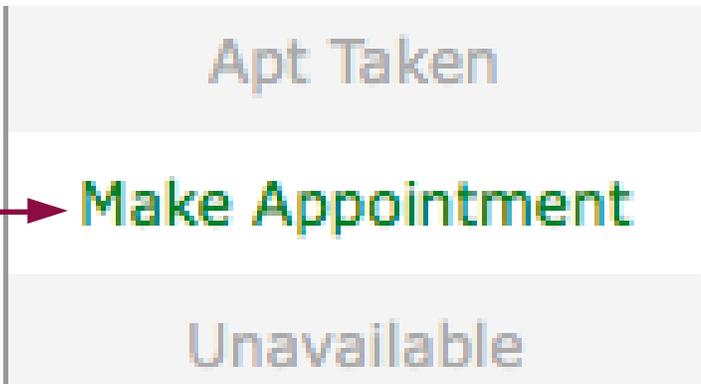
- ✓ Select Program
- Brazilian Science Mobility Program
- Computer Engineering (MS & PhD) - Computer Systems Concentration
- Computer Science
- Computer Systems Engineering
- Electrical Engineering
- Engineering Management
- Engineering Management Online
- Industrial Engineering
- Informatics
- Lean Six Sigma Black Belt Certificate
- SBHSE (Biomedical Engineering, Biological Design)
- SEMTE (Aerospace, Chemical, Materials & Mechanical Engineering)
- Software Engineering
- SSEBE (Civil, Construction Mgt, Construction Engineering)
- The Polytechnic School
- Undergraduate Student Engagement

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

View Appointments for:

## 4 Schedule an Appointment

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



Advisor  
Date

Please provide the following information to assist the advisor in preparing for your appointment.

Contact phone number:  -  -  (ext)  Campus: POLY

Major:  Aero Mngt Tech (Prof Flight) Degree:  BS

**Please select the reason(s) for your appointment (check all that apply):**

- Requesting phone appointment
- Obtain advising on course and major requirements: -receive clearance for registration.
- Advising for transfer students. Before your appointment, please submit out of state coursework for evaluation at [www.asu.edu/transfercredit](http://www.asu.edu/transfercredit). -Course equivalences for Arizona colleges can be found at [www.aztransfer.com](http://www.aztransfer.com)
- Advising and clearance for Academic Probation status.
- Questions regarding my focus area
- Change major into the Schools of Engineering (please list which major below in comments). Discuss major exploration and admission requirements.
- Graduation Check and DARS Review
- Current ASU student considering 4+1 program.
- Personal

**Specific questions or other comments?**

**3** Click "Make Appointment."

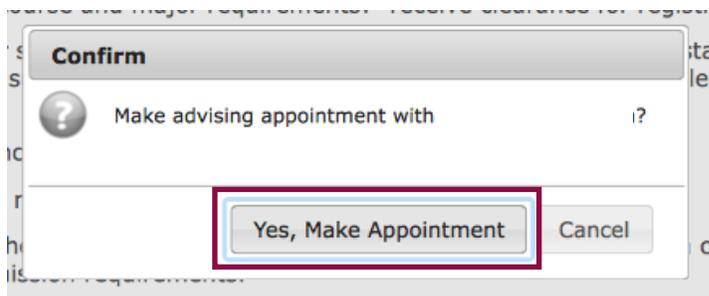
**1** Enter your phone number.

**2**

Select the reason for your appointment.

(Be sure to select "Requesting a phone appointment" if you intend on speaking via phone.)

Click "Yes, Make Appointment."  
You will receive a confirmation to your ASU Email once you have scheduled your advising appointment.



# How to Cancel an Appointment With Your Academic Advisor

## 1 Return to Advisor's Schedule

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

### View Advising Appointment

The Polytechnic School

Advisor

Student

Plan

Date **Friday June 05, 2015**

Time **9:00-9:30 AM**

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

If you wish to cancel this appointment, [click here](#)

Close

## 2 Cancel Appointment

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

### Confirm



Are you sure you want to cancel this appointment?  
A cancellation notice will be sent to the Advisor.

**Reason: (Optional)**

Yes, Cancel Appointment

Cancel