

# How to make an AdvisorTrac appointment.

## Student Perspective:

How students should make and delete appointments from AdvisorTrac; reminders are emailed to students.

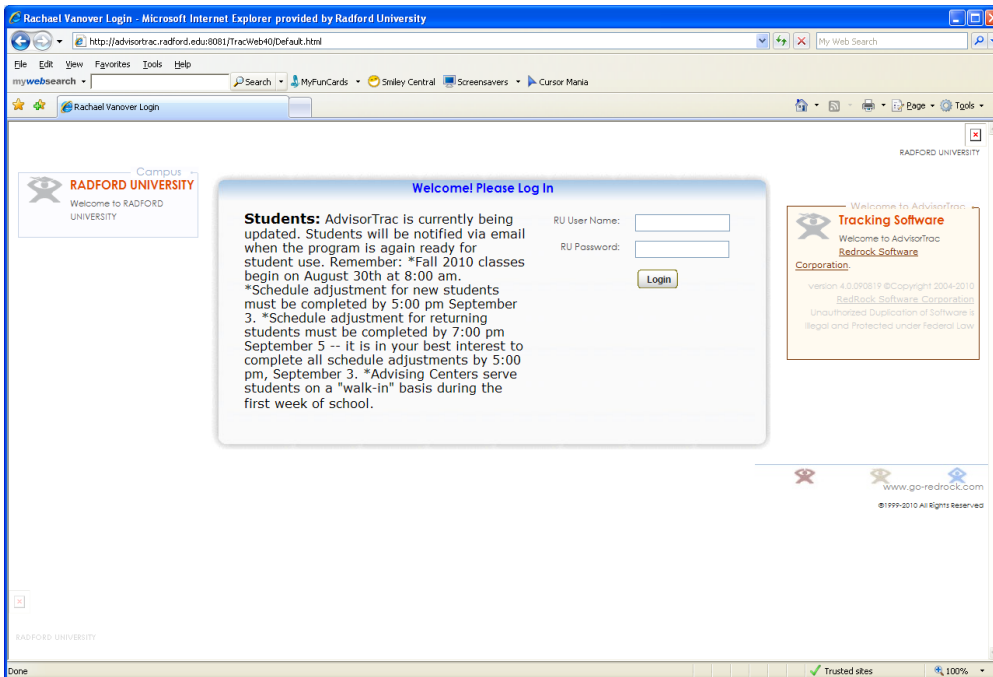
If students are unsure of who their advisor is, they should go to the Student Information System and look under **DEGREE WORKS**, click **VIEW AUDIT** and under **ADVISOR 1** see if they have a faculty advisor or are assigned to the college's Advising Center.

## Student Guidelines to schedule an appointment with Advising Center staff:

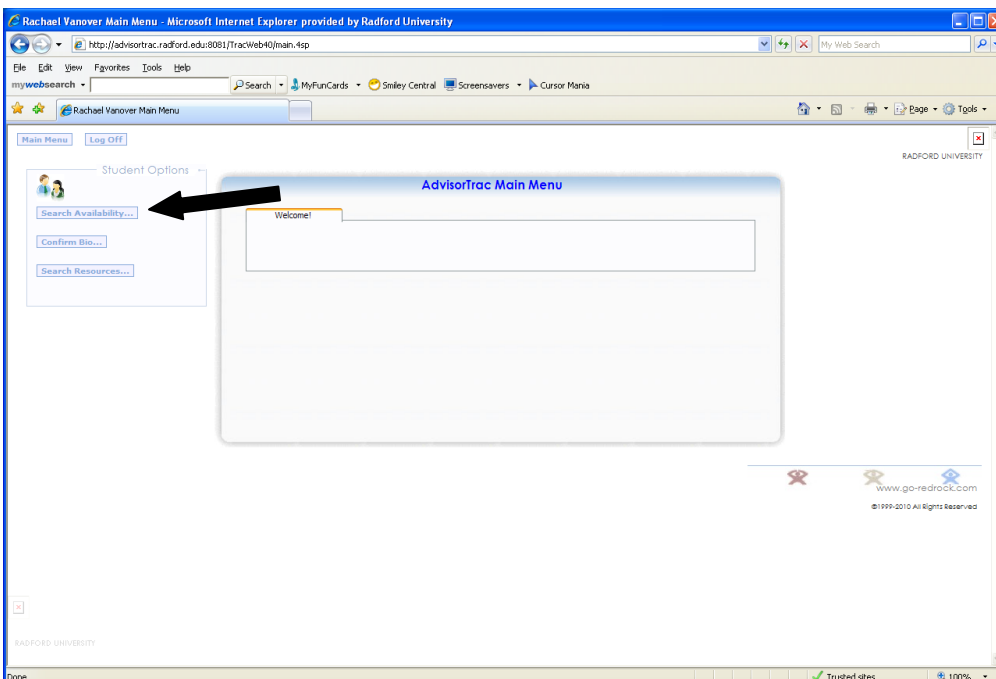
Log on to: <https://advisortrac.radford.edu>

Enter RU Username:

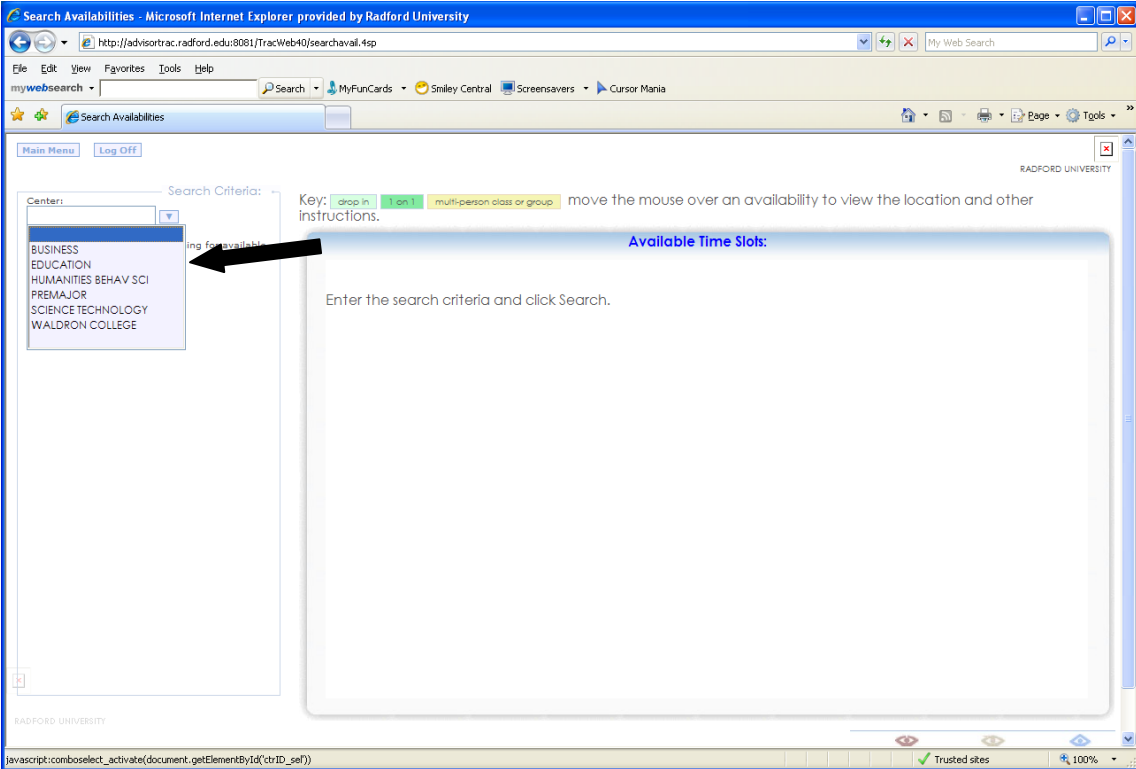
Enter RU Password:



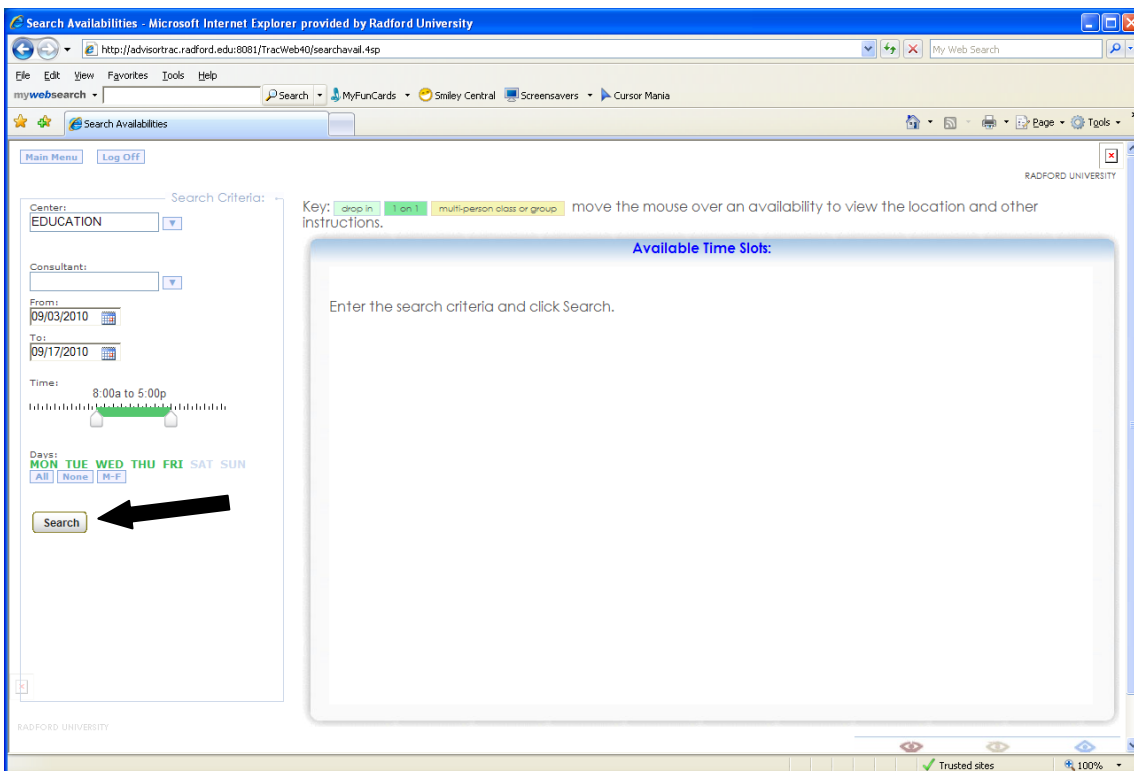
To make an appointment with your advisor click on *Search Availability*



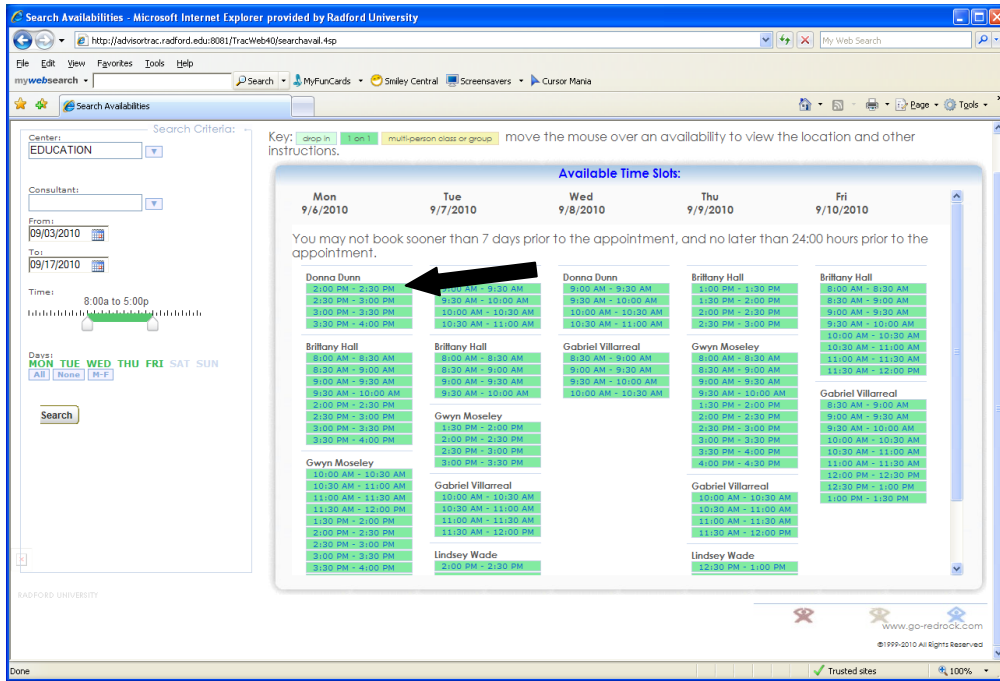
Under “select a center”: **Select College (EDUCATION)**



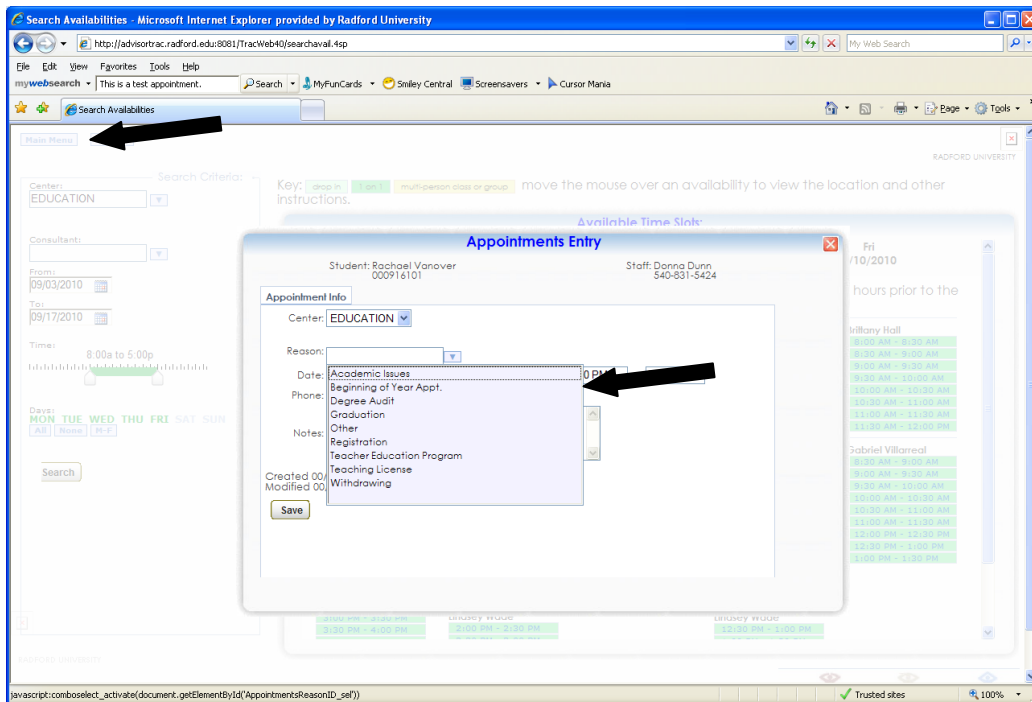
You can then pick the specific advisor (Consultant) you would like to meet with. Available from: Lists by default one week’s worth of appointments available with advisors. Students can change this time frame. **Students need to be aware that if they do not see available appointments with their advisor that they may just need to change the dates of availability!** Then click **Search**.



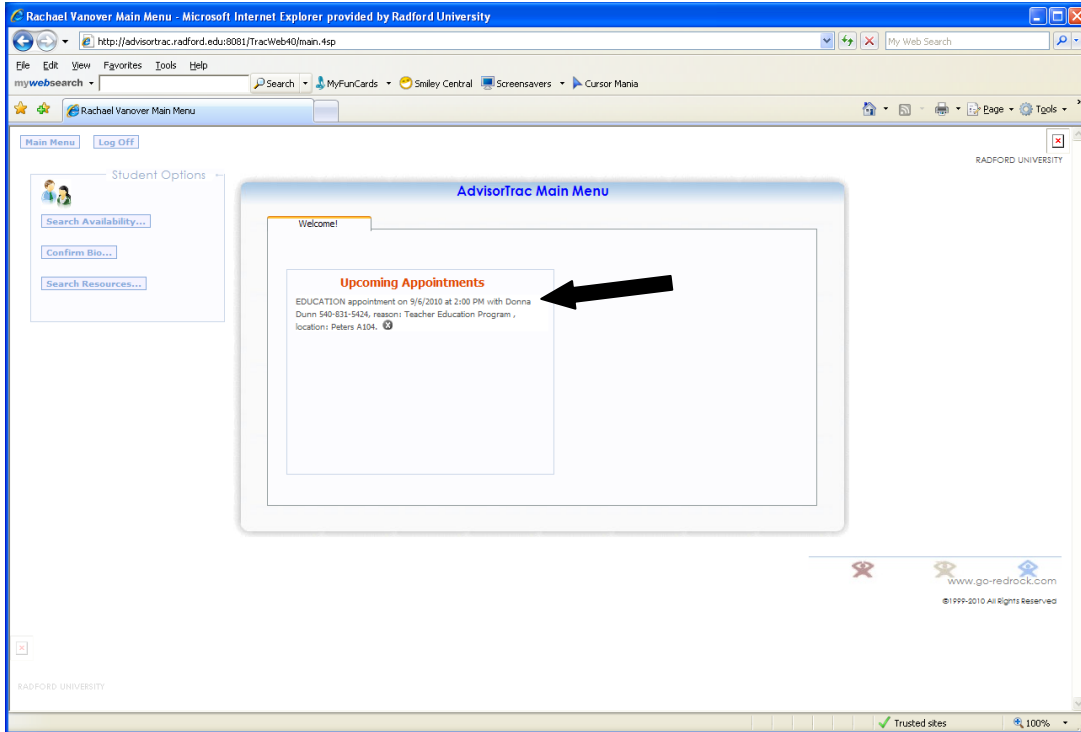
The availability will show up for every advisor that is available for the Center (Education) you selected. Click on the appointment time you would like to meet with the advisor. Appointment times are typically 30 minutes long.



Then you will need to enter the reason you need to meet with the advisor. Then click save. Then click Main Menu.



Your upcoming appointment that you just made will appear on your main menu.



If you need to cancel your appointment, you click on the "X" to the right of your upcoming appointment and you will get the below screen. You will then need to put in a reason you are canceling your appointment and "confirm cancellation".

