How to Schedule a CAEE Advising Appointment

1. Click this link: https://utdirect.utexas.edu/apps/engr/scheduling/adv/stu_book_appt/

2. Log into the system with your UT EID and password.

3. After signing in, click the drop down tool and choose “CAEE” department, then select “search”.

To schedule an appointment, first select your department and click search.

Department: CAEE  search
4. To search for specific appointment times, click under Department “CAEE”; Advisor: “Cameron Pride- CAEE” or “Adele Magnani- CAEE”, and choose your specific date range, then select “search”.
   a. Under Action select “schedule” on one of the available appointment options.

5. Click the drop down tool to choose your Topic for appointment and Add a note (optional). Lastly, select “schedule”.

6. Your future and past advising appointments will appear under your appointments. You will receive email confirmation when an appointment is booked or canceled.