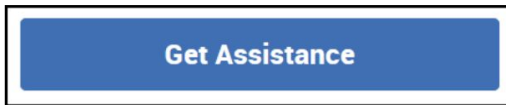




Get Assistance / Student Scheduler

Important. This section covers student scheduling for those partners who have not migrated to the new Student Scheduler. If you use the new scheduler, refer to the [Student Scheduler article](#).

The **Get Assistance** button opens the workflow for student-initiated appointment scheduling. From this screen, students can choose a service, location, staff member, and time for their support appointment. A student will follow the prompts in the workflow to schedule and confirm their appointment.



After selecting Get Assistance, students make the following choices from dropdown fields.

- Select a Care Unit
- Select a Service Category
- Select a Service

Service > Location & Staff > Select Time > Confirm

Schedule Appointment

Choose the type of support you need
Advising Whitehurst University

Pick a Service Category
General Advising

Pick a Service for your Appointment
Degree Planning

Next >

- Select a Location
- Select a specific staff member or "Any Staff member"



Schedule Appointment

Pick a Location for your Appointment

Academic Advising Center

Pick a Staff Member

Meoz, Emily (Your Advisor)

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

Back

Next

- Choose a date and time from a list of availability by selecting the blue box in the "Morning" or "Afternoon". From this screen, students will also have the option to view drop-in times or send appointment requests. Students will also be able to see the time zone of the appointment.

Schedule Appointment

Times From January 04 To January 08

Fri, Jan 04	Sat, Jan 05	Sun, Jan 06	Mon, Jan 07	Tue, Jan 08
Morning N/A	Morning N/A	Morning N/A	Morning 5 Available	Morning 7 Available
Afternoon 3 Available	Afternoon N/A	Afternoon N/A	Afternoon 7 Available	Afternoon 9 Available

Drop in

View Drop-in Times or Request Appointment

Back

Next

Appointments can be in-person or virtual, depending on your institution's configurations.

Schedule Appointment

Available Walk-In Times

Academic Success Center

First Available Staff
(this will add you to the queue for the first available staff user at this location)

Drop-In Online

NewUser TEST
Tuesday, Thursday 8:00am-5:00pm ET

Drop-In Online

UserA LastName
Tuesday, Thursday-Friday 8:00am-4:00pm ET

Drop-In Online

Look out for a link to join my meeting after you check in!

*All times listed are in Eastern Time (US & Canada) refreshed at 2:27pm ET.

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After making all their selections, the student will see a confirmation page with the details of their appointment. They have the option to use the *Comments* box to leave a note for the staff member about what they are hoping to discuss in the appointment. The student will also have two options for receiving a reminder about the appointment; they can opt in or out of receiving an email and/or text message about the appointment. Lastly, the student clicks *Confirm Appointment*.

Schedule Appointment

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

Appointment Details

Who: Abdiel Abbottt with Emilie Abbott **When:** Friday, March 13
8:00am - 8:30am

Why: Beach Pledge (CA Promise) **Where:** Beach Academic Resource Center

Additional Details

This appointment is online **test.com/test**

Is there anything specific you would like to discuss with Emilie ?

Comments for your staff...

Send Me an Email
 Send Me a Text
Please provide your mobile number
906-905-0583

Schedule Appointment

Success! Your Appointment Has Been Created

Appointment Details

Who: Abdiel Abbottt with Emilie Abbott
Why: Beach Pledge (CA Promise)
When: Fri Mar 13, 2020 08:00 am - 08:30 am
Where: Beach Academic Resource Center

Additional Details:

This appointment is online
test.com/test

What would you like to do now?

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