Scheduling an Advising Appointment with AdvisorTrac
Student Quick Tips

1. To make an appointment using AdvisorTrac, follow these steps:

2. Log in to AdvisorTrac using your CSI SLAS Username (firstname.lastname) and password.
3. To schedule an appointment, click Search Availability under the Student Options menu on the left.
4. From the drop down menu, select the office, or Center (e.g., CAAS) where you would like to schedule the appointment.
5. Select an appointment reason from the Reason drop down list (e.g. General Advisement, TAP, etc.)
6. Modify the search options (e.g. dates, times, days, etc.). Leaving the search options set to their default will provide you with the most available appointment times.
7. Click Search.
8. The available times for each advisor will be displayed to the right. Availability types are color coded:

<table>
<thead>
<tr>
<th>Appointment type</th>
<th>Availability color key</th>
<th>Can You Reserve a Time?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Appointment</td>
<td>1 on 1 (green)</td>
<td>Yes</td>
</tr>
<tr>
<td>Walk-in</td>
<td>drop in/walk-in (blue)</td>
<td>No</td>
</tr>
<tr>
<td>Group Session</td>
<td>group advising (yellow)</td>
<td>Yes</td>
</tr>
</tbody>
</table>

9. Click on the time you would like your appointment. **Note:** you can schedule appointments no earlier than 24 hours in advance.
10. In the Appointments Entry pop-up box, select your reason for the visit again.
11. Select your Reason (Academic Plan of Study) again from the drop down menu to confirm.
12. Click Save. The Appointments Entry pop-up box will disappear confirming that the appointment was successfully created.
13. You will automatically return to the updated available appointments. A confirmation e-mail with the details of the appointment will be sent to your CSI email shortly and your Main Menu will reflect the upcoming appointment.

2. To Cancel an Appointment using AdvisorTrac, follow the steps below:

1. Log in to AdvisorTrac using your CSI SLAS Username (firstname.lastname) and password.
2. All of your upcoming appointments will be listed on the left under your Calendar.
3. To cancel an appointment, click the X next to the appointment (at the end). **Note:** you must cancel your appointment 48 hours in advance. This will allow someone else to choose that appointment slot. If you do not cancel your appointment, you will forfeit your right to make an appointment for the rest of the semester.
4. Enter your reason for cancelling the appointment and click Confirm Cancellation button.
5. To make a new appointment, follow the steps outline above on making an appointment, starting with step 3.