



**AUBURN UNIVERSITY  
AT MONTGOMERY**

## How to Schedule an Appointment:

1. Login the **AUM Student Portal** at <https://my.aum.edu>
2. Click on the **AdvisorTrac icon** listed in the Launch Pad
3. Click **“Search Availability”**
4. Click **“Center”** and choose the area where you are advised
  - a. If you are in a College of Liberal Arts and Social Sciences or College of Sciences major and you have less than 58 credit hours of study, you should select **“Central Advising”** as your center.
5. Click **“Consultant”** and select your academic advisor
6. Click **“Reason”** and select your major
7. Select a range of dates to look for an appointment using the **“From”** and **“To”** settings.
8. Click **“Search”** to view the available appointment times.
9. Click on the appointment day and time that works best for you, and you should be directed to a pop-up screen.
10. In the pop-up screen:
  - a. In the **“Reason”** section, enter your major
  - b. In the **“Contact Phone”** section, enter your phone number. It is recommended that students click on **“YES”** to receive text message reminders.
  - c. In the **“Notes”** section, please write *“Academic Advising”*
11. After you **save** and verify the appointment, you should be returned to the screen with a list of appointment times. This means you have successfully saved your appointment.
12. You should receive an email verifying your appointment and an email and text reminder. However, please keep up with your appointment time and date.

### Tips:

- For assistance making an advising appointment, email [advisinghelp@aum.edu](mailto:advisinghelp@aum.edu).
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## How to Cancel an Appointment:

1. Login to AdvisorTrac.
2. Locate the **“Upcoming Appointments”** box, and click the **“X”** at the end of the statement.
3. Confirm your cancellation.

### Tips:

- If you are going to cancel your appointment, please do so more than 24 hours in advance.
- AdvisorTrac allows appointments and cancellations to be made 24 hours or more before the scheduled meeting.
- Once you have cancelled your appointment, you are free to schedule another one.