



## ADVISING APPOINTMENT REQUEST FORM

Complete the form below if you would like to schedule an appointment to meet with an advisor. A confirmation message will be sent to you via e-mail with detailed information of appointment schedule.

### **Appointment Policies**

- Appointments must be scheduled at least 48 hours in advance
- Students who are more than 15 minutes late will need to reschedule the appointment.
- To be respectful of everyone's time, if you are no longer able to meet with an advisor at your appointment time, please call our office at 213-382-1136 or send an email to [sarah@nobeluniversity.edu](mailto:sarah@nobeluniversity.edu) to cancel and/or reschedule.

### **STUDENT INFORMATION**

STUDENT ID \_\_\_\_\_  
LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_  
E-MAIL ADDRESS \_\_\_\_\_ CAMPUS: \_\_\_\_\_ LOS ANGELES \_\_\_\_\_ BUENA PARK  
DEGREE \_\_\_\_\_ Bachelor of Arts in Business Administration  
\_\_\_\_\_ Master of Business Administration

### **AREAS TO BE DISCUSSED**

\_\_\_\_\_ ACADEMIC ADVISING \_\_\_\_\_ CAREER DEVELOPMENT  
\_\_\_\_\_ OTHER (PLEASE SPECIFY): \_\_\_\_\_

### **ADVISING APPOINTMENT FORMAT:**

\_\_\_\_\_ REMOTE ADVISING APPOINTMENT VIA ZOOM  
\_\_\_\_\_ IN-PERSON ADVISING APPOINTMENT

### **PLEASE INDICATE YOUR AVAILABILITY FOR THE NEXT TWO WEEKS BELOW (DATE AND HOUR)**

\_\_\_\_\_  
\_\_\_\_\_

STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

### ***Office Use Only***

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**NOBEL  
UNIVERSITY**

<b>Appointment Schedule</b>	<b>School Official's Signature</b>	<b>Date</b>
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