

Schedule an Appointment

1. Search for the student using the Quick Search field
-

2. Click on Schedule an Appointment

Staff Alerts ▼

I want to...

- [Message Student](#)
- [Add a Note on this Student](#)
- [Add a To-Do to this Student](#)
- [Report on Appointment](#)
- [Create Request for Appointment](#)
- 2** [Schedule an Appointment](#)
- [Add to Student List](#)

3. Select your filters:
 - a. Select the Care Unit
 - b. Select a Location
 - c. Select a Service
 - d. Select a Course (if the meeting is about a specific class)
 - e. Select a Meeting Type
 - f. Add comments if needed

a Care Unit

Select a Care unit ▼

b Location

Please Select care unit to select location ▼

c Service

Select a location to select service ▼

d Course

🔍

e Meeting Type

Select meeting type ▼

f Comments

Select a Date

September 2022

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

4. Select an Organizer (Advisor or other Staff)

Select An Organizer

SELECT	ORGANIZER	AVAILABLE TIMES
<input checked="" type="radio"/>	[Redacted]	For: Appointments Tue 1:30pm - 3:30pm ET (October 3, 2022 - October 7, 2022) For: Appointments Fri 9:30am - 11:30am ET (October 3, 2022 - October 7, 2022) For: Appointments Fri 1:30pm - 2:00pm ET (October 3, 2022 - October 7, 2022) For: Drop-Ins Thu 9:00am - 12:00pm ET (October 3, 2022 - October 7, 2022) For: Drop-Ins Thu 1:00pm - 4:00pm ET (October 3, 2022 - October 7, 2022)
<input type="radio"/>	[Redacted]	For: Appointments Mon, Wed-Thu 8:30am - 12:00pm ET (October 3, 2022 - October 7, 2022) For: Appointments Wed 1:00pm - 1:30pm ET (October 3, 2022 - October 28, 2022) For: Appointments Wed 2:00pm - 2:30pm ET (October 3, 2022 - October 28, 2022) For: Appointments Wed 3:00pm - 3:30pm ET (October 3, 2022 - October 28, 2022) For: Appointments Wed 4:00pm - 4:30pm ET (October 3, 2022 - October 28, 2022) For: Appointments Fri 10:00am - 11:00am ET (October 3, 2022 - October 28, 2022) For: Appointments Fri 11:00am - 12:00pm ET (October 3, 2022 - October 28, 2022) For: Appointments Fri 1:00pm - 1:30pm ET (October 3, 2022 - October 28, 2022)

Save Appointment Cancel

5. Select a Time to Meet

- The calendar only displays the week
- If no available appointments display, select a date in a different week from the calendar on the left
- Select an Organizer
- Click on a checkbox associated with the meeting time

Choose A Time To Meet

Length: [Dropdown] Availabilities?: [Dropdown] Show Availabilities for This Course/Service [Dropdown]

TIME SLOT	10/02 (SUN)	10/03 (MON)	10/04 (TUE)	10/05 (WED)	10/06 (THU)	10/07 (FRI)	10/08 (SAT)
6:00am - 6:30am ET							
6:30am - 7:00am ET							
7:00am - 7:30am ET							
7:30am - 8:00am ET							
8:00am - 8:30am ET							
8:30am - 9:00am ET		0/1 BUSY		0/1	0/1	BUSY	
9:00am - 9:30am ET		1/1 CONFLICTS	BUSY	0/1	0/1	BUSY	
9:30am - 10:00am ET		<input checked="" type="checkbox"/> 0/1	BUSY	0/1	0/1	BUSY	
10:00am - 10:30am ET		0/1		0/1	0/1	BUSY	
10:30am - 11:00am ET							

6. Adjust the reminders if needed

6 Reminders

- Send E-mail Reminder to the organizer attendee?
- Send E-mail Reminder to non organizer attendees?
- Send a text reminder to the organizer attendee?
- Send a text reminder to non organizer attendees?

7. If needed, schedule the meeting to repeat

Repeat This Appointment?

Repeat

7 Does not repeat [Dropdown]

8. Save the appointment