HOW TO BOOK AN ADVISING APPOINTMENT IN HUMAN CAPITAL & SOCIETY

Log in at student.msu.edu

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Academic Progress

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Advising/Tutoring Appointments
Advising and tutoring appointments you have previously scheduled will appear in the list.

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Create New Appointment

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Select the following appointment details. (Some items only show up after you make initial selections.)

1. **Category**: Select **Advising**

2. Advising/Tutoring Unit: Select College of Social Science Advising

3. **Appointment Reason:** Click the look-up/magnifying glass icon and select Human Capital & Society. Do not search for Human Capital & Society in the text box. Or, you can type "0146" to search for HCS.

4. **Appointment Duration:** This will default to 30 minutes. Human Capital & Society advising appointments are 30 minutes, so there is no option to change it.

5. **Additional Information** (required): If you select a phone appointment, please include your phone number/skype ID/WeChat ID in this section that you would like to be reached at and I will call the listed number/ID at the scheduled appointment time. Please also enter the reason for your appointment to help me prepare, e.g., scheduling classes, graduation check, etc.

6. **Appointment Type:** Select your preference of a Phone, Zoom or In-Person appointment. **If you select Zoom, you can access my Zoom meeting information within the automated email you receive AFTER scheduling the appointment. If you cannot find the Zoom meeting information, please email me directly at hahnenb2@msu.edu before your advising appointment.**

7. Click **Select Advisor**

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Choose your preferred date and time with HCS Advisor Matt Hahnenberg and click **Select Time**. *You may need to scroll down the page to view the complete list. *Make sure to only choose a time for Matt Hahnenberg. Start-up glitches may show additional advisors who are not in the School of HRLR.

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*Use the Next Days hyperlink to see more available dates for the advisor. Review all the appointment information, including any advisor notes, and click Book It! at the bottom of the page.