Schedule an Appointment with your Academic Advisor or Student Support staff

Step 1:
Log into myUWF using your argonet username and password.

- If you forget your password, choose the “Problems logging in” link and follow the prompts
- If this is your first time logging into myUWF, choose the “First time user” link and follow the prompts to activate your argonet account.

Step 2:
Navigate to the SSC Campus app using the search bar at the top. Be sure to “star” it on the right hand side so it’s added to your favorites menu for next time.

Step 3:
From the student home screen - click on “Schedule an Advising Appointment” from the menu on the right hand side
Step 4:

Select the reason why you want to meet with an academic advisor or student support person

Options available to students:

- **Academic Success Planning** - students who are part of the Academic Success Program will schedule required meetings using this reason. No general appointments are available.
- **Athletics Student Support** - student athletes who want to meet with the athletics student support coordinator for assistance
- **Change or Declare Major/Minor** - if you wish to change or declare your major/minor you must first meet with an academic advisor in the program area you plan to pursue. You will need to select the location/name of the new program on subsequent screens.
- **Drop/Add Week Course Changes** - during drop/add week of a semester - your advisor may ask you to use this reason for an appointment. You will receive communication if this is available for your advising location. It is not available outside of the drop/add week time period.
- **General Advising** - Most common reason for students to use - choose this one to be directed to an available appointment with your assigned academic advisor(s) to discuss your academic plan or other issues
- **Immigration Advising** - F1 or J1 international students who need to meet with someone from the international center related to their student status
- **Internship** - students who want to meet with their academic advisor or an internship coordinator related to internships for a particular program. You will need to select the location/name of the program on subsequent screens.
- **Minor/Certificate Advising** - if you wish to discuss your minor or certificate, you will need to select the location/name of the appropriate program on subsequent screens.
- **New Transfer Student** - New transfer students will be scheduled with their assigned academic advisor to create the first schedule of courses
- **Pre-Placement Interview** - candidates for the School of Social Work will be invited to schedule an appointment for this service. No general appointments are available.
- **Registration/Schedule Change** - if you wish to specifically discuss registration or a schedule change you will be directed to an available appointment with your assigned academic advisor(s)
- **Study Abroad Advising** - interested in studying abroad? Meet with someone from the International Center to discuss your interests.

Step 5:

Select the location for the appropriate academic advisor or student support person. Keep in mind that some students may have more than one advisor/student support person on your success team. Choose the location for the program/reason you are seeking assistance for.

Step 6:
Select the Advisor/Student Support staff person (if you have a preference). Some students may have more than one person available at a location to assist you. If you don’t have a preference you can leave that field blank and select “Next” to see all staff appointment availability.

Step 7:
Click on any of the blue squares to view details of available appointment times. If there is no availability on the first screen, you may select the arrow at the top to advance to the next week. During peak times you may need to schedule out several days in advance. You may also select “View Walk-in Times” to see if the person has chosen to hold walk-in hours rather than scheduled appointments. Select an available time that you are interested in and select “Next”.

Step 8:

Review the appointment details that you have selected - including the date/time and the location. If you have anything you want your advisor to know ahead of your appointment enter comments in that section. The default appointment settings will send both an email to your UWF address to confirm your appointment as well as a reminder message the day before and a text reminder will be sent to your registered mobile number an hour before your appointment - if you do not wish to receive the reminders, click the button(s) to unselect. You MUST select confirm appointment to actually schedule the appointment. You will receive a confirmation message on the next screen.
Schedule Student Contact

Success! Your Appointment Has Been Created

**Appointment Details**

*Who:* Argus Argonaut with XXXXXX
*Why:* Change or Declare Major/Minor
*When:* Fri Dec 01, 2017 01:30 pm - 02:00 pm
*Where:* First Year Advising Center (Building 18/Room 150)

**Additional Details**

Concise matter for your advisor/advisory purposes...

What would you like to do now?
- Create Another Appointment
- View My Calendar
- Go Home