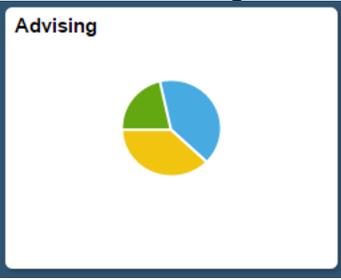


Scheduling Advising Appointments

All new undergraduate students for a semester must schedule an appointment with an academic adviser prior to registration. Use this guide to help you with scheduling your advising appointment.

Steps	Descriptions														
1.	Access the UHCL E-Services page at www.uhcl.edu/eservices . Enter your UHCL network ID and password or your 7 digit ID and password.														
2.	Click on the Advising tile. <div data-bbox="201 583 542 863" style="border: 1px solid black; padding: 5px; margin: 10px 0;">  </div>														
3.	The system should default to the Appointment with Advisor page. Click on Schedule an Appointment with Advisor <div data-bbox="207 972 1380 1493" style="border: 1px solid gray; padding: 10px; margin: 10px 0;"> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;"> Appointment with Advisor </div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Name</td> <td>Student name</td> </tr> <tr> <td>Empl ID</td> <td>Student ID</td> </tr> <tr> <td>Academic Career</td> <td>UGRD Undergraduate</td> </tr> <tr> <td>Academic Program</td> <td>HSHUG Human Sci & Humanities UG</td> </tr> <tr> <td>Academic Plan</td> <td>APDSNVABA Art and Design BFA</td> </tr> <tr> <td>Email</td> <td>Email address</td> </tr> <tr> <td>Admitted as</td> <td>Freshman</td> </tr> </table> <div style="text-align: center; margin-top: 10px;"> Schedule an Appointment with Advisor </div> </div>	Name	Student name	Empl ID	Student ID	Academic Career	UGRD Undergraduate	Academic Program	HSHUG Human Sci & Humanities UG	Academic Plan	APDSNVABA Art and Design BFA	Email	Email address	Admitted as	Freshman
Name	Student name														
Empl ID	Student ID														
Academic Career	UGRD Undergraduate														
Academic Program	HSHUG Human Sci & Humanities UG														
Academic Plan	APDSNVABA Art and Design BFA														
Email	Email address														
Admitted as	Freshman														
4.	Based on your admit type, you will be directed to the office that you will need to visit to schedule your appointment. Click on Select Advisor <div data-bbox="354 1625 846 1797" style="border: 1px solid gray; padding: 10px; margin: 10px 0;"> <p>Name :University Academic Advising</p> <p>Email :</p> <p>Phone 281/283-3087 Building Name : BAYOU Room No : 1408</p> <p>Notes :</p> <div style="text-align: center; margin-top: 10px;"> Select Adviso </div> </div>														

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.

Adviser Availability

Adviser Name: University Academic Advising

Today's Date: 09/29/2015

October 2015

- 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 01	October 02	October 03
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 [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 a 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.

My Appointment

If you are unable to attend a face-to-face meeting and need alternative accommodations, please indicate in the comments section when scheduling your appointment.

Details of your Appointment request are shown below

Adviser Name	University Academic Advising		
Appointment Date	10/14/2015		
Appointment Time	1:00 PM	Duration	30 Min
Building Name	BAYOU	Room Number	1408
Appt Reason / Comments	<input type="text"/>		

Above box can only take 200 characters

Confirm Appointment Do Not Confirm Appointment

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.

First 1-2 of 2 Last

Appointment Reason	Cancel		
Advising for Registration Spring 2016	Cancel	+	-