Student Guide to MyAdvisor: Students with Email Invitation to Schedule

Log-in to MyODU and click on Student Success Services.

If you’ve received an email from your advisor asking you to schedule an appointment, you’ll see the following message at the top of the screen.

Click on “Schedule This Appointment” to view the appointment scheduling page:

Schedule Appointment

Hi, Student. Please Schedule Your Appointment Below.

Choose a day to see your advisor’s available appointments.

If you see “No availabilities found…” look ahead to find an open time slot.

Next, click on “Review Appointment Details” to go to the confirmation page.

Schedule Appointment Review

Hi, Student. Please Schedule Your Appointment Below.

Choose a day to see your advisor’s available appointments.

If you see “No availabilities found…” look ahead to find an open time slot.

Next, click on “Review Appointment Details” to go to the confirmation page.
The appointment details will be displayed on the confirmation page, however you **must confirm** the appointment or it’s not scheduled!

**Be sure to click on “Confirm Appointment.”** Until you see the “Congratulations” message below, the appointment is not yet confirmed and another student may schedule for the selected appointment time.

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Your advising appointment has been scheduled when you see this message.

A confirmation email from the Student Success Services system will be sent to your ODU student email account. Please make a note of the day and time of your appointment and add to your calendar so you don’t miss the appointment. See you soon!
Schedule an Appointment

From the MyODU Portal, Click on Student Success Services
Click on the “Get Assistance” button on the right

Select “Advising Old Dominion University” from the drop down

Select a reason for your visit.

- Course Registration Prep
- Course Related Issue
- Degree Works Review/Plan
- Discuss Parallel Plan
- Discuss Progress Grades
- Explore New Major/Minor
- Family/ Life Issues
- Financial Aid SAP
- Set Academic Goals
Next, select our location by typing “Health”

Select the “College of Health Sciences Advising” listing for your last name (A-G, H-P, or Q-Z) and then select your assigned advisor:

Brittani Wyskocil Garcia: Last names A-G  
Jacob Tousignaut: Last names H-P  
Leanne White: Last names Q-Z

Select a time you are available (Morning or Afternoon) by clicking on a blue button, then select an available appointment time. If you don’t see any available appointments, click the blue arrow to look ahead to the next week for more availability.
Confirm your appointment

In the comments box, please list anything you’d like to discuss with your advisor to help us better prepare for your appointment.

Your appointment is confirmed when you receive an email/text confirmation, so check your ODU student email to make sure your appointment is confirmed.

Be sure to add the appointment to your calendar so you don’t forget!

We look forward to seeing you!