Student Interface

Requesting Appointments
Students may request, review, reschedule, or cancel appointment by clicking the Request a Counseling Appointment quicklink or by going to Calendar | Counseling Appointment | Request New Appointment.

Searching Availability
Students can set their desired scheduling criteria and the refined results will show based on the filters. Under the date, select the counselors name next to the available time. A confirmation window will appear to review the appointment details along with any additional comments by the student.

Appointment List
Students go to the main Counseling Appointments list after clicking the Submit Request button. Students can cancel or reschedule appointments after enabling the related system settings. Once the request has been approved, the appointment will shift to the approve column. Students will receive a confirmation each time they submit an appointment request, followed up with an additional email notifying the status change.