



Student Guide:

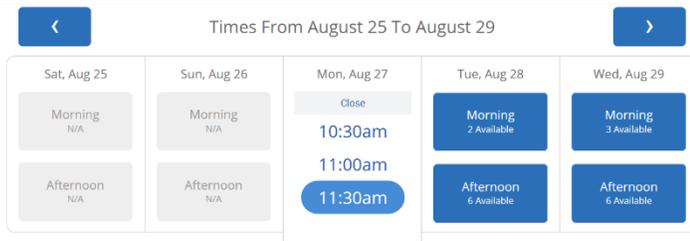
Sign up for an Advising Appointment with faculty or advisor in a College or Department

a. Click on the blue “Schedule an Appointment” button. Choose “Academic Advising” as the type of appointment.



b. Under “Type” select “Advising-Dept/Faculty Office” for both drop-down items. Click “Next.”

c. Select department “Communication and the Arts” and select your advisor’s name. Click “Next.”



d. Select the appropriate day and time. Click “Next.”

e. Type in any comments, select “Send me an email”, and click “Confirm Appointment.”

NOTE: If your faculty/advisor does not appear in the list, you can send them a direct email through COMPASS. Click on the “Send a Message”, check the box next to the name, click on the “Actions” drop-down arrow, and click “Send Message.”