

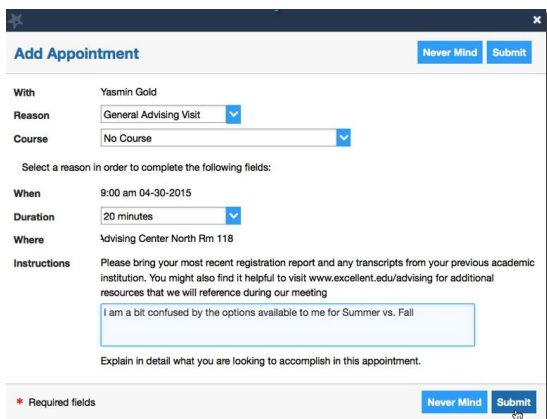
Make an Appointment

1. Click the **Schedule Appointment** link below the contact information for the desired person or service in the **My Success Network** or **Courses** channel.



Yasmin Gold
 Primary Advisor
 703-555-1212
yasmin@starfishcollege.edu
[Schedule Appointment](#)

2. Use the small calendar on the left to quickly identify days with available office hours (available days will be shown in **bold**). Click the desired date in the small monthly calendar to display availability on that day
3. Available time slots on the selected day will include a **Sign up** link. Click the **Sign Up** link associated with the desired time slot.



Add Appointment [Never Mind] [Submit]

With: Yasmin Gold

Reason: General Advising Visit

Course: No Course

Select a reason in order to complete the following fields:

When: 9:00 am 04-30-2015

Duration: 20 minutes

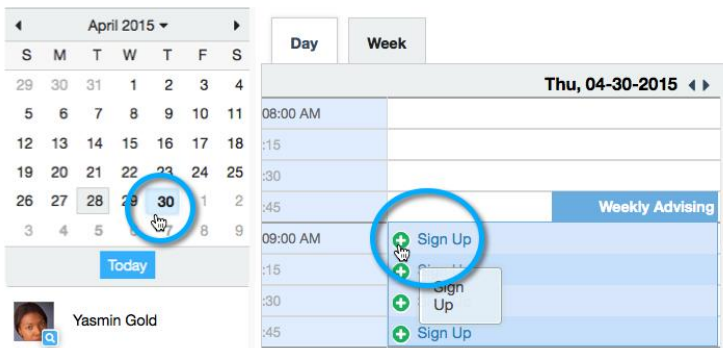
Where: Advising Center North Rm 118

Instructions: Please bring your most recent registration report and any transcripts from your previous academic institution. You might also find it helpful to visit www.excellent.edu/advising for additional resources that we will reference during our meeting

I am a bit confused by the options available to me for Summer vs. Fall

Explain in detail what you are looking to accomplish in this appointment.

[Required fields] [Never Mind] [Submit]



April 2015

Day Week

29 30 31 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 1 2

3 4 5 6 7 8 9

Today

Yasmin Gold

08:00 AM

08:15

08:30

08:45

09:00 AM

09:15

09:30

09:45

Weekly Advising

Sign Up

Sign Up

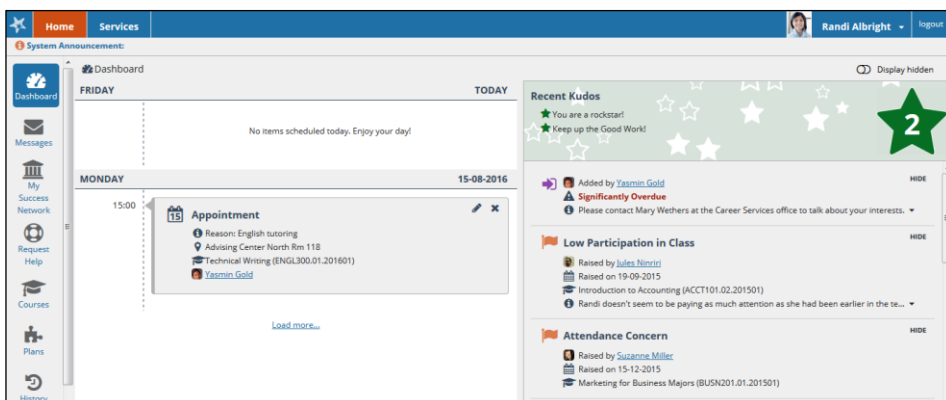
Sign Up

Sign Up

4. This opens the **Add Appointment** form. Complete the form by selecting a reason for the meeting and a course (if relevant). Include an explanation of what you need so that your instructor or advisor can be prepared for the meeting.
5. Click **Submit** to set the appointment. You will get an email with the appointment details and the appointment will be listed on your **Dashboard**.

Change an Appointment

Upcoming appointments will be listed on your **Dashboard** in the time line view (left column). Click the edit icon (✎) to modify the appointment or the cancel icon (✕) to cancel it.



Home Services

Randi Albright

System Announcement

Dashboard

FRIDAY TODAY

No items scheduled today. Enjoy your day!

MONDAY 15-08-2016

15:00 Appointment

Reason: English tutoring

Advising Center North Rm 118

Technical Writing (ENGL300.01.201601)

Yasmin Gold

Load more...

Recent Kudos

You are a rockstar!

Keep up the Good Work!

2

Added by Yasmin Gold

Significantly Overdue

Please contact Mary Wethers at the Career Services office to talk about your interests.

Low Participation in Class

Raised by Jules Binotti

Raised on 19-09-2015

Introduction to Accounting (ACCT101.02.201501)

Randi doesn't seem to be paying as much attention as she had been earlier in the te...

Attendance Concern

Raised by Suzanne Miller

Raised on 15-12-2015

Marketing for Business Majors (BUSN201.01.201501)