How to set up an advising appointment

These are the directions to set up an appointment with an academic advisor if you are admitted to the School of Education. Be sure to check that you are setting up an appointment with your correct advisor. Your advisor assignment is included in your admission letter from the School of Education.

- Autumn Ayers, advisor for elementary education students in the Jayhawk and Crimson cadres and secondary history and government students
- Lindsey Burdick, advisor for athletic training and some exercise science students
- Michele Casavant, advisor for community health, secondary English, and foreign language education students
- Paula Naughtin, advisor for elementary education students in the Blue cadre, all unified early childhood, middle math, middle science and health and physical education (HPE) students
- Maggie Osei, advisor for sports management students
- Jake Rudy, advisor for some exercise science students

You must have a KU e-mail account to make an appointment with a School of Education advisor.

1) Log on to Outlook Web Access (http://mail.ku.edu/) – BE SURE YOU ARE USING THE STANDARD VIEW ON OUTLOOK – NOT THE LIGHT VERSION. On the log in page, uncheck "Use the light version of Outlook Web App" and the standard view of calendaring and appointment scheduling will be visible.

2) Click on the arrow next to the New button, then select Meeting Request.

3) To prevent yourself from double-booking your advisor, use the Scheduling Assistant.

Turn to the back of the page for the rest of the directions.
4) Under **Select Attendees**, click the **Add a Name** and type **your advisor’s name** (last name, first name).

5) Check **Show only working hours**, then change the **time** in the drop-down box to **30 minutes** for an advising appointment. We only accept appointments for 30 minutes. If you set it for more than 30 minutes the appointment will automatically be declined.

6) Find a time that shows available for both you and your advisor. Click it. **Please do not schedule during a time that shows is busy, it will be declined.**

7) Click on **Appointment tab** (above and to the left) and list your name and the reason for your appointment in the **Subject**. The location of your appointment will be in **208 JRP**.

8) Click **Send**. When your advisor receives your meeting request, it will be accepted or declined and you will receive a response. Sending your meeting request is necessary but not sufficient for an advising appointment: **Until you receive a response, you do not have an advising appointment. Same day appointments may not be guaranteed.**

If you have trouble making an appointment email your advisor directly. (Email addresses are on the SOE website).