

New Student Information System – Scheduling Advising Appointments

IMPORTANT: To access the Student Information System, you need to set up an MSU Two-Factor Authentication account (if you haven't done so previously). Visit the [MSU Two-Factor Authentication](#) website for more information.

- To make an appointment, go to <https://student.msu.edu>
- Select Academic Progress tile
- Click the tab on the left, labeled Advising/Tutoring Appointments
- Click Create a New Appointment in the upper right corner

The screenshot shows the 'New Appointment' form in the Student Information System. The form is titled 'New Appointment' and has a progress bar with four stages: Begin, Advisor, Schedule, and Complete. The 'Begin' stage is active. The form includes dropdown menus for 'Category' (set to 'Advising'), 'Advising/Tutoring Unit' (set to 'College of Arts & Letters Advising'), and 'Appointment Reason'. A magnifying glass icon is next to the 'Appointment Reason' field, with a tooltip that says 'Look up Appointment Reason (Alt+S)'. The left sidebar shows navigation options: Upgrade Notice, Advisors, and Advising/Tutoring Appointments. The top navigation bar shows 'Students' and 'Academic Progress'.

- For the category select Advising
 - For the Advising/tutoring unit select College of Arts & Letters
 - Appointment reason select your major (Experience Architecture, Prelaw, etc.)
- *You must click on the **magnifying glass icon** and scroll until you find your applicable major or minor, you cannot type in your major/minor here

- Click on Select Time to confirm appointment
- Finally, click Book It! (a confirmation email will be sent)

New Appointment ([redacted])

Begin	Advisor	Schedule	Completed
Category Advising			
Advising/Tutoring Unit College of Arts & Letters Advising			
Appointment Reason 0103			
Appointment Duration 30 Minutes			
*Additional Information (required) To talk about Spring schedule and courses			
Appointment Type Zoom Appointment			
Advisor Katelynn Rendi			
Location Virtual Location rendikat@msu.edu			
Email rendikat@msu.edu			
https: [redacted]			
Date 12/07/2020 Begin 9:00AM EST End 9:30AM EST			
Book It! Return to Select Advisor			