How to Schedule an Academic Success Center Appointment

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

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

Step 3: Pick a service category.

Step 4: Pick a specific service for your appointment. These option change depending on what you chose in the previous step.
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Step 5: Choose a location. Only locations where your service is offered will appear.

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’.

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

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