**How to Schedule an Appointment with Your Dyson Advisor**

1. Go to www.pace.edu/ontrack
2. Once logged on, you will be at your “Success Network” page
   - Here you will see your Dyson Advisor listed
3. To schedule an appointment with your Advisor, click the arrow next to their name:
   
4. Click Schedule from the options listed:
   
5. Select the type of appointment you would like to have:
   - Advising
     - Advising for Major Requirements
     - Confirm Graduation Requirements
     - Discuss Change of Major
     - Combined Degree Program Options
     - Course Approvals for Study Abroad/Summer or Winter Courses
     - Discuss/Confirm Transfer Credits
   
6. Select an appointment slot:
   
7. After you select the appointment, you have the option to review and confirm. Once confirmed an email notification will be sent to your Advisor.

8. If you need to reschedule or cancel an appointment, please do so via OnTrack.