

Scheduling Advising Appointments

Our Advising Center offers two ways for you to meet with an advisor to discuss your major/minor requirements. Drop-in advising hours are available for quick questions with our peer advisors. If you wish to make a full 30-minute appointment with one of our staff advisors (for in-depth questions or Mandatory Advising requirements) you will need to **Schedule an Advising Appointment** through our OASIS system. This will be a step-by-step walkthrough of how to schedule an advising appointment with our office.


- 1) Log into your Oasis dashboard at oasis.ucdavis.edu
- 2) If you have already declared one of our majors, you can click on the tab “Make an appointment” under your major department information. If you have not yet declared one of our majors, you can get to the appointment scheduling page by going to appointments.ucdavis.edu.

The screenshot shows the myucdavis OASIS dashboard. The top navigation bar includes links for Home, Academic Record, Advising Record, Degree Worksheets, Forms & Petitions, and GPA Charts & Tools. The main content area is divided into several sections:

- Messages & Announcements:** A welcome message and a notifications section.
- My Advising:** This section is divided into two sub-sections:
 - College of Letters and Science:** Provides contact information (phone: 530-752-0392, address: 200 Social Science & Humanities Bldg, email: lsuaa@ucdavis.edu, website: http://www.ls.ucdavis.edu/advising) and two buttons: "Ask a question" and "Make an appointment".
 - History:** Provides contact information (phone: 530-752-9241, address: 2216 Social Sciences and Humanities Building, email: hisugad-ls@ucdavis.edu, website: http://history.ucdavis.edu/undergraduate) and a "Make an appointment" button. A red arrow points to this button.
- Important Dates:** A calendar view showing dates for Spring Quarter 2020 (May 25 to Jun 14) and Summer Sessions I and II 2020 (Jun 22 to Sep 11).

- 3) Use the dropdown menu to select which office you would like to schedule an appointment with. If you would like to make an appointment with your primary major office you can use the yellow tab at the top of the page.

Welcome to the Advising Appointment System

 Who would you like an appointment with?

Economics, History, and East Asian Studies

Which group within "Economics, History, and East Asian Studies" would you like an appointment with?

Economics, History & East Asian Studies →

My Offices

Economics, History, and East Asian Studies | Kerr Hall Advising Center | Letters & Science Dean's Office

Offices by College/Major/Minor

Choose an office...

All Offices

Choose an office...

- 4) The Appointment Information page will require you to enter your **phone number**, select which **type of appointment** you want to make, enter a brief description of the **reason** for your appointment, and select which **situation** your appointment fits. Select Continue at the bottom of the page to advance to the next step.

Advising Appointment - Economics, History & East Asian Studies (Economics, History, and East Asian Studies)

Please provide us with a brief description of what you wish to discuss during your appointment, as well as a phone number where we can contact you during the day. We will use this information to help us prepare for your appointment.

Appointment Information

Name

Email (We use your campus email address as our official communication method.)

Phone (*Required)

Appointment Type **Zoom** ▾

You will receive a confirmation email prior to your appointment with a link to a Zoom meeting. Please use the link provided to log in on the date and time of your appointment.

Reason for appointment (*Required)

500 characters left

Special Situations

In order to provide you with excellent advising service and match you with an advisor who can best address your questions and concerns, please indicate which of the following apply to your reason for making an appointment: (*Required)

- General Advising
- Mandatory Advising - 2nd year
- Mandatory Advising - Senior
- Mandatory Advising - Transfer

* If you do not fill out this section, and one of the listed situations applies to your appointment, you may end up meeting with an advisor that cannot fully address your questions and concerns.

Continue

- 5) Scroll through the calendar to find an open appointment slot that works with your schedule. Here I've selected 6/3/2020, a Wednesday, at 9:30 AM. If you wish to schedule an appointment with a specific advisor you can use the dropdown menu above to select them from the list and see their availability (note that this may limit your time options).

- 6) Lastly, you will reach a confirmation screen with your appointment details. If you made a mistake and would like to cancel the appointment, click Cancel Appointment at the bottom of the page.