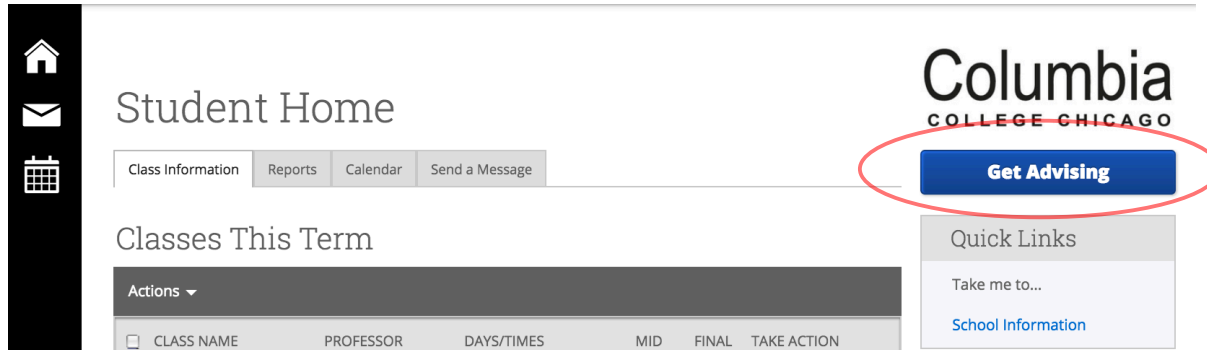


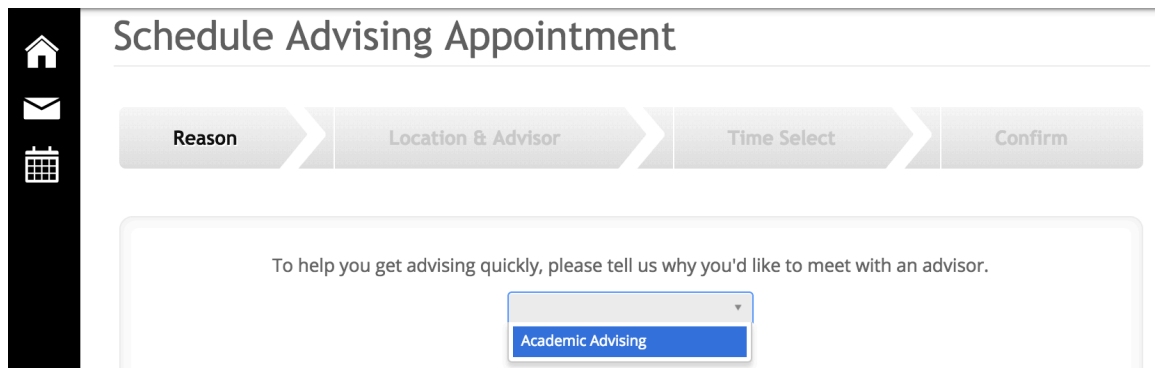
# Scheduling an Advising Appointment

1. Click the **Get Advising** button at top right.



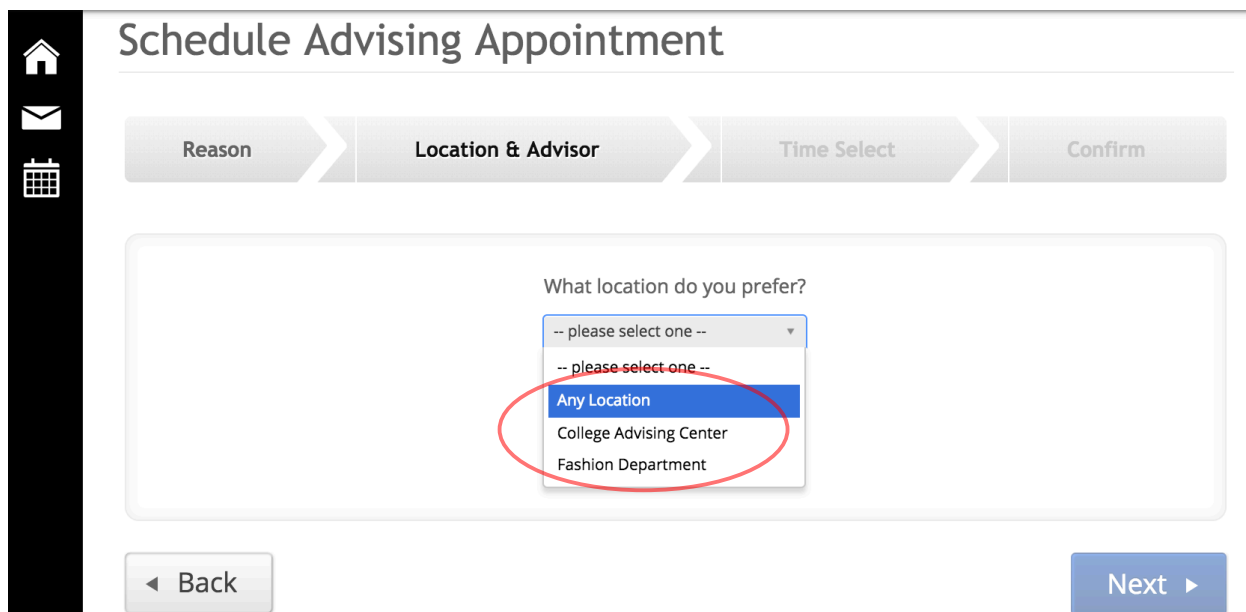
The screenshot shows the 'Student Home' interface. On the left is a navigation sidebar with icons for home, messages, and calendar. The main content area has a header with 'Student Home' and the Columbia College Chicago logo. Below the header are tabs for 'Class Information', 'Reports', 'Calendar', and 'Send a Message'. A prominent blue button labeled 'Get Advising' is circled in red. Below this are sections for 'Classes This Term' with an 'Actions' dropdown and a table with columns for 'CLASS NAME', 'PROFESSOR', 'DAYS/TIMES', 'MID', 'FINAL', and 'TAKE ACTION'. To the right is a 'Quick Links' section with a 'Take me to...' dropdown and a link for 'School Information'.

2. Select the reason for your visit (**Academic Advising**). Then, click **Next**.



The screenshot shows the 'Schedule Advising Appointment' page. It features a progress bar with four steps: 'Reason', 'Location & Advisor', 'Time Select', and 'Confirm'. The 'Reason' step is currently active. Below the progress bar, a text prompt asks the user to provide a reason for their visit. A dropdown menu is open, showing 'Academic Advising' as the selected option.

3. Select the **Location** for the appointment. Some advisors may have appointments available at multiple locations. You will then select your advisor. If you want to meet with a different advisor **call our Front Desk at 312-369-7645**.



The screenshot shows the 'Schedule Advising Appointment' page at the 'Location & Advisor' step. The progress bar shows 'Reason', 'Location & Advisor', 'Time Select', and 'Confirm'. The 'Location & Advisor' step is active. A text prompt asks 'What location do you prefer?'. A dropdown menu is open, showing options: '-- please select one --', '-- please select one --', 'Any Location', 'College Advising Center', and 'Fashion Department'. The 'Any Location' option is circled in red. At the bottom, there are 'Back' and 'Next' buttons.

**Note:** At any point, if you need to go back and make a change to your selections, click the Back button at bottom left.

5. Select an available block of time.

**Schedule Advising Appointment**

Reason Location & Advisor **Time Select** Confirm

prev week Appointment Times For The Week Of January 09 next week

Mon, Jan 09	Tue, Jan 10	Wed, Jan 11	Thu, Jan 12	Fri, Jan 13
Morning 5 Available	Morning N/A	Morning 4 Available	Morning N/A	Morning N/A
Afternoon 2 Available	Afternoon 4 Available	Afternoon 2 Available	Afternoon 4 Available	Afternoon N/A

Can't find a time that works in the next couple of weeks? View Walk-in Times or Request Advising Appointment

Back Next

If you can't find a time that works for you, you may also have the options to [View Walk-in Times](#) or [Request Advising Appointment](#).

6. Select an available time. Then click Next.

**Schedule Advising Appointment**

Reason Location & Advisor **Time Select** Confirm

prev week Appointment Times For The Week Of January 09 next week

Mon, Jan 09	Tue, Jan 10	Wed, Jan 11	Thu, Jan 12	Fri, Jan 13
Morning 5 Available	Morning N/A	Close 10:00am 10:30am 11:00am 11:30am	Morning N/A	Morning N/A
Afternoon 2 Available	Afternoon 4 Available	Afternoon 2 Available	Afternoon 4 Available	Afternoon N/A

Can't find a time that works in the next couple of weeks? View Walk-in Times or Request Advising Appointment

Back Next

7. Please fill in comments if there is anything specific you would like to discuss with your advisor.

If you would like to receive an **email** appointment reminder, click the Send Me an Email button.

If you would like to receive a **text message** appointment reminder, please click the Send Me a Text button and enter your cell phone number.

Then click the **Confirm Appointment** button.

**Schedule Advising Appointment**

Reason Location & Advisor Time Select Confirm

Your appointment has not been scheduled yet. Please review and click Confirm Appointment to complete.

**Appointment Details**

**Who:** Joe Columbia with  
Name of Your Advisor

**When:** Wednesday, January 11  
10:00am - 10:30am

**Why:** Academic Advising

**Where:** College Advising Center

**Additional Details**

Is there anything specific you would like to discuss with your advisor ?

I need to make a graduation plan.

Would you like to set a reminder?

Send Me an Email Send Me a Text

###.####

◀ Back Confirm Appointment

8. The system will display a confirmation screen with the details of your appointment.

**Schedule Advising Appointment**

Reason Location & Advisor Time Select Confirm

**Success! Your Appointment Has Been Created**

**Appointment Details**

Who: Joe Columbia with Name of Advisor  
Why: Academic Advising  
When: Thu Dec 22, 2016 01:00 pm - 01:30 pm  
Where: Fashion Department  
Additional Details: Find me here on Thursday.

What would you like to do now?

[Create Another Appointment](#)  
[View My Calendar](#)  
[Go Home](#)

Once saved, users will receive an email confirmation of the appointment.

**Attendees:**  
Joe Columbia (h: 3125555565, c: 312#####)

**Organizer:** Mary Fanning

**Type:** Advising Appointment  
**Topic:** Academic Advising  
**Comments:**  
Joe Columbia: I need help making a graduation plan.  
**Location:** Fashion Department  
**Date of Appointment:** Dec 22 2016  
**Time:** 1:00p-1:30p  
**Additional Details:** Find me here on Thursday.