



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.



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

To help you find a time, please tell us why you'd like to see someone.

Freshman Advising Center (FAC) ▾

Choose from the following options and click Next.

FAC - Talk to my Advisor ▾



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.

Washington, Marvanisha
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

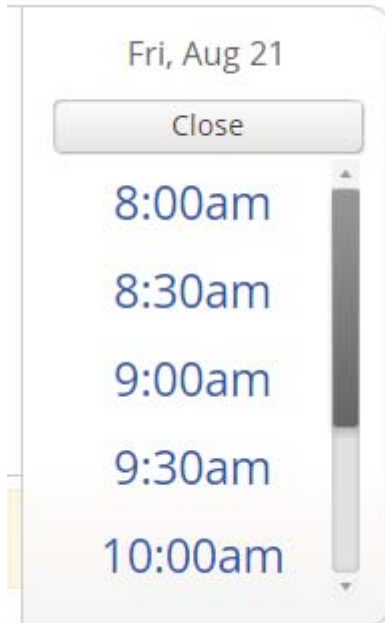
prev week < Appointment Times This Week next week >

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

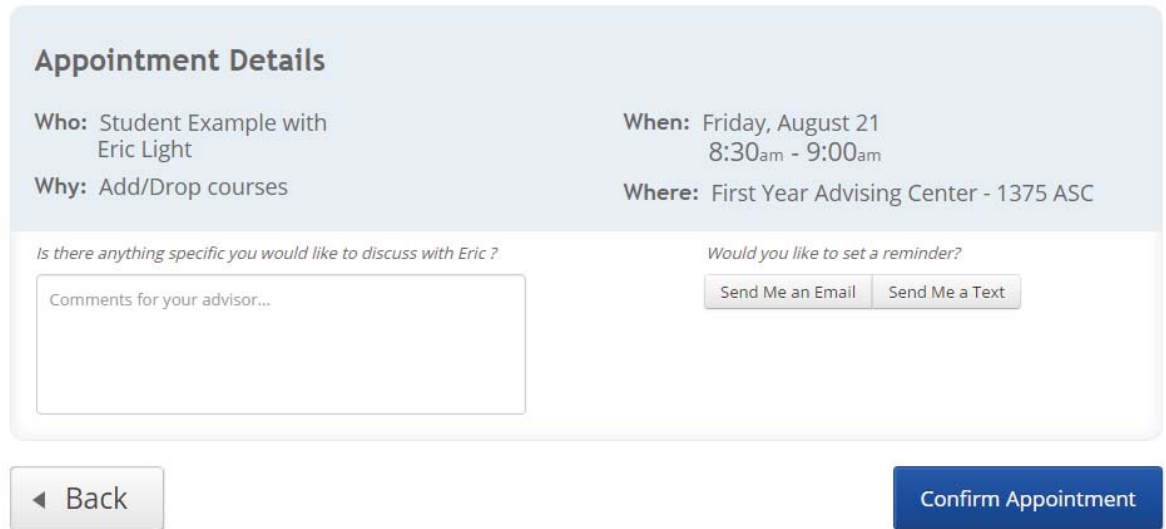
Can't find a time that works in the next couple of weeks? [View Walk-in Times](#)

- 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.

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



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



- 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.
- 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.



TEXAS SOUTHERN UNIVERSITY

Training Guide



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.

A screenshot of a web form titled "Would you like to set a reminder?". It contains two buttons: "Send Me an Email" and "Send Me a Text". Below the buttons, it says "Email will be sent to [redacted]@student.tsu.edu". At the bottom, there is a text input field containing the phone number "8484821275".

Would you like to set a reminder?

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

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.