Make an
ADVISING Appointment

www.umpqua.edu   Student Self Service

MAIN MENU
- Click **Make Advisor Appointments Here**

ADVISOR TRAC
- Log into **Advisor Trac** *(use same ID/password as Student)*

STUDENT OPTIONS
- Click **Search Availability**

SEARCH OPTIONS
- Choose **Advising Center** *(drop down menu includes options for type of services available)*

SEACH CRITERIA
- Click **Search** OR enter specific **Criteria**

AVAILABLE TIME SLOTS
- Click on an **Available Time Slot** *(only your assigned advisor's schedule will be showing)*

APPOINTMENT INFO
- Choose a **Reason** for your visit
- Add a **Phone Number**
- Add any **Notes** to your advisor
- Click **Save**

Your appointment will automatically show on your advisor's calendar and you will receive a confirmation.

Need help? Call Advising, 541.440.4610

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