Scheduling an Advising Appointment with the RCHSS Undergraduate Advising Center

1. Navigate to:  
   [http://radow.kennesaw.edu/uac](http://radow.kennesaw.edu/uac)

2. Click on “Schedule an Advising Appointment”

3. Log in with your KSU e-mail and password.

   Note: if you have trouble logging in, contact UITS at 470-578-3555 or studenthelpdesk@kennesaw.edu.

4. Select the major you need advising for. It will be highlighted when the option is selected. If you are not a RCHSS major but are interested in changing majors, select the major you’re interested in.

   Note: If you are a student on academic dismissal & are re-admitting, please select the “Re-admit Adv. Hold” option with your major listed. Click the “i” information icon to expand and view the complete list of majors to ensure you select the correct option.
5. Scroll down and in the drop down, select your advisor.

An up-to-date list of our advisors can be found at: https://radow.kennesaw.edu/uac/advisor.php

6. Select the day and time that works with your schedule.

7. Add your details including your first and last name, KSU e-mail, phone number (optional), valid KSU ID number, and any notes you want your advisor to see.

8. Confirm your appointment. You should receive a confirmation email in your KSU student e-mail.

*If your advisor is unavailable, you are welcome to schedule an appointment with any advisor available within your major.
*For video chat advising, you must use a laptop or PC. We also recommend using headphones or earbuds to reduce audio feedback.

Questions? Visit our website at radow.kennesaw.edu/uac!
You can also contact us at rchssadvising@kennesaw.edu or call us at (470) 578 – 7728.
We look forward to seeing you!