

Polytechnic School Advising Office

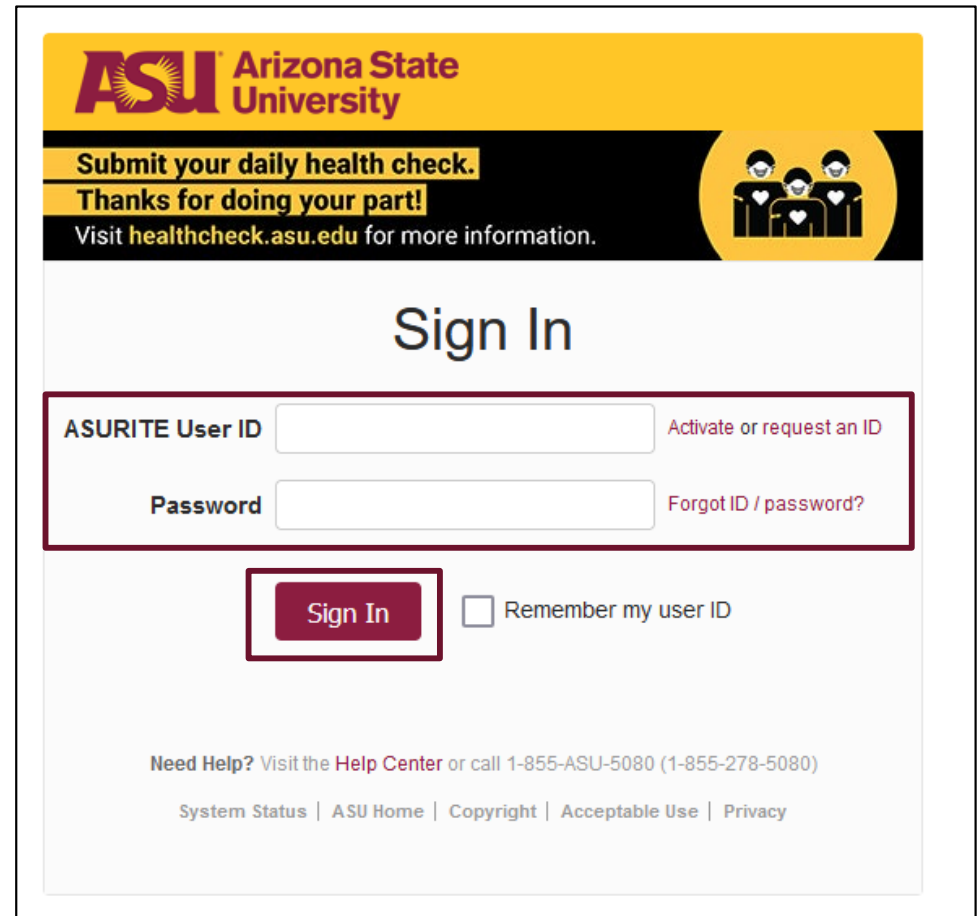
Making an Appointment with Your Academic Advisor



Scheduling an Appointment

Scheduling an Appointment

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



The screenshot shows the ASU Sign In page. At the top, there is a yellow banner with the ASU logo and the text "Arizona State University". Below this, a black banner contains the text "Submit your daily health check. Thanks for doing your part! Visit healthcheck.asu.edu for more information." and an icon of three people. The main heading is "Sign In". Below the heading, there are two input fields: "ASURITE User ID" and "Password". To the right of the "ASURITE User ID" field is a link "Activate or request an ID". To the right of the "Password" field is a link "Forgot ID / password?". Below the input fields is a "Sign In" button and a checkbox labeled "Remember my user ID". At the bottom, there is a "Need Help?" section with a link to the "Help Center" and a phone number "1-855-ASU-5080 (1-855-278-5080)". Below this are links for "System Status", "ASU Home", "Copyright", "Acceptable Use", and "Privacy".

ASU Arizona State University

Submit your daily health check.
Thanks for doing your part!
Visit healthcheck.asu.edu for more information.

Sign In

ASURITE User ID [Activate or request an ID](#)

Password [Forgot ID / password?](#)

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](#)

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/>

Academic Support Team

Academic Advising
Degree requirements, graduation progress, and course registration. 

Contact:  (480) 727-1874  polyadvising@asu.edu

Appointments: [Schedule an appointment](#)


More information: [Advising website](#)

Scheduling an Appointment


- Click “I have an ASU ID”

Ira A. Fulton Schools of Engineering Advisor Scheduling


Entering Freshman

 If you are an entering first-year campus immersion student, you will meet with your academic advisor during the New Student Experience. Visit <https://eoss.asu.edu/orientation/new-student> for information and view your next steps on MyASU. If you are an entering first-year digital immersion student, use the link below under the "current student" banner.

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.

Scheduling an Appointment

- Select The Polytechnic School from the dropdown list.

Please select program from this dropdown list

Select a Program ▲

The Polytechnic School (Aviation, Engineering, Environmental and Resource Management, Graphic Information Technology, Human Systems Engineering, Information Technology, Technological Entrepreneurship and Management, User Experience)

SCAI Undergraduate TEMPE Advising BS and BSE (Computer Science, Computer Systems Engineering, Engineering Management, Industrial Engineering and Informatics)

SCAI Undergraduate ONLINE/POLY Advising BS and BSE (Software Engineering and Engineering Management)

SCAI Grad Tempe/Poly Advising Masters and PhD and 3+1+1 (CS, CEN-CS, IE (including online), RAS-AI, DSE and Soft Eng)

SCAI MCS Online and Cert for Lean Six Sigma Blackbelt

Scheduling an Appointment

- Select your advisor from the dropdown menu to view their appointment availability.

View Appointment Calendar for:

Select an Advisor

Elyse Baker (ERM & TEM: ALL TEM ASU Online AND ERM/TEM Sophomore, Junior, Senior, Post-Baccalaureate Campus-Based AND ALL BAS OMT Undergraduate Students)

Brianna Baumgartner (AMT Professional Flight, Air Traffic Management, Air Transportation Management & Unmanned Aerial Systems: Sophomore, Junior, Senior, Post-Baccalaureate and BAS AMT Undergraduate Students)

Cindy Boglin (Current and prospective undergraduate students)

Jesus Chavez (Engineering & Human Systems Engineering: Sophomore, Junior, Senior, Post-Baccalaureate Undergraduate Students)

Niki Clonts-Hatch (Graphic Information Technology: ALL ASU Online AND Sophomore, Junior, Senior, Post-Baccalaureate Campus-Based AND ALL BAS GIT & BAS IWD Undergraduate Students)

Tylie Dibene (Graphic Information Technology: ALL ASU Online AND Sophomore, Junior, Senior, Post-Baccalaureate Campus-Based AND ALL BAS GIT & BAS IWD Undergraduate Students)

Carly Folger (Engineering & Human Systems Engineering: Sophomore, Junior, Senior, Post-Baccalaureate Undergraduate Students)

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.

Unavailable
Unavailable
Unavailable
Available
Available
Available
Available
Available

Admin Duties
Admin Duties
Freshman Only
Freshman Only
Apt Prep/Follow Up
Apt Prep/Follow Up
Freshman Only
Freshman Only

Apt Prep/Follow Up
Online Student
Phone Apt
Apt Prep/Follow Up
Online Student
Phone Apt
Apt Prep/Follow Up
Online Student
Apt Prep/Follow Up

Schedule an Appointment

Current Student | Prospective Student (no ASU ID)

Enter ASU ID

Search

OK Cancel

Schedule an Appointment

Current Student | Prospective Student (no ASU ID)

Enter Prospective Student Information:

First Name

Last Name

Email

OK Cancel

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.



Schedule an Advising Appointment

Advisor **Meghan McLaughlin**
Date **Tuesday March 15, 2022 9:00 - 9:30 AM**

Please note that all appointments are Arizona time.

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

Contact phone number: Campus: POLY

Major: Degree:

Appointment Format: Zoom Video/Web Conference Phone In Person

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

Remove Hold

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

Advising and clearance for Academic Probation status.

Questions regarding my focus area

Change major into the Schools of Engineering. Discuss major exploration and admission requirements.

Graduation Check and DARS Review

Current ASU student considering 4+1 program.

Personal

Specific questions or other comments?

Do not send confirmation email to student

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.”

View Advising Appointment

Advisor **Meghan McLaughlin** [\(Change...\)](#)
Student
Plan **Aero Mngt Tech (Prof Flight)**
Date **Tuesday March 15, 2022**
Time **10:00 - 10:30 AM**
Phone
Appointment Format **Phone**

- Personal
- Remove Hold


Appointment reason / comments:
remove hold and discuss fall enrollment

- [Cancel this appointment](#)
- [Send me the email confirmation the student received for this Apt](#)

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.

Confirm

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

Reason: (Optional)

I met with my advisor during express advising

Mark timeslot as

Select Status ▼

Yes, Cancel Appointment Cancel

**Questions?
Contact Us!**



**Sutton Hall
2nd Floor
6049 S Backus Mall
Mesa, AZ 85212**

**Graduate: 480.727.4723
polygrad@asu.edu**

**Undergraduate: 480.727.1874
polyadvising@asu.edu**

poly.engineering.asu.edu/advising