ONLINE ADVISING APPOINTMENT SCHEDULING

You can now schedule your own advising appointment online with a Pre-Professional Health Careers (PPHC) advisor: Marla Britton-Johnson, Margie Brown, Katie Ericson, Ileana Hinojosa, and Kevin Strickland.

1. Go to http://www.ttu.timetrade.com
2. Sign-in with your ERaider ID and password
3. Select "Texas Tech University Office of the Provost" under College or Division
4. Select your Academic Program/Designation
    - AS-BS-PDEN: Pre-Dentistry Undeclared Designation
    - AS-BS-PHPA: Pre-Physician Assistant Undeclared Designation
    - AS-BS-PMDT: Pre-Clinical Laboratory Sciences Undeclared Designation
    - AS-BS-PMED: Pre-Medicine Undeclared Designation
    - AS-BS-PNUR: Pre-Nursing Undeclared Designation
    - AS-BS-POCP: Pre-Occupational Therapy Undeclared Designation
    - AS-BS-POPT: Pre-Optometry Undeclared Designation
    - AS-BS-PPAR: Pre-Pharmacy Undeclared Designation
    - AS-BS-PPHT: Pre-Physical Therapy Undeclared Designation
    - AS-BS-PRCD: Pre-Speech, Language, & Hearing Sciences Undeclared Designation
5. Click Next
6. Select "TTU Major-Level Academic Advising" under Campus Resource Group
7. Select the following:
    - Select "Academic Planning & Course Approval" for general advising
    - Select "I Want to Explore Other Majors…", and request a 45 minute duration for help with declaring a major
    - Select "Letters of Evaluation (PreProfessional Health Careers)" for Committee Packet for applying to Medical, Dentistry, and Optometry schools
8. Select your advisor under Faculty/Staff Member
    - Advisors are **Marla Britton-Johnson**, **Margie Brown, Katie Ericson**, **Ileana Hinojosa**, or **Kevin Strickland**.
9. Explore Availability:
    - Find a date that we are available (anything with a white box)
10. Appointment Availability:
    - Find a time that the PPHC staff is available that would not conflict with any scheduled appointments you may have. Be sure to give yourself enough time to reasonably attend any commitments before and/or after your intended appointment.
11. Collect appointment specific information from student
    - In this box, be sure to give us information on why you intend to see an advisor so we are prepared to see you.
    - Also, add your local contact number that you can be reached by PPHC Staff if there is a problem or concern.
12. Click Next
13. Click "Make Appointment"
14. Click Finish
    - If you don't click "Finish" here, a PPHC advisor will not receive an email, and your time will not be reserved. Please note, bringing in a cell phone picture of the "confirmation page" isn't a confirmation.