Scheduling an Appointment with Liberal Studies Advisors

Follow these step by step directions to schedule an appointment with a Liberal Studies Advisor. The link to the Advising Center is at the bottom of these directions.

1. From the Advising Center click the “Schedule a new appointment” button.

2. Be sure to select “Liberal Studies Advising” from the “Select Emphasis” drop down menu.
3. If you know which advisor you would like to meet with, select their name from the “Select advisor to view availability” drop down menu. If you do not have a preferred advisor, select “Any”.

4. In the “Appointment Type” drop down menu, select the topics you need to discuss with your advisor. In the “Reason for your visit” text box enter your Liberal Studies Major Option.
5. Choose your appointment timeslot by selecting from the **green available appointments**. **Note:** You may need to advance to the **next week** if no green available appointments are showing in the calendar.

6. Once you have selected your appointment time, click the **Schedule Appointment** button. If given an option to “**Select Advisor**” press the green “**Select**” button. Otherwise, skip to step 7.
7. Choose how you would like to be reminded of your appointment and press “Yes, Please Remind Me”.

Log in to the Advising Center to schedule your appointment.