

Advise Assist

Advise Assist is an online resource to help you schedule advising, tutoring, and other academic support services.

Ways to schedule an appointment.

Email or text invitation

AU Access

Custom Link

At certain times in the semester, you may receive an **email or text invitation** to make an appointment. Use this special link to make an appointment as requested by an Auburn University advisor or support personnel. Follow the prompts to select a convenient time. Be sure to make the appointment before the link expires.

Sample Email

Subject: Jaycee, Schedule an Academic Advising & Student Services appointment

Please schedule your Academic Advising & Student Services appointment.

Hello Jaycee:

It is time for mandatory advising again. These appointments will be held via Zoom. The link will be in the appointment confirmation and reminder email. Please schedule an appointment for Education Online Advising at Education Student Services. To do so, please click the following link, select a time that works with your schedule, and click Save. You will receive an email confirming the appointment time and details.

[Schedule an Appointment](#)

You can also copy and paste this address into your web browser. https://adviseassist.campus.eab.com/a/-eHcC_pMJW

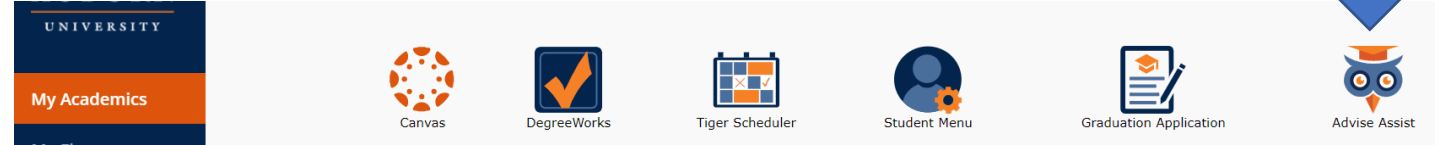
Thank you!

Email generated from Advise Assist, advise@auburn.edu.

Advise Assist

To check for availability without an email or text invitation...

- 1 Access Advise Assist on AU Access – My Academics Tab



- 2 Choose Make an Appointment



Make An Appointment

- 3 Choose: Type of appointment needed
Reason for the appointment
Select the earliest date you hope to schedule

[Go Back | Dashboard](#)

New Appointment

What can we help you find?

*What type of appointment do you need?

*Service

Pick a Date ⓘ

Find Available Time

4

Select the desired date

Select specific person you want to schedule, if there is an option

Select the appointment time

All Filters

[Start Over](#)

What type of appointment do you need?

☒ Academic Advising & Student Services

Service

☒ Prospective Exploratory Student

Pick a Date [?](#)

< May 2021 3 >

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

[Academic Advising & Student Services](#)

[Prospective Exploratory Student](#)

Exploratory Advising Center (101 Mary Martin Hall)



2 People

[View individual availabilities](#)

Mon, May 3rd

3:00 - 3:30 PM

Tue, May 4th

8:30 - 9:00 AM

9:00 - 9:30 AM

9:30 - 10:00 AM

10:00 - 10:30 AM

10:30 - 11:00 AM

11:00 - 11:30 AM

2:00 - 2:30 PM

2:15 - 2:45 PM

2:30 - 3:00 PM

2:45 - 3:15 PM

3:00 - 3:30 PM

Wed, May 5th

8:30 - 9:00 AM

10:00 - 10:30 AM

10:30 - 11:00 AM

Thu, May 6th

8:30 - 9:00 AM

9:00 - 9:30 AM

9:30 - 10:00 AM

10:00 - 10:30 AM

1:30 - 2:00 PM

2:00 - 2:30 PM

2:30 - 3:00 PM

3:00 - 3:30 PM

3:30 - 4:00 PM

4:00 - 4:30 PM

Review Appointment Details and Confirm

What type of appointment do you need? Academic Advising & Student Services	Service Prospective Exploratory Student
Date 05/05/2021	Time 10:00 AM - 10:30 AM
Location Exploratory Advising Center (101 Mary Martin Hall)	
Staff Deborah Paradis	
Details Thank you for scheduling an appointment with me. Appts can be either in person or on Zoom. Please state your preference in the comments box when you make your appt. I will send you a Zoom link the afternoon before or the morning of your appointment. WAR EAGLE! Deb Paradis	
Would you like to share anything else? <div>Add your comments here</div>	
<input checked="" type="checkbox"/> Email Reminder Reminder will be sent to sandej4@auburn.edu	
<input checked="" type="checkbox"/> Text Message Reminder Phone Number for Text Reminder <div></div>	
<div>Schedule</div>	

Note the details! Zoom links may be included here!

Here is an opportunity to tell your advisor or tutor why you are scheduling the appointment.

Be sure to “schedule” your appointment

Advise Assist

You will see your appointment confirmed on Advise Assist

The screenshot displays the Advise Assist interface. At the top, a confirmation message reads "Appointment Scheduled" with the subtext "Great job scheduling your appointment!". Below this, two buttons are visible: "View Appointments" and "Schedule Another Appointment". The "View Appointments" button is highlighted with an orange circle and an arrow pointing to it from the text "Click on 'View Appointments' to see all scheduled appointments". The "Schedule Another Appointment" button is also highlighted with an orange circle and an arrow pointing to it from the text "Opening the appointment gives you the details! There is also an option to cancel if needed.".

Below the buttons, the "My Appointments" tab is selected, showing a list of upcoming appointments. The first appointment is "Prospective Exploratory Student with Deborah Paradis", scheduled for 05/05/2021 at 10:00 AM. This appointment is highlighted with an orange circle and an arrow pointing to it from the text "Opening the appointment gives you the details! There is also an option to cancel if needed.".

Below the list of appointments, the "Appointment Invites" section is visible.

On the right side of the interface, the details for the selected appointment are displayed:

- Prospective Exploratory Student with Deborah Paradis**
- Care Unit:** Academic Advising & Student Services
- Service:** Prospective Exploratory Student
- Date:** 05/05/2021
- Time:** 10:00 AM
- Location:** Exploratory Advising Center (101 Mary Martin Hall)
- People:** Deborah Paradis
- Details:** Thank you for scheduling an appointment with me. Appts can be either in person or on Zoom. Please state your preference in the comments box when you make your appt. I will send you a Zoom link the afternoon before or the morning of your appointment. WAR EAGLE! Deb Paradis
- Comments:** None

At the bottom right of the details section, there is a "Cancel Appointment" button, which is highlighted with a green circle and an arrow pointing to it from the text "Opening the appointment gives you the details! There is also an option to cancel if needed.".

Advise Assist

Custom link from advisor or tutor (PALS)

The PAL will bypass some of the scheduling process and take you directly to the specific advisor availability. Note not all advisors use PALS. The advisor will share a PAL if appropriate.

If you experience any difficulty with Advise Assist, please email advise@auburn.edu

Canceling an appointment

It is important to cancel any appointment you cannot attend. Appointments can be canceled from Upcoming Appointments or from the calendar.

Student Home

Class Information
Reports
Calendar

Courses This Term

Actions

<input type="checkbox"/>	COURSE	PROFESSOR	DAYS/TIMES	MID	FINAL	ABSENCE
This student is not enrolled in any classes in the current term.						

Assignments This Term

COURSE	DUE DATE	ASSIGNMENT	STATUS	ACTIONS
There are no course assignments listed for this student.				

Make An Appointment

Actions

I want to...
[Issue an Alert](#)
[Upload Profile Picture](#)

Quick Links

Take me to...
[Schedule a General Event](#)
[Record Class Attendance](#)
[DropIn Advising/Tutoring](#)
[Download Center for Reports](#)

Current Visits

You have no current visits.

Upcoming Appointments

Prospective Exploratory Student
With Deborah Paradis
05/05/2021 10:00am CT
Online Check-in is Not Available