Student Instructions for Scheduling An Appointment with Your Academic Advisor

**Note:** If you do not know the name of your academic advisor, you can see his/her name in your Degree Audit Report (DARS) which resides in the web registration system. Tutorial Instructions for accessing the web registration system can be seen at this link  [http://screencast.com/t/j4sXqq3sk1](http://screencast.com/t/j4sXqq3sk1)

**If you know the name of your Academic Advisor:**

1. Click or copy or paste this link into your web browser:  [https://w3.winona.edu/AdvisingSchedule/](https://w3.winona.edu/AdvisingSchedule/)

2. Click Orange “Students” tab

3. Type the name of your academic advisor in the text box

4. If your advisor has appointments in the Advising Scheduler, please select one of the blue available appointment times in his/her calendar

5. If there are no blue appointment times visible in your academic adviser’s schedule, please click the “Contact” advisor link to connect with your advisor