

## Scheduling an appointment for Health Sciences Advising

The advising office in the Department of Health Sciences is a busy place. To make the most efficient use of your time, follow these guidelines in scheduling your advising appointment.

**First**, decide what your appointment will focus on and how much time you're likely to need with the advisor. The following table provides some guidelines for common appointment types:

Appointment type	15 minutes	30 minutes	60 minutes
“quick question”	X		
Create a plan of study		X	
Re-do a plan of study		X	
Discuss an override	X		
Diffuse a crisis	X or	X	
Discuss a problem	X or	X	
Academic probation – 1 <sup>st</sup> meeting		X	
Academic probation – follow up	X		
Transfer Student – 1 <sup>st</sup> meeting			X
“I just really need to talk to you”	X or	X or	X
International Studies planning		X	
Get a form signed	X		
Make sure I'm “on track”	X		
“My parents are visiting and want to meet you”	X		
Need info about this major	X		

**Second**, call the Health Sciences main office at (309) 438-8329 to schedule an appointment. Be specific about how much time you want.

**Third**, come to your appointment time prepared to discuss the issue that prompted you to call in the first place! If you need to cancel or reschedule, please call the office. We'll be happy to help you find another appointment time.