
What Browsers are Supported?

- Internet Explorer 8 (recommended IE version)
- Internet Explorer 7*
- Firefox 3.5
- Firefox 3.6
- Safari 3.1
- Safari 3.2
- Safari 4

* Internet Explorer users are strongly encouraged to upgrade to Internet Explorer 8.

Is your browser not listed? More information can be found at this article.
2. Click on the “UH Self-Service” on the left menu.

3. Click on “Advising” on the left menu.
4. Click on “Schedule an Appointment” on the left menu or on the middle menu.

5. Navigate to the ISSSO tab and click on the “Schedule Appointment with My Advisor” button.
6. A listing of ISSSO advisors appears. The “Select Advisor” button appears next to those with appointments available to see students. Select the Advisor you wish to schedule an appointment with.
7. Notice a calendar opens showing available appointments with the selected advisor. Click on the hyper-linked time when you prefer to attend an appointment.

Notice the green [47] next to Friday, September 30, 2011 at 1:30 p.m. That means there are 47 seats remaining available for this appointment slot.

8. Enter a brief note explaining the purpose for the appointment. Examples include: “discuss my upcoming graduation”, “I want to drop a class”, or “discuss employment options and changing my visa”. After entering your comments, click on the “Confirm Appointment” button.
9. Click on the “OK” button to make your appointment

10. The appointment now shows on your “My Appointment” tab.

11. You will also receive a confirmation email of your appointment.

Confirmed: Appointment by Student  

This e-mail is to confirm your appointment with advisor.

Student Name: [Student Name]
Advisor Name: Amanda Majure
Student ID: [Student ID]
Appointment Date: Friday, Sep 16, 2011
Start Time: 10:00 AM Duration: 30 min
Location: ISSSO

Thank You
Advisor Name: Majure, Amanda
Phone: 713/743- [Phone]
Email: [Email]@central.uh.edu
12. If you need to cancel your appointment, you can do so up to 24-hours in advance by clicking on the “CANCEL” button. This will also remove the appointment from your “My Appointment” tab.

<table>
<thead>
<tr>
<th>Appointment Date</th>
<th>Appointment Time</th>
<th>Duration (Min)</th>
<th>Building Name</th>
<th>Room Number</th>
<th>Appointment Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/15/2011</td>
<td>10:30 AM</td>
<td>30</td>
<td>524</td>
<td>302</td>
<td>I have a question about my complicated immigration issue.</td>
</tr>
</tbody>
</table>

13. Click on the “OK” button to cancel your appointment.

14. You will receive a cancellation email of your appointment.

**Cancelled: Appointment cancelled by Student**

- sender:*
- subject: This e-mail is to notify cancellation of your appointment.

- Student Name: [Redacted]
- Advisor Name: Amanda Majure
- Student ID: [Redacted]
- Appointment Date: Friday, Sep 16, 2011
- Start Time: 10:00 AM Duration: 30 min
- Location: ISSSO

**Thank You**
- Advisor Name: Amanda Majure
- Phone: 713/743-
- Email: [Redacted]