How to Schedule an Advising Appointment

- Log in to MyUWF.edu using your given UWF username and password. Your user name will be your initials and a number (ex: abc12)
- Use the search bar at the top of your My UWF to search for SSC Campus and click on the app that comes up. Once found, you may want to star this app so it will always appear on your MyUWF home page.

- Once you enter the SSC Campus App, click on the Schedule an Advising Appointment button on the right side of the screen.

- Then select a reason for your appointment.

- You will then be prompted to select the location.
  - Pensacola Campus: College of Business (Building 76a/Room 224).
  - Emerald Coast Campus: Emerald Coast
- Then either select an advisor or leave blank for any advisor.
<table>
<thead>
<tr>
<th>Advisor</th>
<th>ACCT</th>
<th>ECO</th>
<th>FIN</th>
<th>GEN BUS</th>
<th>GTHM</th>
<th>MGMT</th>
<th>MIS</th>
<th>MAR</th>
<th>SCLM</th>
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</thead>
<tbody>
<tr>
<td>Ms. Lori Anderson (Emerald Coast Only)</td>
<td>X</td>
<td>X</td>
<td>X¹</td>
<td>X</td>
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<tr>
<td>Dr. Beth Billy</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X²</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Ms. Devin Blackmarr</td>
<td>X</td>
<td>X³</td>
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<tr>
<td>Ms. Brooke Ciolino</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X²</td>
<td>X</td>
<td>X</td>
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<td>X</td>
</tr>
</tbody>
</table>

¹ Global Hospitality and Tourism Management can be started, but cannot be completed at the Emerald Coast Campus.
² 2016 to Current cohorts only. All other GHTM or HRRM Majors please see Devin Blackmarr or Lori Anderson.
³ Comprehensive Marketing/ Economics only. All Global Marketing/Economic majors please see Beth Billy or Brooke Ciolino.

- Select a day and the time for your appointment. Use the blue arrows to view different weeks.

- Once you select the day and time, click next. You will be directed to a screen containing your appointment details. Be sure to write anything specific you would like to discuss with your advisor in the text box. You can also opt to receive appointment confirmation and reminders via email, text message, or both.
- After you have entered all the information, be sure and click Confirm Appointment.
- You will be sent an email with your appointment details within 10 minutes of making the appointment. You will also receive reminder emails (and texts if you chose this option) closer to your appointment time.