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. Choose the blue button on the right that says “Schedule an Appointment!”

5. Select “Advising.”

6. Select “Humanities & Social Sciences”

7. Select the major you are interested in.

   “JOUR/MENT/ORGC/PR” stands for Journalism, Media & Entertainment, Organizational Communication, and Public Relations.

   If you are a student on academic dismissal, please select “Academic Dismissal & Readmission” regardless of your major.
8. Select "Humanities and Social Sciences." Our advisors are located in different offices. You can find their location here: [http://chss.kennesaw.edu/uac/about/meet-the-team.php](http://chss.kennesaw.edu/uac/about/meet-the-team.php)

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

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

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

Questions? Visit our website at [http://chss.kennesaw.edu/uac](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!