

Scheduling an Advising Appointment

LOG IN

Navigate to “Online Services” on the NDSU home page and select Student Success Collaborative.

Log in using NDSU’s single sign-on

<http://ndsu.campus.eab.com/>

Use your NDSU electronic ID (same as for Blackboard or campus cluster computers)



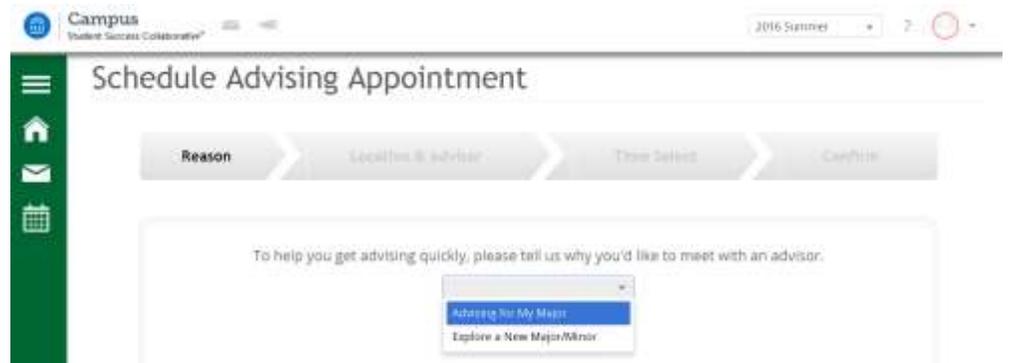
SCHEDULE ADVISING

Near the top right of the page, click on the “**Schedule an Advising Appointment**” button to make an advising appointment.



SELECT A REASON

Select the Reason you are scheduling an advising appointment –
If you would like to meet with an advisor from your major, select
Advising for My Major
Or, are you looking to learn more about a new major or minor? Then select:
Explore a New Major/Minor



CHOOSE A LOCATION

Location = NDSU Majors

(select from dropdown or type in)
Choose the major you are seeking advising for – your assigned major or one you'd like to meet with an advisor to learn about

CHOOSE ADVISOR

If you have selected YOUR major, your advisor should appear at the top of the list with **"Your Advisor"** behind their name. If you are exploring a new major and not assigned to an advisor in that major, select one from the list or choose "Next" to see available advisors. See list of [major exploration advisors here](#).

The screenshot shows the 'Schedule Advising Appointment' page on the Campus Student Success Collaborator portal. The page is titled 'Schedule Advising Appointment' and has a progress bar with four steps: Reason, Location & Advisor (current), Time Select, and Confirm. The main content area asks 'What location do you prefer?' with a dropdown menu set to 'Medical Laboratory Science'. Below that, it asks 'Which advisor? You may select more than one. If you don't have a preference, just click Next.' There is an empty input field for the advisor selection. At the bottom, there are 'Back' and 'Next' buttons.

SELECT A DAY AND TIME

Choose the day and time that works for you. Some advisors may also have Walk-In Times available that you can check out.

The screenshot shows the 'Schedule Advising Appointment' page on the Campus Student Success Collaborator portal. The page is titled 'Schedule Advising Appointment' and has a progress bar with four steps: Reason, Location & Advisor, Time Select (current), and Confirm. The main content area is titled 'Appointment Times This Week' and shows a calendar view for the week of June 20-24. The days are: Mon, Jun 20; Tue, Jun 21; Wed, Jun 22; Thu, Jun 23; Fri, Jun 24. For each day, there are buttons for 'Morning' and 'Afternoon'. The 'Afternoon' buttons for Wed, Thu, and Fri are highlighted in blue, indicating they are available. Below the calendar, there is a yellow banner that says 'Can't find a time that works in the next couple of weeks?' with a 'View Walk-in Times' button. At the bottom, there are 'Back' and 'Next' buttons.

CONFIRM

Review the details of your appointment. Make sure to check the "Additional Details" area for your advisor or new advisor's office location. To help your advisor prepare for your appointment, please provide information in the comment box. You will receive an email reminder.

The screenshot shows the 'Schedule Advising Appointment' page on the Campus Student Success Collaborator portal. The page is titled 'Schedule Advising Appointment' and has a progress bar with four steps: Reason, Location & Advisor, Time Select, and Confirm (current). The main content area shows 'Appointment Details' for a Wednesday, June 22, 3:00pm - 3:30pm appointment at the Advising Resource Center. Below the details, there is a red-bordered box containing 'Additional Details' with the text: 'Office location: The Advising Resource Center is located in Merrill Hall 112. I am looking forward to meeting with you on Wednesday.' Below this is a comment box with the text 'Comments for your advisor...' and a 'Send Message' button. At the bottom, there are 'Back' and 'Confirm Appointment' buttons.