Viewing Group Advising Appointments

Advising/Tutoring Appointment System

1. After accessing into the Advising/Tutoring Appointment System in SIS, select the View Appointment tab in the left menu:

2. In the View Appointment search box, enter the Appointment ID into the first field or search by advisor by typing their first and last name into the last Name box field. If you know their EMPLID, enter it into the Academic Advisor field.
3. A date or date range can also be selected. If searching for a single date, keep the equal sign. If looking for appointments within a date range, select the pull-down menu located to the right of Appointment Date heading and then select between:

![Appointment Search Interface](image1.png)

4. After entering your criteria, select Search to view the list of appointment, which will populate below the search box:

![Search Results](image2.png)
5. You can highlight, copy, and paste this information directly into an excel spreadsheet if needing to sort student appointment data.