Open your internet browser and navigate to https://mywsu.winona.edu/students/Pages/AdvisorLookup.aspx

Search your Advisor by last name (the name “Wayne Wicka” is only an example).

Search by Name:
Wayne Wicka

Click on your advisor’s name to get to their My Site

Once on their My Site click on word “Content” under their picture.
Click “Advising Schedule” link beneath “Sites” on left navigation menu.

Search the calendar for a time that works for you and click on it.

(tab calendar arrow forward to see all available appointment times)

Look at the details of the appointment on the screen that appears. If this is the appointment you want, click on the “Click to Attend” button. The next page will confirm that you are not yet registered for this appointment. Click “OK” to complete your registration.

Your appointment will now show up on the upper right hand corner of the scheduling page. If you need to cancel your appointment click the cancel link in the My Appointment Details section.

You will also receive a confirmation e-mail in your webmail Inbox.

If you have any questions or problems with the schedule, please contact Technical Support at 457-5240.