HOW TO SCHEDULE LAS ACADEMIC ADVISING APPOINTMENTS ONLINE


Log in with your UIC Netid and Password.

Click the Appointment tab or the Request an Appointment shortcut. Appointments must be requested 36 hours in advance.
Select the appropriate **Appointment Type** from the drop down menu.

Available advisors and their location will populate automatically after choosing the **Appointment Type**. Click on the advisor's name that corresponds to the date and time that best fits your schedule.

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**Confirm Appointment**

Enter your daytime phone number and additional topics you would like to discuss. Click **Submit Request**.

You will receive an email confirming your advising appointment.
To cancel or reschedule an LAS Advising Appointment click on the Appointment tab.

To cancel an appointment click Cancel.

To reschedule appointment, click Reschedule.

Choose reason form drop down menu and add additional notes in the Please Describe text box.