

ROCKY'S RESOURCES: HOW TO...

SCHEDULE AN ADVISING APPOINTMENT

It's important that you meet with your academic advisor to plan out your courses so that you stay on track with graduation. To schedule an appointment with an advisor go to:

- 1 LOG INTO YOUR MYUSF ACCOUNT**
Using your NetID and password, log into your myUSF account to access the complete list of resources offered by USF.
- 2 NAVIGATE TO BUSINESS SYSTEMS TAB**
In myUSF, click "Business Systems" and navigate to Archivum.
- 3 SELECT STUDENT PORTAL**
On the main Archivum page, select student portal. Find the tab named "Schedule an Appointment".
- 1 FIND YOUR ADVISOR**
Select whether you have a specific advisor in mind or not. If not, Archivum can guide you with selecting the right advisor for you.
- 2 CHOOSE YOUR TIME**
After selecting an advisor, a list of available times will display. Select a time that fits your schedule.
- 3 BOOK YOUR APPOINTMENT**
Choose whether you would prefer a meeting in person or over the phone and provide any additional details. Once you have finalized your information, select "Book the Appointment".

QUESTIONS?

If you have any questions regarding this process, contact your designated academic college.