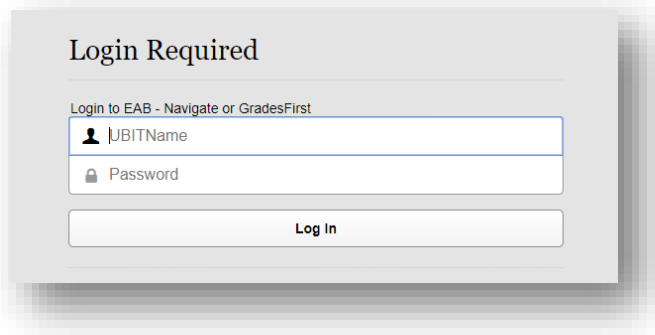


## Making an Advisement Appointment in the Undergraduate Programs

*Note: Advising appointments are only available to current approved majors in the School of Management*

1. Click on the blue button titled “**Make an Appointment**” on our webpage or visit <https://buffalo.campus.eab.com/student/appointments/new>

2. If prompted, login with your **UBIT Name** and **Password**



3. Upon entering the Student Scheduler, you will be asked a series of questions.

**Question: What type of appointment would you like to schedule?**

- a. For academic advising, select **Advising**.

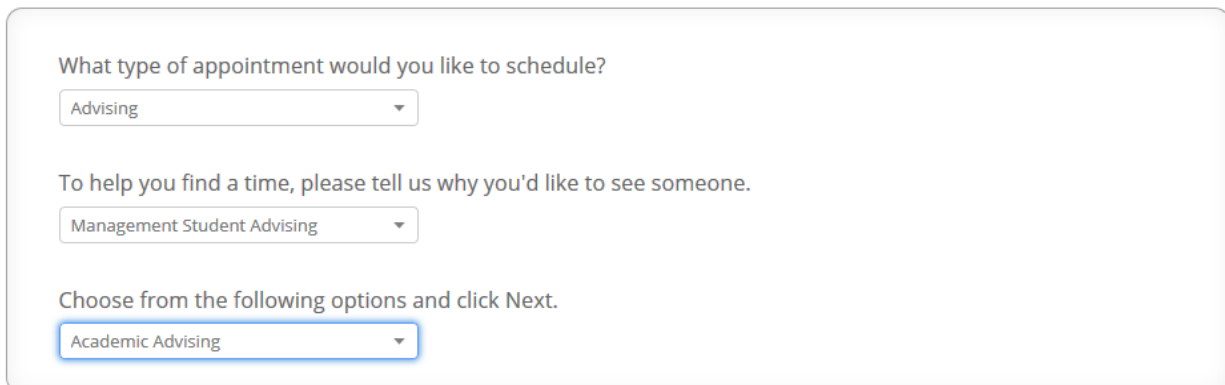
**Question: To help you find a time, please tell us why you'd like to see someone.**

- b. The options that display are based on your approved major and if you are a member of a group on campus is currently allowing online appointment scheduling.

**Question: Choose from the following options and click Next**

- c. For academic advising, most often you will only see **Academic Advising** as an option. This is OK as you will have the ability to enter more detailed information in the comment area.

Click Next when finished.



Next ►

4. The next page will allow you to select a location and the individual you would like to meet with.

What location do you prefer?

Management Advising - 204 Alfiero

Who would you like to meet with? You may choose more than one person.

Bragdon, Megan (Your Advisor)

Mcquade, Mary Ann

Gilbert, Jason

Back

Next

### What location do you prefer?

- Select **Management Advising – 204 Alfiero** for advising appointment

### Who would you like to meet with? You may choose more than one person.

- a. Management major allowed to select their assigned advisor or the first available advisor. If the box is gray, then you do not need to select anyone.

Click **Next** when finished.

5. Now you can select the day and time you would like to meet.

- You may need to click on the blue arrow to find additional days/times available.
- Days/times displaying are accommodating both for the staff schedule and your class schedule.
- Click on one of the blue boxes for Morning or Afternoon. A list of available times will display.
- Click **Next** when finished.

Schedule Appointment

Times From January 28 To February 01

Mon, Jan 28	Tue, Jan 29	Wed, Jan 30	Thu, Jan 31	Fri, Feb 01
Morning 2 Available	Morning N/A	Close	Morning N/A	Morning N/A
Afternoon 8 Available	Afternoon N/A	1:00pm 1:30pm 3:00pm 3:30pm	Afternoon N/A	Afternoon N/A

Back

Next

6. Confirm your details and review the **“Additional Details”** section carefully.
  - a. In the **Comments section**, it is REQUIRED to include your phone number (with area code) and any information/questions you would like to discuss.
7. Click **Confirm appointment**.
  - a. You will be sent an appointment notification immediately AND an appointment reminder 6 hours prior to your actual appointment.

The screenshot shows a web form for confirming an appointment. At the top, a yellow banner reads: "Your appointment has not been scheduled yet. Please review and click Confirm Appointment to complete." Below this is the "Appointment Details" section, which includes:

- Who:** Maggie Herdzik with Maggie Herdzik
- When:** Friday, July 26, 2:30pm - 2:45pm
- Why:** Right Track
- Where:** Management Undergraduate Learning & Community Center - B20 Jacobs

Below the appointment details is the "Additional Details" section, which contains:

- A checkbox labeled "Send Me an Email" which is checked.
- A text input field with the placeholder text "Comments for your staff...". An orange arrow points to this field from the left.

At the bottom of the form, there are two buttons:

- A "Back" button with a left-pointing arrow.
- A blue "Confirm Appointment" button. An orange arrow points to this button from the right.