

# Make an **ADVISING** Appointment

[www.umpqua.edu](http://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*)

## SEARCH 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