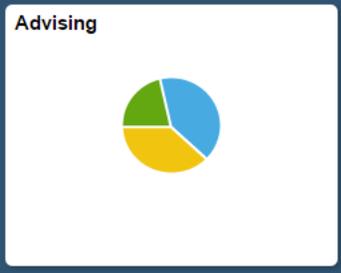
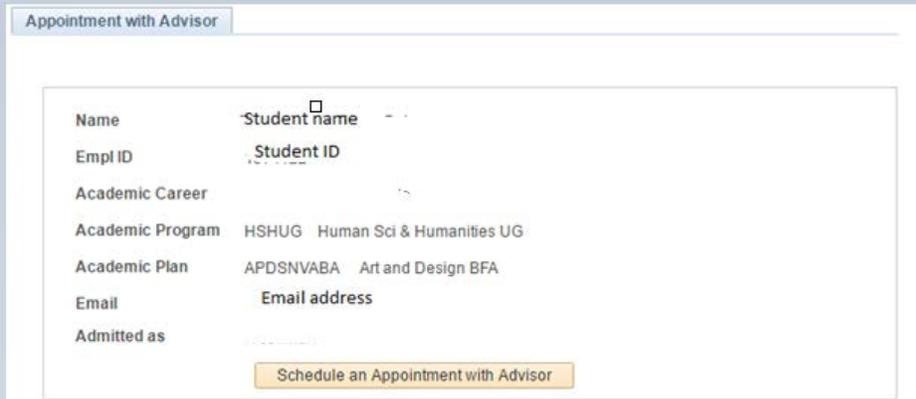


## Scheduling Advising Appointments

Steps	Descriptions
1.	Access the UHCL E-Services page at <a href="http://www.uhcl.edu/eservices">www.uhcl.edu/eservices</a> . Enter your UHCL network ID and password or your 7 digit ID and password.
2.	Click on the <b>Advising</b> tile. 
3.	The system should default to the <b>Appointment with Advisor</b> page. Click on <b>Schedule an Appointment with Advisor</b> 
4.	Based on your last name, your advisor name will appear to select. Click on <b>Select Advisor</b> 
5.	The advising calendar will appear with available times that you are able to schedule your appointment. Click on a time that works for your schedule.

Advisor Availability

Advisor Name: University Academic Advising  
 Today's Date: 09/29/2015  
 October 2015  
 Legend:  
 • Blue: Available appointments  
 • Red: Appointment scheduled during time  
 • Green: OPT Group applicants only  
 • Black: Past appointments  
 • [#]: Available seats for OPT Group

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
October 04	October 05	October 06	October 07	October 08	October 09	October 10
October 11	October 12	October 13	October 14	October 15	October 16	October 17
1:00 PM 1:30 PM 2:00 PM 2:30 PM 3:00 PM 3:30 PM 4:00 PM 4:30 PM	1:00 PM 1:30 PM 2:00 PM 2:30 PM 3:00 PM 3:30 PM 4:00 PM 4:30 PM	1:00 PM 1:30 PM 2:00 PM 2:30 PM 3:00 PM 3:30 PM 4:00 PM 4:30 PM	1:00 PM 1:30 PM 2:00 PM 2:30 PM 3:00 PM 3:30 PM 4:00 PM 4:30 PM	1:00 PM 1:30 PM 2:00 PM 2:30 PM 3:00 PM 3:30 PM 4:00 PM 4:30 PM	1:00 PM 1:30 PM 2:00 PM 2:30 PM 3:00 PM 3:30 PM 4:00 PM 4:30 PM [10]	
October 18	October 19	October 20	October 21	October 22	October 23	October 24
October 25	October 26	October 27	October 28	October 29	October 30	October 31

6. The system will then proceed to complete the appointment process. You will be required to enter an **appointment reason** and comment. Click on **Confirm Appointment** to confirm the appointment or if you want to select a different time, click on Do Not Confirm Appointment and select a different time.

Appointment by Advisor

Details of Appointment request are shown below

Student ID: 0003559  
 Student Name: Joe Richard Test  
 Student Phone: 281/283-2484  
 Academic Career: UGRD  
 Academic Plan: BUSADMBADL  
 Student Email Address: TestJ022139@UHCL.edu  
 Advisor Name: Cynthia Anna Listoy  
 Appointment Date: 09/18/2017  
 Appointment Time: 9:30 AM      Duration: 30 Min  
 Building Name:      Room Number:  
 Appointment Reason: Change of Status  
 Comments:

7. You will be asked again to confirm appointment. Click **OK**
8. You will receive a confirmation email at your UHCL email address with location information. The system will also take you to a page to view your appointments.
9. You may also cancel any appointment from this page as needed by clicking on the **Cancel** button next to the appointment you wish to cancel. The advisor will be notified if you request a cancellation.

Appointment Reason	Cancel		
visiting for Registration ing 2016	Cancel	+	-