



TEXAS SOUTHERN UNIVERSITY

## Training Guide



### Students how to Schedule an Advising Appointment

#### Making an Appointment with TCLAW

1. On your home page, you will see a button on the right-hand side that says **Get Advising**. Click this button.

The screenshot shows the Texas Southern University homepage. At the top is the TSU logo and the text "TEXAS SOUTHERN UNIVERSITY". Below this is a blue horizontal bar with the text "Get Advising" in white. Underneath is another blue horizontal bar with the text "Get Tutoring" in white. Below these bars is a grey box titled "Quick Links" containing links "Take me to..." and "School Information". At the bottom is a grey box titled "Upcoming Appointments" containing the message "You have no upcoming appointments."

2. On the next page, you will be prompted to select a reason for your advising appointment. Then click the Next button.

The screenshot shows a step in the appointment scheduling process. It asks "To help you find a time, please tell us why you'd like to see someone." A dropdown menu is set to "Freshman Advising Center (FAC)". Below it, it says "Choose from the following options and click Next." A dropdown menu is set to "FAC - Talk to my Advisor". At the bottom right is a blue "Next ▶" button.

3. Select the location for your advising appointment from the drop down menu. Next select an advisor. Your assigned advisor will be at the top of the list.

What location do you prefer?

Thornton M. Fairchild Hall (FC) ▾

Which advisor? You may select more than one.  
*If you don't have a preference, just click Next.*

Hendrickson, Mareo

Sloan, Charles  
Ortiz, Erick  
Wright, Caprice  
Bady, Jeffery

◀ Back      Next ▶

- Once you click Next, you will see a grid with that advisor's available appointments. If you don't see any appointment times click the Next Week arrow.

Reason      Location & Advisor      Time Select      Confirm

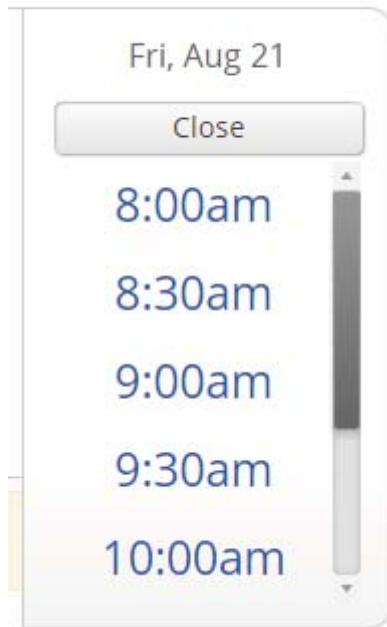
prev week      Appointment Times This Week      next week

Mon, Aug 17	Tue, Aug 18	Wed, Aug 19	Thu, Aug 20	Fri, Aug 21
Morning N/A	Morning 7 Available	Morning 8 Available	Morning 6 Available	Morning 8 Available
Afternoon N/A	Afternoon 6 Available	Afternoon 8 Available	Afternoon 8 Available	Afternoon 6 Available

Can't find a time that works in the next couple of weeks? [View Walk-in Times](#)

- Click on the box for the morning or afternoon of the day you are interested in to see available times. You can use the arrows to move to the next week.

5. Once you see the available appointment times, click on the one you want to schedule and click Next.



6. The details of your appointment will appear on the screen as shown below.

**Appointment Details**

<b>Who:</b> Student Example with Eric Light	<b>When:</b> Friday, August 21 8:30am - 9:00am
<b>Why:</b> Add/Drop courses	<b>Where:</b> First Year Advising Center - 1375 ASC

*Is there anything specific you would like to discuss with Eric ?*

Comments for your advisor...

*Would you like to set a reminder?*

[Send Me an Email](#) [Send Me a Text](#)

[!\[\]\(3e2231b1ad3ca8da8658228c00dd08e0\_img.jpg\) Back](#)[Confirm Appointment](#)

7. If you would like to receive an email reminder, be sure to click that button. This email will go to your myTSU student address the day before your scheduled appointment.
8. If you would like to receive a text reminder click on that button as well. You will receive a text reminder 2 hours before your scheduled appointment.



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9. If your cell phone number is not in the system, you will be prompted to enter it. If it is in the system, you will be prompted to confirm it. Please enter the phone number with the area code using dashes (e.g., (848) 482-1275). We recommend you choose a least one reminder type before saving your appointment.

*Would you like to set a reminder?*

[Send Me an Email](#)   [Send Me a Text](#)

Email will be sent to [REDACTED]@student.tsu.edu

8484821275

10. Once you have entered this information and confirmed that the date and time of the appointment is correct, click **Confirm Appointment** to schedule the appointment.