



# How to Schedule MADS Academic & Career Advising Appointments

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Instructions for scheduling an Academic or Career Advising Appointment:

1. Log into iTrack at [umsi.info/iTrack](https://umsi.info/iTrack) and click “Request an Advising Appointment” under Shortcuts (right side of the screen).
2. This should bring you to a screen where you choose the type of appointment you’d like to schedule. We recommend searching by appointment type as it will give you the first available appointment options.
  - a. Academic Advising: Always choose “OASA - MADS Academic Advising” from the list of appointment types
  - b. Career Advising: Simply choose the career topic most relevant to what you’d like to discuss, e.g. “CDO - Internship/Job Search Planning”.
  - c. After choosing your appointment type, click “Check Availability”.
3. This will bring you to a screen where you will view the available appointments for the appointment type and any other search filters you may have selected. To schedule an appointment, click the name of the advisor for the appointment you would like to schedule.
4. Under “Additional Notes” please add the primary goal/reason for your appointment and any additional notes you would like the advisor to have in advance of your appointment. Click “Submit Request” to schedule your appointment.
5. Once you’ve scheduled an appointment you will receive an email confirmation, as well as a reminder email on the day of your appointment.
6. If you need to cancel or reschedule your appointment, you can do so within iTrack. You can cancel or reschedule in iTrack up to 24 hours in advance. If you need to cancel within 24 hours of your appointment, please email your advisor directly.