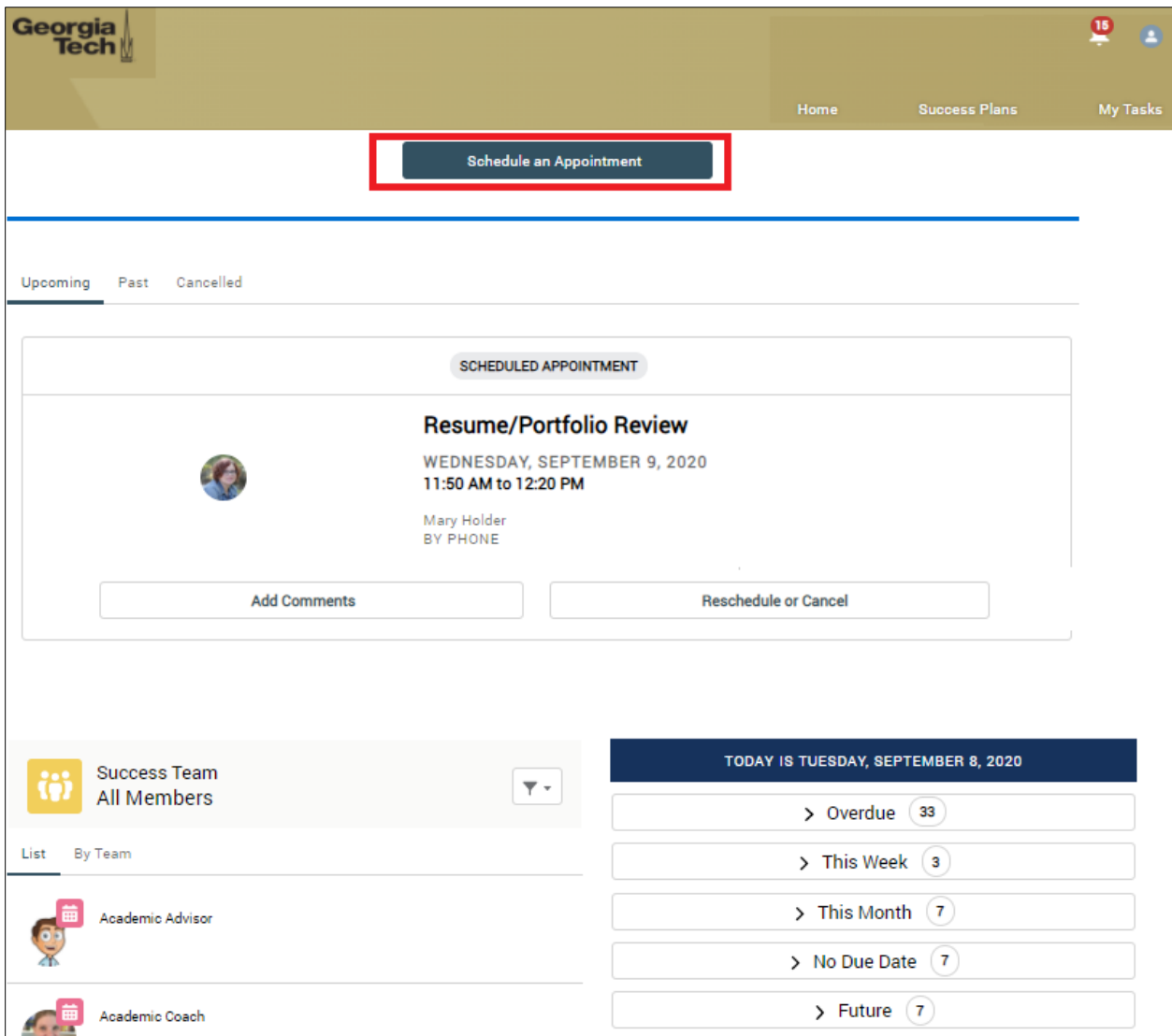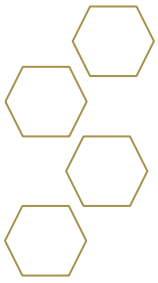# Schedule an Appointment

Overview

When scheduling an appointment, you will have two options on who you can meet with. The most common will be scheduled with a member of your success team. The other option is someone else, which is a person not part of your success team. Someone else will consist of individuals from various departments such as registrar, physics, and registrar support.

Schedule with Success Team Member

1. Select the Schedule an Appointment.

2. Select an Individual Member you would like to meet with.

3. Select a Meeting location.

← Back   Close ✕

Where would you like to meet?

In person: Building Name : Office (Short URL)   ›
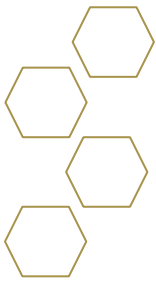
By phone: ######   ›
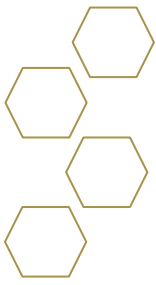
Skylark Building   ›

4. Select a Discussion Topic.

5. Choose date and time.

6. Once confirmed, you can close the screen, add comments, or reschedule.

7. Your homepage should now show the upcoming schedule appointment. If you have not you can add comments and reschedule or cancel.

Schedule an appointment with Someone Else

1. Select the Schedule an Appointment.
2. Select Someone Else located at the bottom of the page.
3. Choose who you would like to meet with.

4. Choose an individual within the previously selected department to meet with.

5. Select the meeting location.
6. Choose discussion topic.
7. Select a date and time.
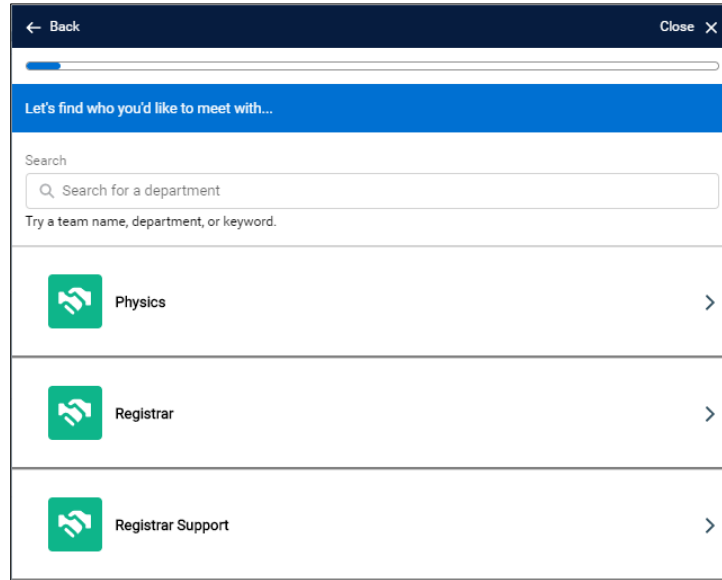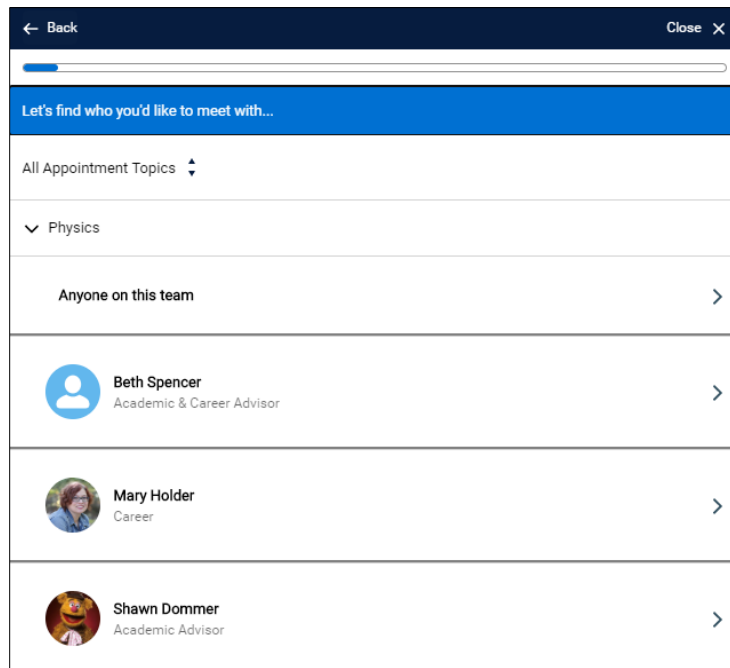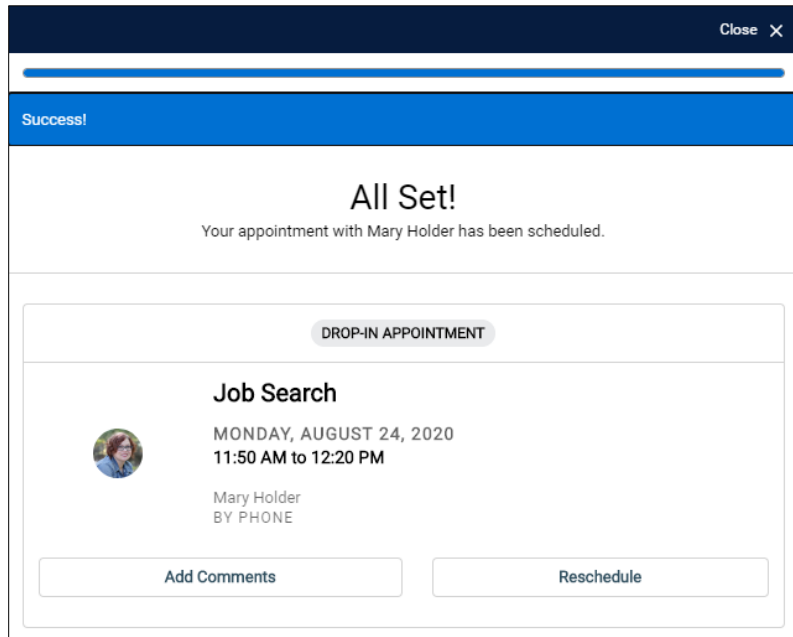8. Once confirmed, you can close the screen, add comments, or reschedule.

9. Your homepage should now show multiple upcoming scheduled appointments. If you have not you can add comments and reschedule or cancel.