

Making Advising Appointments Online

*Advising appointments for Political Science are to be made through the UH PeopleSoft system

- ☆ **Advising is available by appointment basis during the designated hours listed below.**
- ☆ **Fridays are designated for paperwork processing, so therefore there will be no advising.**
- ☆ **Advisors are often required to attend mandatory meetings and trainings which would cause them not to be available during advising hours. Notification will be posted when these situations arise. Thank you for your patience!**

Steps:

- Login to your UH PeopleSoft account. (<https://myuh.uh.edu>)
- Click on the UH Self-Service Icon.
- At the Self-Service home page, there should be a tab labeled **Advising**. After clicking the Advising tab, a page should open with 4 options. Click the **Appointment with Advisor** icon. -If your advisor is not listed, you may need to search using the **Appointment with Other Advisor** tab.
- Another screen should open up with the option to **Schedule Appointment with My Advisor**. Clicking this should cause another section to load that shows a picture of your advisor with details regarding their advising including their respective room number and phone number.
- Click on the advisor that you wish to schedule an appointment with. A calendar should appear that shows advising times (blue times are open, while red are closed). Choose the time that you wish to have your appointment.
- Before confirming your appointment, you will need to write a short reason to why you need advising. This is meant to give the advisors a general idea of what you need and will help them be better prepared to assist you better

	Monday	Tuesday	Wednesday	Thursday	Friday
Edward Manouelian Graduate Advisor Room 384 PGH 713-743-3939 eemoune@central.uh.edu	Appt. Only 8:00 – 12:00	Appt. Only 10:00 – 1:00	Appt. Only 1:00 – 6:30	Appt. Only 1:00 – 4:30	No Advising
Norma Sides Under-Graduate Advisor Room 390 PGH 713-743-3921 nsides@uh.edu	Appointment 8:30 – 10:00 2:00 – 4:00 Walk-in 1:00 – 2:00	Appointment 9:00 – 10:00 2:00 – 4:00 Walk-in 1:00 – 2:00	Appointment 8:30 – 10:00 11:00 – 12:00 Walk-in 10:00 – 11:00	Appointment 8:30 – 10:00 11:00 – 12:00 Walk-in 10:00 – 11:00	No Advising
Sandra Gold-Singleton Under-Graduate Advisor Room 382 PGH 713-743-3920 sgoldsin@uh.edu	Appointment or Walk-in 10:00 – 2:00	Appointment or Walk-in 11:00 – 2:00 Sugar Land Appt. Only 3:00 – 4:00	Appointment or Walk-in 10:00 – 2:00	No Advising	No Advising