

How to Schedule an Academic Success Center Appointment

Step 1: Select the 'Make an Appointment' button from your homepage.



Make an Appointment

Step 2: Select 'Academic Success' from the drop-down menu.

What type of appointment would you like to schedule?

Academic Success

-- please choose one --

- Academic Advising
- Academic Success
- Dean of Students Office
- Disability Resource Center
- Financial Literacy
- Residence Life

Step 3: Pick a service category.

What type of appointment would you like to schedule?

Academic Success

Pick a Service Category

-- please choose one --

- Academic Success Coaching
- Bilingual Literacy Support
- Course-Based Tutoring
- Elementary Ed Math Remediation (Referrals Only)
- PALS Session Sign-Up
- PASS Advocate Check-In
- Writing Tutoring and Lab Support

Step 4: Pick a specific service for your appointment. These options change depending on what you chose in the previous step.

Pick a Service for your Appointment

-- please choose one --

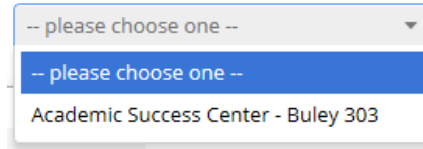
-- please choose one --

- Biology Lab Writing Tutoring
- Business Writing Tutoring
- Chemistry Lab Writing Tutoring
- General Writing Tutoring
- Graduate Writing Tutoring

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Step 5: Choose a location. Only locations where your service is offered will appear.

Pick a Location for your Appointment



A dropdown menu with a grey header containing the text "-- please choose one --" and a downward arrow. Below the header is a blue button with the text "-- please choose one --". Below the button is a white box containing the text "Academic Success Center - Buley 303".

Step 6: Pick a staff member. If you have a specific person you wish to schedule the appointment with, select their name from the drop-down menu to see only their availability. If you don't have a preference, you can just click 'Next'.

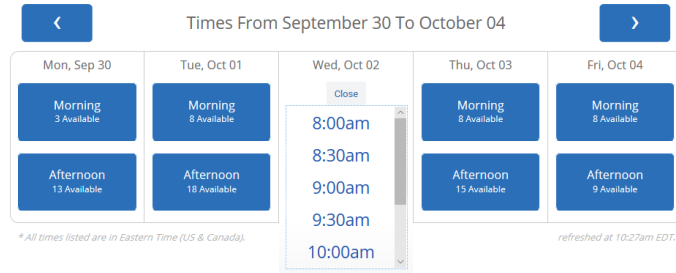
Pick a Staff Member



A text input field with the text "Any Staff" inside.

If you don't have a preference, just click Next.

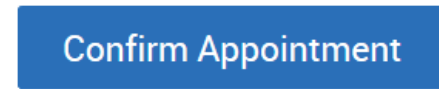
Step 7: Select an available date and time based on what works with your schedule.



A calendar interface showing dates from September 30 to October 04. The dates are: Mon, Sep 30; Tue, Oct 01; Wed, Oct 02; Thu, Oct 03; Fri, Oct 04. Each date has a "Morning" and "Afternoon" slot with the number of available appointments. A time selection dropdown is open for Wednesday, October 2nd, showing times from 8:00am to 10:00am. A "Close" button is at the top of the dropdown. A note at the bottom left says "* All times listed are in Eastern Time (US & Canada)." and a note at the bottom right says "refreshed at 10:27am EDT."

Mon, Sep 30	Tue, Oct 01	Wed, Oct 02	Thu, Oct 03	Fri, Oct 04
Morning 3 Available	Morning 8 Available	8:00am 8:30am 9:00am 9:30am 10:00am	Morning 8 Available	Morning 8 Available
Afternoon 13 Available	Afternoon 18 Available		Afternoon 15 Available	Afternoon 9 Available

Step 8: Review appointment details and confirm your appointment. You will receive a confirmation email with the details.



A blue button with the text "Confirm Appointment" in white.