How to Make an Advising Appointment

www.umpqua.edu *Student Self service*

1 Main Menu

- click **Make Advisor Appointments Here**

2 Advisor Trac
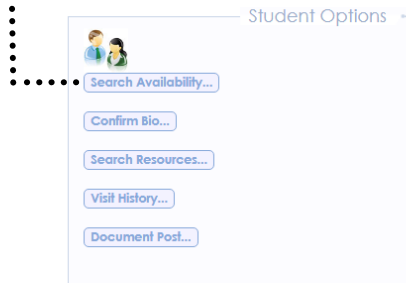
- Log into **Advisor Trac**

💡 Use same ID and password as Student Self Service
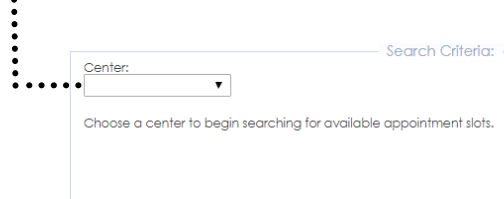
3 Student Options

- click **Search Availability**

Student Options

Search Availability...
Confirm Bio...
Search Resources...
Visit History...
Document Post...

4 Search Options

- choose **Advising Center**

💡 Drop Down options include type of advising available.

Search Criteria:

Center:
Choose a center to begin searching for available appointment slots.

Need Help?

Advising
541-440-4610

Updated 3/4/2018

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Search Criteria

- click **Search** -or- enter specific **Criteria**

Search Criteria:

Center:
Advisors ▼

Reason:
[   ] [▼]

From:
03/04/2018 🔳

To:
05/03/2018 🔳

Time:
8:00a to 5:00p

Days:
MON TUE WED THU FRI SAT SUN
[All] [None] [M-F]

[Search]

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Available Time Slots

- Click on an **Available Time Slot**

💡 Only your assigned advisor's schedule will be showing

Available Time Slots:

Mon 3/5/2018	Tue 3/6/2018	Wed 3/7/2018	Thu 3/8/2018	Fri 3/9/2018

You may not book sooner than 45 days prior to the appointment, and no later than 01:00 hours prior to the appointment.

Danielle Haskett	Danielle Haskett	Danielle Haskett	Danielle Haskett	Danielle Haskett
10:30 AM - 11:00 AM	1:30 PM - 2:00 PM	8:00 AM - 9:00 AM	1:00 PM - 2:00 PM	10:30 AM - 11:00 AM
1:30 PM - 2:00 PM	2:30 PM - 3:00 PM	9:00 AM - 10:00 AM	2:00 PM - 3:00 PM	11:00 AM - 11:30 AM
2:00 PM - 3:00 PM	3:00 PM - 4:00 PM	1:00 PM - 2:00 PM	3:00 PM - 4:00 PM	
3:30 PM - 4:00 PM		2:00 PM - 3:00 PM		
		3:30 PM - 4:00 PM		

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Appointment Info

- Choose a **Reason** for your visit
- Add a **Phone Number**
- Add any **Notes** to your advisor
- Click **Save**

✓ **Success!** Your appointment will automatically show on your advisor's calendar and you will receive a confirmation email.

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