How to Schedule an Appointment with your Academic Advisor

Go to the ISU Appointments system at [https://cyclones.campus.eab.com/](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.

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").

Step 5: Click Next.

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

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.

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 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.

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.

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