

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.

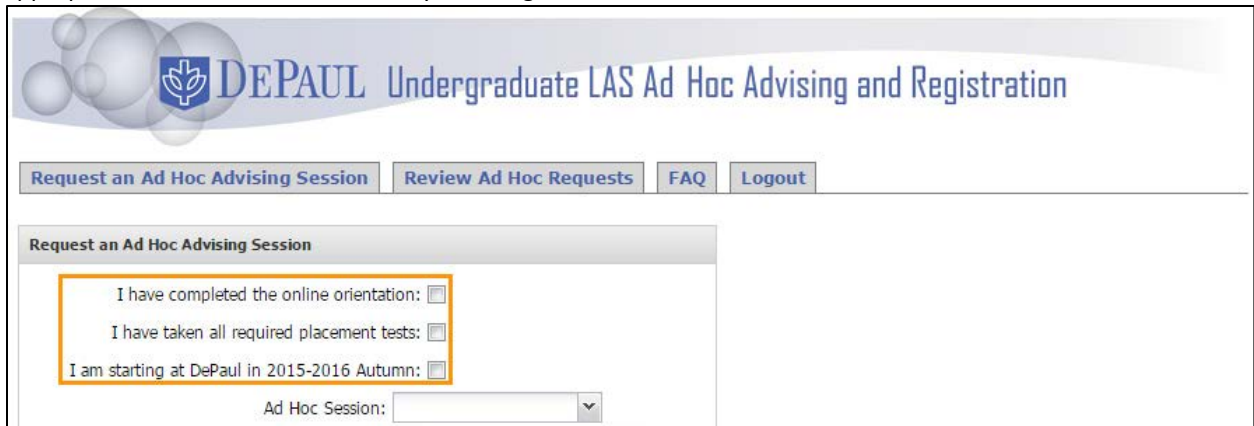
To request an ad hoc advising session, perform the following steps:

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



The screenshot shows the login page for the Undergraduate LAS Ad Hoc Advising & Registration application. The page title is "UNDERGRADUATE LAS Ad Hoc ADVISING & REGISTRATION". Below the title is a "Campus Connection Authentication" box. Inside this box, it says "Please enter your Campus Connect User ID and Password". There are two input fields: "User Name:" and "Password:". A "Log In" button is located to the right of the password field. Below the authentication box, there is a link that says "Follow LAS on:" followed by a Facebook icon.

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.



The screenshot shows the "Request an Ad Hoc Advising Session" form. At the top, there is a navigation bar with the DePaul logo and the text "DEPAUL Undergraduate LAS Ad Hoc Advising and Registration". Below the navigation bar are four buttons: "Request an Ad Hoc Advising Session", "Review Ad Hoc Requests", "FAQ", and "Logout". The "Request an Ad Hoc Advising Session" button is highlighted. Below the navigation bar is the "Request an Ad Hoc Advising Session" form. The form contains three checkboxes: "I have completed the online orientation:", "I have taken all required placement tests:", and "I am starting at DePaul in 2015-2016 Autumn:". Below the checkboxes is a dropdown menu labeled "Ad Hoc Session:".

3. Select the most convenient session date and time from the **Ad Hoc** session drop-down list.

Request an Ad Hoc Advising Session

I have completed the online orientation:

I have taken all required placement tests:

I am starting at DePaul in 2015-2016 Autumn:

Ad Hoc Session:

Preferred Email:

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.

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I have taken all required placement tests:

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Ad Hoc Session:

Preferred Email:

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

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I have taken all required placement tests:

I am starting at DePaul in 2015-2016 Autumn:

Ad Hoc Session:

Preferred Email:

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.

DEPAUL Undergraduate LAS Ad Hoc Advising and Registration

Your registration has been submitted.

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.