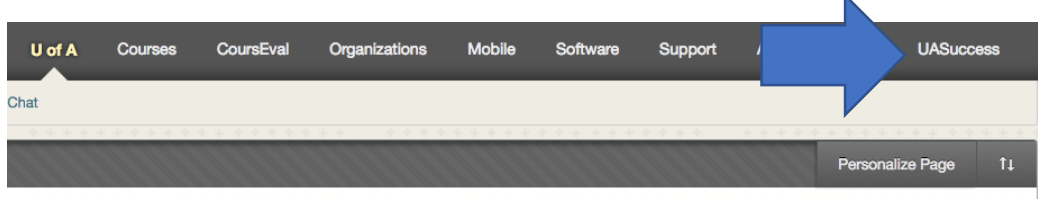
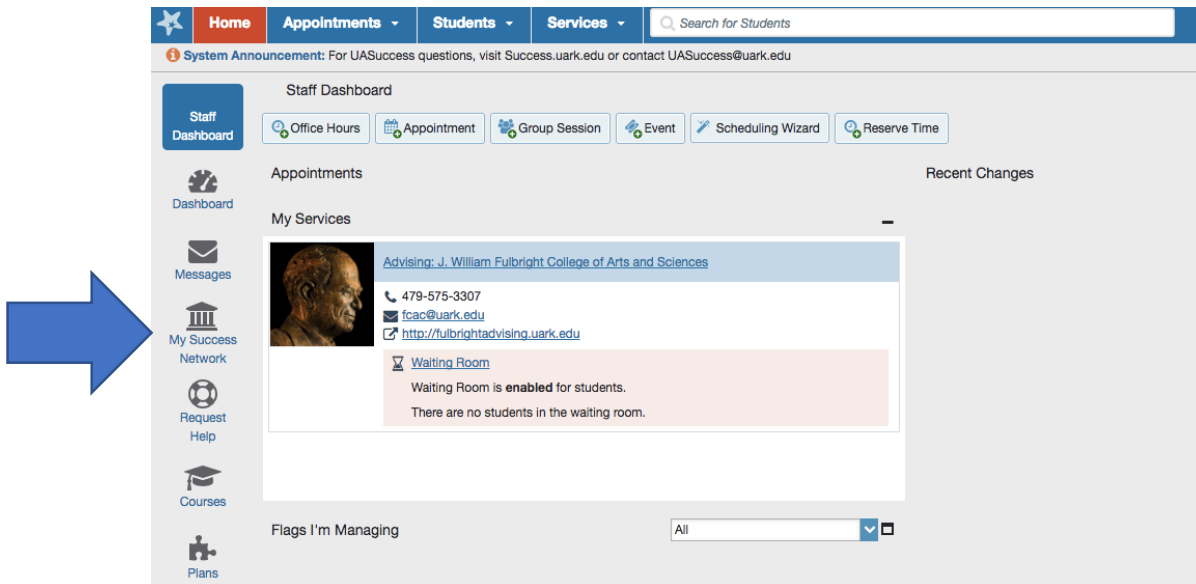


How to Schedule an Advising Appointment via UA Success

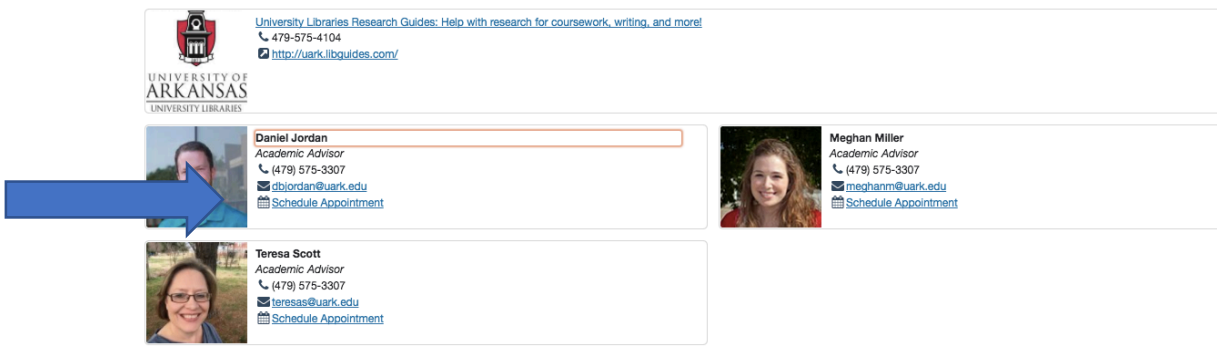
1. Log onto your Blackboard account
2. Once logged in, click on “UA Success” on the top right hand side of the screen



3. Now, look to the left hand side of the screen. Click on “My Success Network.”



4. Once on this screen, you will see pictures of your academic advisors. Choose the advisor you wish to meet with. Click “Schedule Appointment” under their picture.



- Find a time slot that works for you. Make sure it is a time slot meant for you. For example, in the picture below there is only one appointment open and it is for History or Anthropology majors only.

--Once you find a time slot, click "+ Sign Up"

Day	Week	Time Scale <input checked="" type="radio"/> 5 day <input type="radio"/> 7 day 10-08-2017 to 10-14-2017				
	Mon 10/9	Tue 10/10	Wed 10/11	Thu 10/12	Fri 10/13	
12:00 pm						
:15						
:30						
:45	HIST & ANTH Advising	HIST & ANTH Advising				
1:00 pm	● Unavailable	● Unavailable			● Unavailable	
:15						
:30	● Unavailable	● Unavailable				
:45			HIST & ANTH Advising			
2:00 pm	● Unavailable	● Unavailable	● Unavailable			
:15			➔			
:30	● Unavailable	● Unavailable	➔ Sign Up			
:45						
3:00 pm	● Unavailable	● Unavailable	● Unavailable			
:15						
:30						
:45						
4:00 pm						

- Now fill in all the blanks, and click "Submit"

Add Appointment Never Mind Submit

With: Jordan, Daniel

* Reason: ⓘ

Course:

Select a reason in order to complete the following fields:

When: 2:30 pm 10-11-2017

* Duration: 30 minutes

* Where: Champions Hall 322

Instructions: Please sign in at the front desk in the third floor lobby of Champions Hall. See you soon!

Details

Explain in detail what you are looking to accomplish in this appointment.

* Required fields Submit