

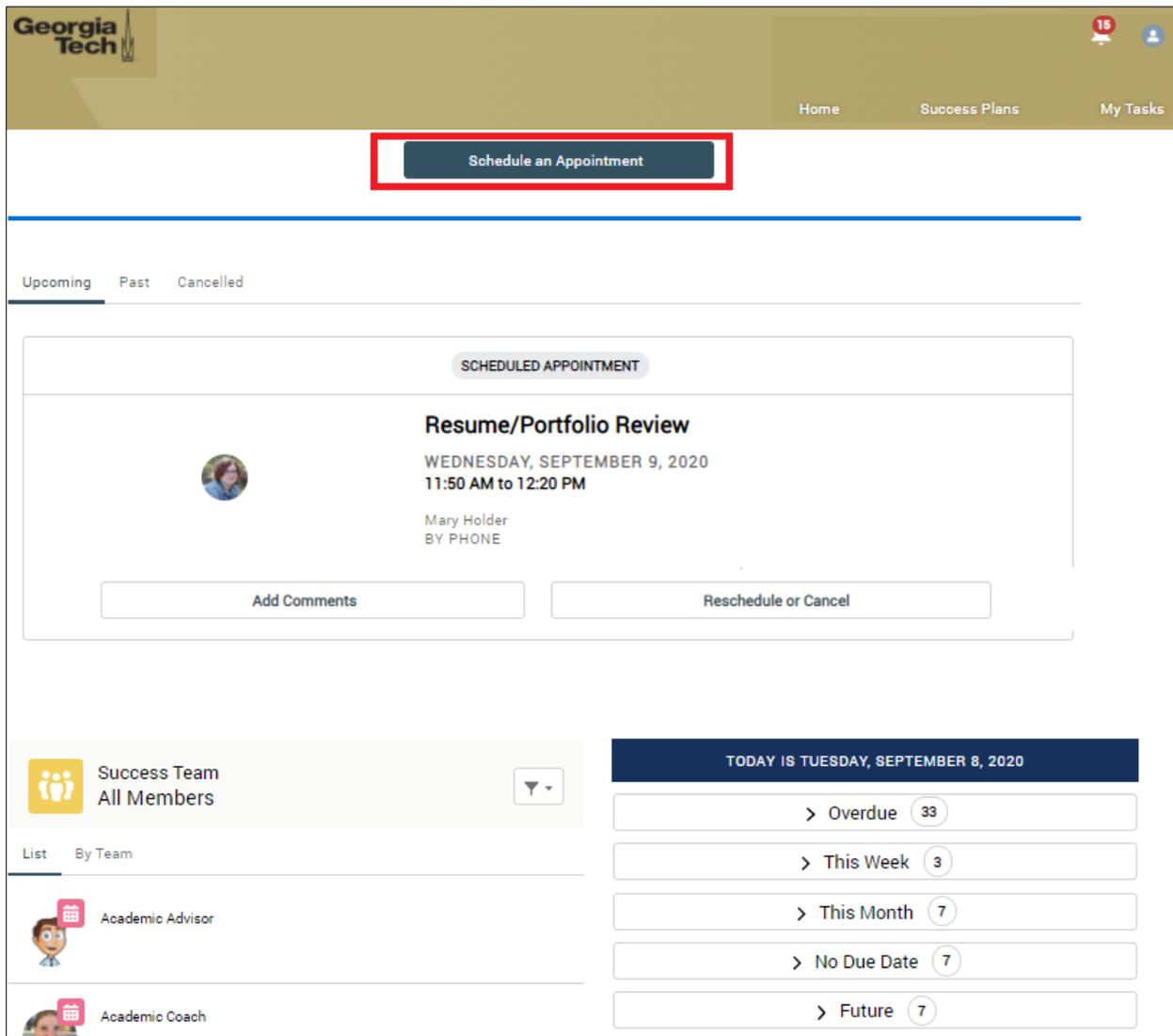
Schedule an Appointment

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.



The screenshot shows the Georgia Tech appointment scheduling interface. At the top, there is a navigation bar with the Georgia Tech logo on the left and a notification bell with '15' on the right. Below the navigation bar, there are three tabs: 'Home', 'Success Plans', and 'My Tasks'. A prominent blue button labeled 'Schedule an Appointment' is highlighted with a red rectangular box. Below this, there are tabs for 'Upcoming', 'Past', and 'Cancelled'. The main content area displays a 'SCHEDULED APPOINTMENT' card for 'Resume/Portfolio Review' on Wednesday, September 9, 2020, from 11:50 AM to 12:20 PM, with Mary Holder as the contact. Below the card are 'Add Comments' and 'Reschedule or Cancel' buttons. On the left side, there is a 'Success Team All Members' section with a dropdown menu and a list of team members including 'Academic Advisor' and 'Academic Coach'. On the right side, there is a summary for 'TODAY IS TUESDAY, SEPTEMBER 8, 2020' with a list of appointment counts: 'Overdue 33', 'This Week 3', 'This Month 7', 'No Due Date 7', and 'Future 7'.



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

Close X

Let's find who you'd like to meet with...

All Appointment Topics ▾

▼ Individual Members

-  Academic Advisor >
-  Academic Coach >
-  Academic Advisor >
-  Prestigious Fellowship >
-  Academic Advisor >
-  Academic Advisor >
-  Exploratory Advisor >



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.

← Back Close ×

What would you like to discuss?

Academic Planning	>
Academic Standing	>
Midterm Advising	>
Study Abroad Planning	>
Minor/Certificate	>
Change of Major	>
Graduation Application Review	>
Milestone Advising	>
Paperwork Signature	>
Career Planning	>
Readmission	>
Petitions to Faculty	>



5. Choose date and time.

← Back Close ×

When would you like to meet?

August 2020 ▲▼ ▼

Monday, August 24, 2020

12:40 PM - 1:25 PM EDT AVAILABLE	>
1:30 PM - 2:15 PM EDT AVAILABLE	>
2:20 PM - 3:05 PM EDT AVAILABLE	>
3:10 PM - 3:55 PM EDT AVAILABLE	>
4:00 PM - 4:45 PM EDT AVAILABLE	>
4:50 PM - 5:35 PM EDT AVAILABLE	>
5:40 PM - 6:25 PM EDT AVAILABLE	>



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

A screenshot of a confirmation modal window. At the top right, there is a "Close X" button. Below the header is a blue bar with the text "Success!". The main content area features the heading "All Set!" followed by the message "Your appointment with Adam Advisor has been scheduled." Below this is a box labeled "DROP-IN APPOINTMENT" containing the following details: a profile icon of Adam Advisor, the title "Academic Planning", the date and time "MONDAY, AUGUST 24, 2020 11:00 AM to 11:45 AM", and the location "Adam Advisor IN PERSON: BUILDING NAME : OFFICE (SHORT URL)". At the bottom of the box are two buttons: "Add Comments" and "Reschedule".

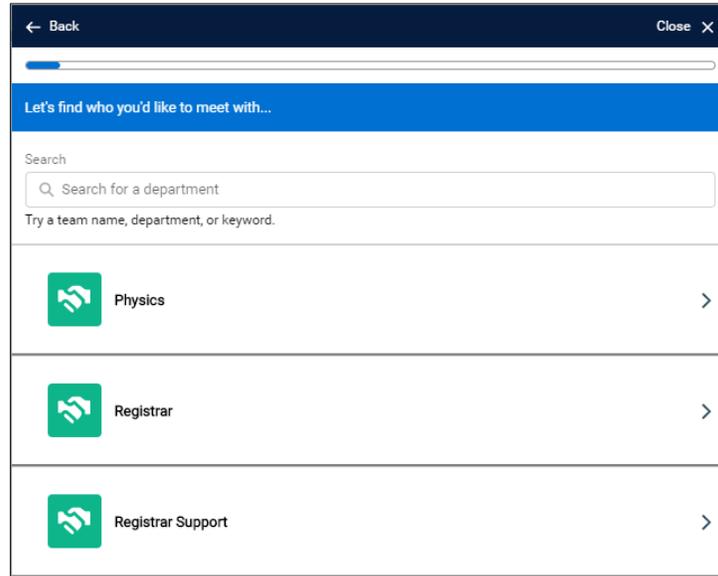
- Your homepage should now show the upcoming schedule appointment. If you have not you can add comments and reschedule or cancel.

A screenshot of a homepage interface. At the top, there are tabs for "Upcoming", "Past", and "Cancelled", with "Upcoming" selected. Below the tabs is a box labeled "DROP-IN APPOINTMENT" containing the following details: a profile icon of Adam Advisor, the title "Academic Planning", the date and time "MONDAY, AUGUST 24, 2020 11:00 AM to 11:45 AM", and the location "Adam Advisor IN PERSON: BUILDING NAME : OFFICE (SHORT URL)". At the bottom of the box are two buttons: "Add Comments" and "Reschedule or Cancel".

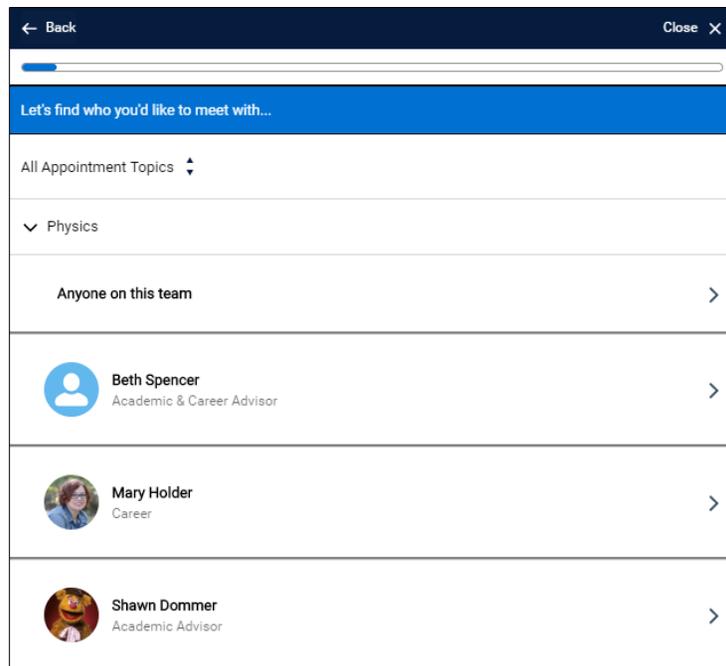


Schedule an appointment with Someone Else

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.

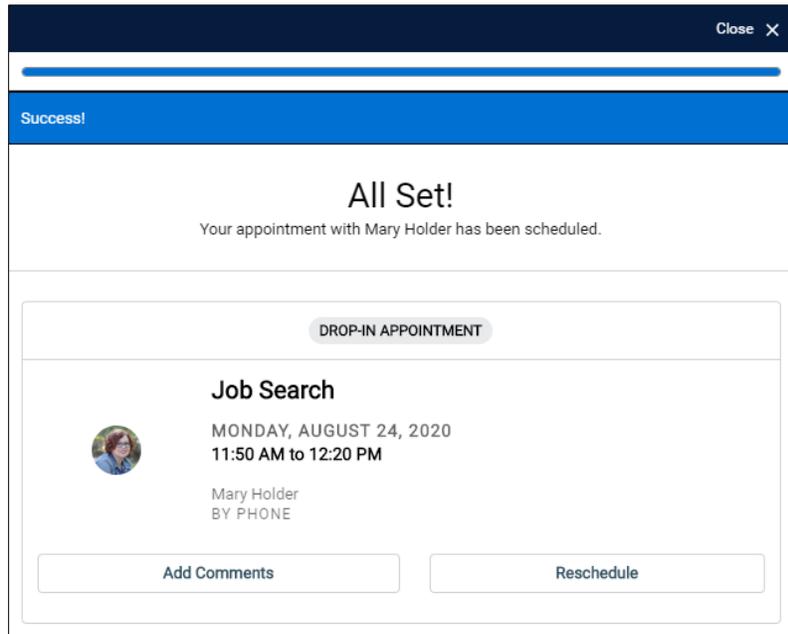


4. Choose an individual within the previously selected department to meet with.





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.

