Requesting an Ad Hoc Advising Session - Students

The Undergraduate LAS Ad Hoc Advising and Registration application is used by LAS undergraduate students to register for advising sessions online. Administrators use this application to view which sessions have been requested by the students. Administrators are also responsible for creating new ad hoc advising and registration sessions using this application.

To request an ad hoc advising session, perform the following steps:

1. Click the following link and log in using your Campus Connect username and password. https://lascollege.depaul.edu/adhocregistration

2. Under the Request an Ad Hoc Advising Session section, read the statements carefully and verify that the appropriate actions have been taken by checking all the checkboxes.
3. Select the most convenient session date and time from the **Ad Hoc** session drop-down list.

![Ad Hoc session drop-down list](image)

4. Your DePaul email address is prepopulated in the **Preferred Email** field but you can change it if you want to receive notifications at a different email address.

![Preferred Email](image)

5. Click the **Submit Request** button to submit your request.

![Submit Request](image)

6. You will receive a confirmation email acknowledging that the request for an ad hoc advising session has been submitted. If you want to make changes to the request, click the **View/Edit Registration** button.

![Confirmation Email](image)

**Note:** You can change your advising time up until 24 hours before your current scheduled time. If you need to cancel or reschedule after that time, please email LASAdvising@depaul.edu.