

You can schedule an appointment with me online using the Student Success Gateway (SSG), which you can access at <https://advising.uwosh.edu/about/advising-appointments/>

It's easy!

1. From the UARC website click on Make an Advising Appointment
2. Login with your net ID and Click on Make an Advising Appointment (blue button on the right side of screen)
3. Select a reason from the drop down list and click Next (you can only select one reason, but we can certainly discuss additional topics during your appointment)
4. Select Advising – UARC (SSC 202) as the location then select my name for advisor – it will be the only name listed
5. Choose the date and time from the calendar that works for you and click Next
6. **BEFORE clicking on Confirm Appointment take a few seconds to provide me with important information in the comment box such as, your registration date and other topics you want to discuss. The more information you provide the better prepared I will be for your appointment and the more you will get out of it.**
7. Click Confirm Appointment. You will then receive a confirmation e-mail to your UWOSH e-mail account and a reminder e-mail the morning of your appointment.

If you are unable to schedule an appointment with me online DO NOT give up. Simply come to the UARC or call our front desk at 920-424-1268 and a PAL (Peer Advising Liaison) will assist you in scheduling an appointment.

If you are not able to keep your appointment, please cancel it online the day prior. If you need to cancel the same day, please call the UARC.