Making an Advisement Appointment in the Undergraduate Programs

Note: Advising appointments are only available to current approved majors in the School of Management

1. Click on the blue button titled “Make an Appointment” on our webpage or visit https://buffalo.campus.eab.com/student/appointments/new

2. If prompted, login with your UBIT Name and Password

3. Upon entering the Student Scheduler, you will be asked a series of questions.

   Question: What type of appointment would you like to schedule?
   a. For academic advising, select Advising.

   Question: To help you find a time, please tell us why you’d like to see someone.
   b. The options that display are based on your approved major and if you are a member of a group on campus is currently allowing online appointment scheduling.

   Question: Choose from the following options and click Next
   c. For academic advising, most often you will only see Academic Advising as an option. This is OK as you will have the ability to enter more detailed information in the comment area.

   Click Next when finished.
4. The next page will allow you to select a location and the individual you would like to meet with.

What location do you prefer?
- Select Management Advising – 204 Alfiero for advising appointment

Who would you like to meet with? You may choose more than one person.

a. Management major allowed to select their assigned advisor or the first available advisor. If the box is gray, then you do not need to select anyone.

Click Next when finished.

5. Now you can select the day and time you would like to meet.
- You may need to click on the blue arrow to find additional days/times available.
- Days/times displaying are accommodating both for the staff schedule and your class schedule.
- Click on one of the blue boxes for Morning or Afternoon. A list of available times will display.
- Click Next when finished.
6. Confirm your details and review the “Additional Details” section carefully.
   a. In the Comments section, it is REQUIRED to include your phone number (with area code) and any information/questions you would like to discuss.

7. Click Confirm appointment.
   a. You will be sent an appointment notification immediately AND an appointment reminder 6 hours prior to your actual appointment.