Scheduling an Advising Appointment with the CHSS Undergraduate Advising Center

1. Navigate to [http://chss.kennesaw.edu/uac](http://chss.kennesaw.edu/uac)

2. Click on the gold “Schedule an Appointment” button on the homepage.

3. Log in with your NetID and password.

   **Note:** If you have trouble logging in, contact UITS at 470-578-3555 or at studenthelpdesk@kennesaw.edu.

4. Select “Advising.”

5. Select “Humanities & Social Sciences”

6. Select your major.

   If you are interested in changing majors, select the major you're interested in.

   If you are a student on academic dismissal, please select “Academic Dismissal & Readmission” regardless of your major.
7. Select the location of your advisor's office. If you are not sure where your advisor is located, please click here: http://chss.kennesaw.edu/uac/about/meet-the-team.php

8. Select your advisor. If you're not sure who your advisor is, please visit our website at: http://chss.kennesaw.edu/uac/advisor.php

9. Select a time that works for your schedule. You can also view walk-in times.

10. Confirm your appointment. You should receive a confirmation email in your KSUMail student account.

Questions? Visit our website at http://chss.kennesaw.edu/uac! You can also contact us at chssadvising@kennesaw.edu or call us at (470) 578 - 7728.

We look forward to seeing you!