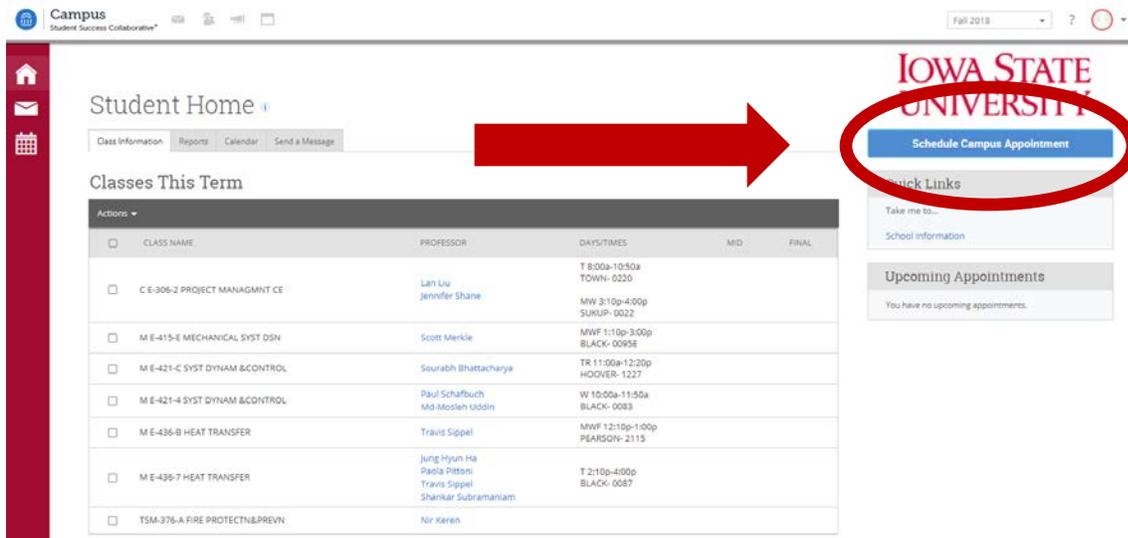


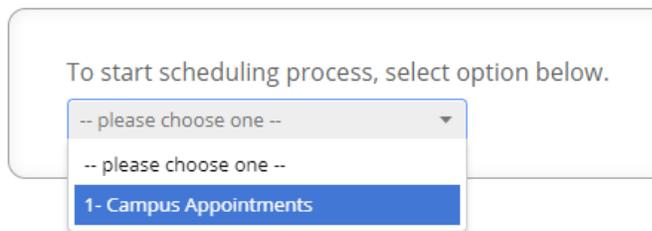
How to Schedule an Appointment with your Academic Advisor

Go to the ISU Appointments system at <https://cyclones.campus.eab.com/>

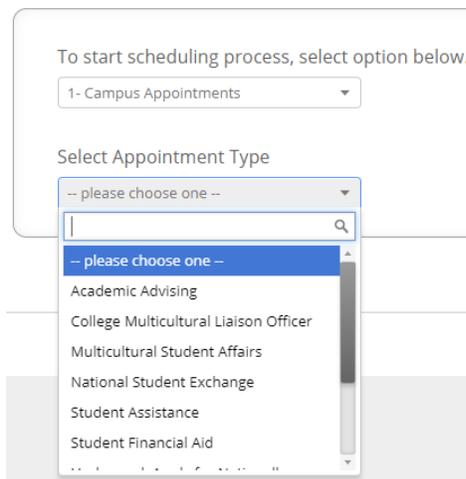
Step 1: Click on the “Request Appointment” button.



Step 2: Click on drop down and select Campus Appointments.



Step 3: Select what type of appointment you are scheduling.



Step 4: Select the reason for your appointment.

To start scheduling process, select option below.

1- Campus Appointments

Select Appointment Type

Academic Advising

Select Reason for Appointment

-- please choose one --

- 01-Registration for Next Term
- 02-Add/Drop/Withdraw
- 03-Change/Add/Explore Major
- 04-Discuss Minor
- 05-Discuss Grade/Performance
- 06-Degree Audit/Graduation

For Spring 2021, appointments will be done virtually, either through Video Conferencing or Phone Call. The reasons for appointment have been updated with the mode of the appointment as well (for example, "03-Video-Change/Add/Explore Major via Video Conferencing").

03-Phone-Change/Add/Explore Major via Phone

03-Video-Change/Add/Explore Major via Video Conferencing

04-Phone-Discuss Minor via Phone

04-Video-Discuss Minor via Video Conferencing

Step 5: Click Next.

To start scheduling process, select option below.

1- Campus Appointments

Select Appointment Type

Academic Advising

Select Reason for Appointment

01-Registration for Next Term



Step 6: Start typing your location (ie major, building, college, office).

Select Location. If drop down isn't showing up correctly, begin typing your major in search bar to find program/office.

-- please choose one --

- Business Undergraduate Programs Office - Advising for all Business Majors (1200 Gerdin)
- CALS & ENG: Ag Engineering, Biosystems Engineering, Industrial Technology, Ag Systems Technology (1320 Elings)
- CALS & HS: FSHN:

The ME Advising Office is listed as:
ENG:Aerospace & Mechanical Engineering (2620 Howe)

Step 7: Click on the box to select who you want to meet with.

The screenshot shows the 'Schedule Appointment' page. At the top, there is a navigation bar with 'Service > Location & Staff > Select Time > Confirm'. Below this, the page title 'Schedule Appointment' is displayed. A form contains two main sections: 'Select Location, If drop down isn't showing up correctly, begin typing your major in search bar to find program/office.' with a dropdown menu showing 'ENGAerospace & Mechanical Engine...', and 'Select Staff Member' with a dropdown menu showing '... if Advisor'. At the bottom of the form are 'Back' and 'Next' buttons.

Step 8: Click on a day that you would like to schedule an appointment and a box with available times will appear. Click on a time and then the Next button. If you want to see if there are Drop-In hours available, you can click on the "View Drop-in Times". If there are no drop-in times, it will be blank.

The screenshot shows the 'Schedule Appointment' page with a calendar view titled 'Times From September 10 To September 14'. The calendar displays appointment availability for five days: Mon, Sep 10; Tue, Sep 11; Wed, Sep 12; Thu, Sep 13; and Fri, Sep 14. Each day has a 'Morning' and 'Afternoon' slot. The 'Morning' slots are blue and show the number of available appointments (e.g., 5, 8, 8, 8). The 'Afternoon' slots are blue and show the number of available appointments (e.g., 2, N/A, 2, 2). The 'Mon, Sep 10' slot is highlighted with a blue border, and a dropdown menu shows available times: '11:15am' and '11:35am'. Below the calendar, there is a yellow box with the text: 'If no walk-in times available hit the back button and use the request the appointment tab, if available. Otherwise contact office/individual via email.' and two buttons: 'View Drop-in Times' and 'Request Appointment'. At the bottom, there is a 'Back' button.

The appointment system links with your Adviser's calendar, so all available appointment times will show.

Please note that the ME Advisers do not have "Drop-in Times".

Please do NOT use this "Request Appointment" button. All available appointment times are already listed above.

Step 9: Make sure that you confirm your appointment.

Campus Student Success Collaborative

Service > Location & Staff > Select Time > Confirm

Schedule Appointment

Your appointment has not been scheduled yet. Please review and click Confirm Appointment to complete.

Appointment Details

Who: [Redacted] When: Monday, September 10 11:35am - 11:55am
Why: 01-Registration for Next Term Where: ENG:Aerospace & Mechanical Engineering (2620 Howe)

Additional Details Please check in at the main desk in 2620 Howe Hall.

Is there anything else you would like to discuss with your staff?
Comments for your staff...

Send Me an Email
 Send Me a Text

[Back](#) [Confirm Appointment](#)

PLEASE use the comments box on this page to provide context to your Adviser. For example,

- * I'm interested in the Energy Systems Minor
- * I'm thinking about dropping ECON 101 this semester
- * I want to discuss next semester's classes

If you are doing a PHONE appointment, please list your phone number in the comments so that your Adviser can call you at your appointment time.

You can also have the system send you a reminder email or text

Once your appointment is confirmed, you will get a notice that says "Success! Your Appointment Has Been Created"

Campus Student Success Collaborative

Service > Location & Staff > Select Time > Confirm

Schedule Appointment

Success! Your Appointment Has Been Created

Appointment Details

Who: [Redacted]
Why: 01-Registration for Next Term
When: Mon Sep 10, 2018 11:35 am - 11:55 am
Where: ENG:Aerospace & Mechanical Engineering (2620 Howe)
Additional Details: Please check in at the main desk in 2620 Howe Hall.

What would you like to do now?
[Create Another Appointment](#)
[View My Calendar](#)
[Go Home](#)