REMOTE ACADEMIC ADVISING APPOINTMENTS

PHONE APPOINTMENTS

Academic Advising will be working fully remote. Students will have an opportunity to meet with an academic advisor through a phone appointment or virtual Teams (when available) appointment. The process to make an appointment remains the same; you will Log in to My USF > Business Systems > Archivum > Student Portal > Schedule an Appointment. If you select the phone appointment option, please make sure that you enter a phone number at the time of booking an appointment. The advisor will call you at the number that you provide and as listed in Archivum.

Please be prepared to answer the private number and that you have access to a computer to review Degreeworks during your appointment. Please do not take an advisor appointment while driving as the advisor will ask you to reschedule the appointment.

1. Schedule your appointment through the online scheduling system, Archivum.
2. Once you select your advisor, you will see an option for phone appointment.
3. If you select this option, you will need to enter a phone number where you want the advisor to contact you at the time of your appointment.
4. The advisor will call from a private number so please make sure to pick up the call to continue with your appointment.