Advisor appointment sign up directions:

1. Go to Self Service in UDSIS. When that screen comes up select UD Appointments Sign Up.

2. A screen will come up with your name in the upper left corner. In the box that says **Select Department Calendar (Required)**, select the and choose **Academic Advising**.
3. **Appointment Reason (Required)** select the 🔍. A box will appear titled **Look up Appointment Reason (Required)**. Below that you will see **Search By: Appointment Reason begins with**. Leave that line blank but below that select the **Look Up** button.

4. This will bring up a box titled **Look Up Appointment Reason (Required)** and there should be several options listed under **Search Results**. Choose the reason for (or closest to) your appointment request.
5. This will bring up a screen that will include your Assigned Advisors and a line **Filter by Faculty/Staff name (Required).** Select the 🔍 to bring up a list of available advisors. Choose **Emily Lodyga** (students with last names A-L) or **Susan Coffing** (students with last names M-Z and all Honors students).

6. You will then see a list of available appointments. You can select **View All** (found in the dark blue bar) to see all available appointments. Students can generally only view appointments for the next 30 days. Choose your desired appointment time and click the **Schedule** button. A pop-up box will appear stating that a confirmation email has been sent to you. **Review your email for appointment details, such as date and time.**