

How to schedule an advising appointment

**for
Undergraduate Advising
in the
School of Communication
at
Western Michigan University
(please retain for reference)**

Log on to: <http://homepages.wmich.edu/~kritzman>

Click on “Scheduling an advising appointment” on the left hand side of the page

Select the day of the week and day you want to schedule your advising appointment

Select an available appointment time which is listed near the bottom of the screen

An information screen will appear. Enter your:

- name (first and last)
- daytime phone number, including area code
- mobile phone number, including area code
- e-mail address of the account you check most frequently
- check e-mail preference (html)
- click “proceed” in the center bottom of the screen

Review and confirm your profile:

- Check the “send me notification” of this appointment
- Please note the appointment cancellation and no-show policy

You will see a confirmation screen:

- Note your confirmation number
- Note your automatically generated user name and password (keep this information so you may cancel, reschedule, or adjust your profile.
- Print this page for reference, if you choose.

A reminder email will be sent to your preferred email address 24 hours in advance

This process replaces the sign up sheets outside 319 Sprau Tower and is available now for your use 24 hours a day from any computer.

Walk in hours will be conducted first-come, first-serve during posted hours.

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August 21, 2007