

## **Setting up Advising Appointments**

***ALL appointments with the College of Education advisors are made through AdvisorTrac. You must meet with your advisor every semester to receive a PIN to register.***

### **Instructions for AdvisorTrac:**

1. Log into [My.AUM.edu](http://My.AUM.edu), then click on "AdvisorTrac" under "Launch Pad" on the upper left.
2. Click "Search for availabilities"
3. Under "Center" click "Education Advising"
4. Under "Consultant" If you know your advisor's name select it otherwise leave blank.
5. Under "Reason" DO NOT CLICK – LEAVE BLANK
6. Choose dates for the search to see all available advising dates for that week.
7. Click "Search" to view the available appointments.

\*If no appointment times appear, then no appointments are available in your chosen date range. Expand your date range to see if other dates are available.

***PLEASE NOTE:*** It is possible that there may be NO appointments available at all at this time. We are often booked up to 2 weeks out. You will need to KEEP CHECKING for times to become available. ALL appointments are made through AdvisorTrac, NOT by phone.

8. Select a day and time from the schedule that works with your schedule.
9. Click on the day and time. A screen will come up for you to verify.  
\*\* Include YOUR CONTACT NUMBER & REASON and then **save!**
10. You *should* receive an email verifying your appointment and a reminder.  
However, please keep up with your appointment time.
11. If you have to cancel your appointment, log back into AdvisorTrac and on the main menu, you will see a box with UPCOMING APPOINTMENTS. Click the X at the end of the statement to cancel your meeting. Once you confirm your cancellation, you are free to set up another appointment.
12. If you are unable to attend your appointment, please have the courtesy of emailing your advisor to let them know.
13. **If you have problems** accessing AdvisorTrac or setting an appointment within the system **please contact the ITS Helpdesk at 244-3500 or [helpdesk@aum.edu](mailto:helpdesk@aum.edu)**.  
If you still have problems, email your advisor.

***PLEASE NOTE – YOU CANNOT MAKE AN APPOINTMENT FOR TODAY - This system only allows appointments to be made 18 hours or more before the scheduled meeting.***