

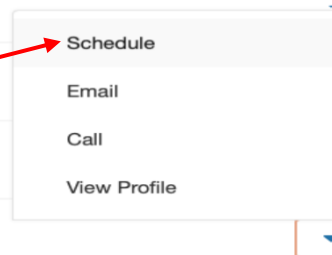
****How to Schedule an Appointment with Your Dyson Advisor****

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:

Success Advisor



4. Click Schedule from the options listed:



5. Select the type of appointment you would like to have:

What do you need help with?

Advising

<input type="radio"/> Advising for Major Requirements	<input type="radio"/> Combined Degree Program Options
<input type="radio"/> Confirm Graduation Requirements	<input type="radio"/> Course Approvals for Study Abroad/Summer or Winter Courses
<input type="radio"/> Discuss Change of Major	<input type="radio"/> Discuss/Confirm Transfer Credits

6. Select an appointment slot:

What day and time works for you?

01-24-2019 → 01-26-2019 Show: All session types

Thursday, January 24 8 available

<input type="radio"/> 9:30 am - 10:00 am 41 Park Row, 2nd floor 30m
<input type="radio"/> 10:00 am - 10:30 am 41 Park Row, 2nd floor 30m
<input type="radio"/> 10:30 am - 11:00 am 41 Park Row, 2nd floor 30m

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.