Setting Up an Appointment with Your Academic Advisor

**Step One**

Find your Academic Advisor and click or tap on “Schedule Appointment”.  

**NOTE:** Your advisor is based off of your major or Field of Interest (FOI). For more details on FOI, open the FOI link for a list of programs.

**Step Two**

Login into Canvas with your MEID and password.  

**NOTE:** This step will include an authorization potion to allow Canvas to connect to the appointment system.

Select Canvas icon then login with MEID. Then click “Authorize”.

**Step Three**

Under **SELECT A MEETING DATE**, click, or tap, the week you are looking for appointments.  

Under **FILTER BY MODERATOR**, check the box next your Advisor’s name.  

Under **SELECT A REASON FOR MEETING**, check the box next to your advisor’s name. Multiple options can be selected.  

Under **SELECT A MEETING LOCATION**, select In-person or Telephone appointment. Then select your desired day from SELECT A MEETING DAY and the time that works best for you under AVAILABLE TIME SLOTS.

**Step Four**

Complete the Advising Information Form. Be sure to fill out as much detail as possible!  

To schedule, click or tap Schedule Appointment.  

SMS Reminders can be checked to send you text notifications in addition to email confirmations, SMS reminders is option. The appointment will be scheduled, click OK once it has been completed. Email confirmation goes immediately to your student email. This email also has a link to reschedule or cancel your appointment if needed.

**Step Five**

Arrive on time.  

Late Policy: Arrivals 5+ minutes late may have to be rescheduled.  

You MUST have your photo ID with you. Come prepared with any previous documents and checksheets, and unofficial transcripts from other colleges. Advisors will make course recommendations, however students will build their own schedules and complete their own enrollment.
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