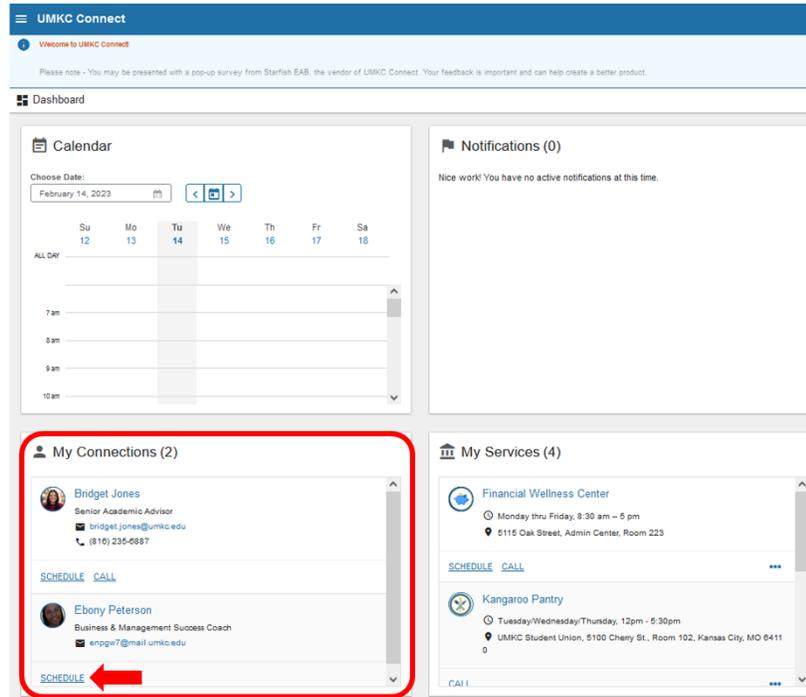


# Make an Appointment

1. From the Dashboard, scroll down the page to the My Connections. Find the person you want to schedule your appointment with and click SCHEDULE



When available, you can also schedule an appointments with a campus service. You will find these in the My Services block. As before, click the SCHEDULE link to begin.

2. Select the type of appointment and reason for the appointment from the list and click CONTINUE.

## What do you need help with?

1st Semester - I am a New Freshman

1st Semester - I am a New Transfer

I am a Continuing Student

I have been placed on Academic Probation

Academic Plan / Enrollment / Registration

Form / Petition / Appeal

Major / Minor Plan Change

Other

Plan for Graduation

UCOLL Goal Setting / Strategic Planning

3. Adjust the date range as needed to find days and times that work for your schedule, and then select a time from the list.

The screenshot shows a scheduling interface titled "What day and time works for you?". On the left, there is a calendar for May 2018 with the date 30 highlighted. Above the calendar, a date range "05/30/18" to "06/01/18" is displayed. On the right, a list of appointment slots is shown for "Friday, 06/01" with "6 available" slots. Each slot includes a radio button, a time range (e.g., "09:00 - 09:15 am"), a location ("My Office"), and a duration ("15m").

4. Complete your sign up by adjusting any details, such as duration or course, location, and add additional details to help the person you are meeting with to prepare for the meeting.

5. Click CONFIRM to finish. You will get an email with the appointment details and the appointment will be listed on your Dashboard in the CALENDAR Block.

The screenshot shows a confirmation form titled "Does this look correct?". It contains the following fields and options:

- Date and Time:** Friday, June 01, 09:45 - 10:00 am. Includes a "Change duration" link.
- Reason for Visit:** Review exam or quiz. Includes a "Change" link.
- Location:** My Office. Includes the text "Knock once and enter".
- Course:** Includes an "Add a course" link.
- Additional Information:** A text area with the prompt "If you want, tell us a little bit about what's going on so we can help".
- Navigation:** "BACK" link and a "CONFIRM" button.

## Change an Appointment

Upcoming appointments will be listed on your Dashboard in the CALENDAR Block. Click on the appointment to view details or cancel.