See below on the steps to schedule advising appointments with your TRIO Advisor.

Texas Tech University is in the process of transitioning platforms in the Student Success & Retention Office, so scheduling appointments online is not currently available. For the time being, TRIO SSS will be scheduling appointments through calls and emails. All advising appointments will be virtual.

Advisor appointments are normally available: Mon-Friday – 9am-11:30am and 1:30pm-4pm.

To set up an appointment through email,

1. Email TRIO SSS at trio.sss@ttu.edu.
2. For the subject put “TRIO SSS Advising Appointment Request”
3. In the message, make sure to include first and last name, R#, and three (3) different dates and times you are available for an appointment that week.
   a. There may be same day appointments available depending on the advisor’s schedule.
   b. If the appointment needs to be longer than 30 mins, include the amount of time needed.
4. Also include a brief description of what the appointment is for.
5. You will receive a calendar invite for the available appointment.
   a. If none of the appointments you request are available, you’ll receive a follow up email asking for more availability.

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TRIO SSS Advising Appointment Request

Hello TRIO SSS,

Chelsea Adams R12345678

- Monday 8/24 3:30pm 30mins
- Wednesday 8/26 10:30am 30mins
- Thursday 8/27 2pm 30mins

This is for my first SSS advising appointment for the semester.

Warm regards,
Chelsea
To set up an appointment through phone call,

1. Call TRIO SSS main office at 806.742.3629
2. Tell the staff member your name R#
3. Let them know what date and time you would like an appointment.
   a. If the appointment needs to be longer than 30mins, let the staff member know.
   b. If the requested time is available, the staff member will update our spreadsheet and you’ll receive a calendar invite after the call.
   c. If the requested time is not available, the staff member and the student will work together on the next available appointment for student and advisor.
4. Give a brief description of what the appointment is for.
5. You will receive a calendar invite for the available appointment after the call.