



UC Irvine

Arts Student Affairs

Dear UCI Arts Students -

Important Update Info Arts Advising Appointments

With winter enrollment coming up, we know many of you are booking appointments with us to plan your schedule. To make sure everyone gets the help they need, please make note of these important policies:



Scheduling Your Appointment

- **Book between 14 days and 24 hours in advance** – no same-day appointments available
- **Need help today?** Come to our drop-in advising hours instead.



Running Late? Let Us Know!

- If you're running behind, **send us an email or call our front desk**
 - artscounselor@uci.edu or 949.824.6646
- **7-minute rule:** If you don't show up (Zoom or in-person) within 7 minutes of your start time, you'll be marked as a no-show and will not be able to meet with the academic counselor.
- **Why this matters:** No-shows mean another student misses out on that appointment slot. Being late to appointments mean less time for advising.



Feeling Sick? Stay Home!

- **DO NOT come to campus if you're sick**
- We can **easily switch your appointment to Zoom** or reschedule
- This applies to drop-in hours too – we can meet over Zoom or help you via email

For more advising options, visit: <https://www.arts.uci.edu/student-affairs-advising>.

Best regards,

The Arts Student Affairs Team

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appts: <https://appointments.web.uci.edu/default.aspx?office=13>

w: www.arts.uci.edu/students