



## How to Schedule an Appointment for Advising



- ✓ Go to [www.lamarpa.edu](http://www.lamarpa.edu) homepage
- ✓ Click on the down arrow in the “Quick Links” box
- ✓ Click on the “Appointment Plus” link
- ✓ Select the “Department”
- ✓ Select “Student Type”
- ✓ Select “Major”
- ✓ Select the “Type of Service” needed
- ✓ Select “Advisor”
- ✓ Choose an available date
- ✓ Choose your Appointment time and click “Book It”
- ✓ If you are a new User, follow the steps to make an account; if you have an account, log in and confirm your appointment
- ✓ Click Finalize at the bottom to submit your appointment
- ✓ You will receive a confirmation email and/or text

For further assistance, please contact the Advising Office at 409-984-6186 or send an e-mail to [advising@lamarpa.edu](mailto:advising@lamarpa.edu).