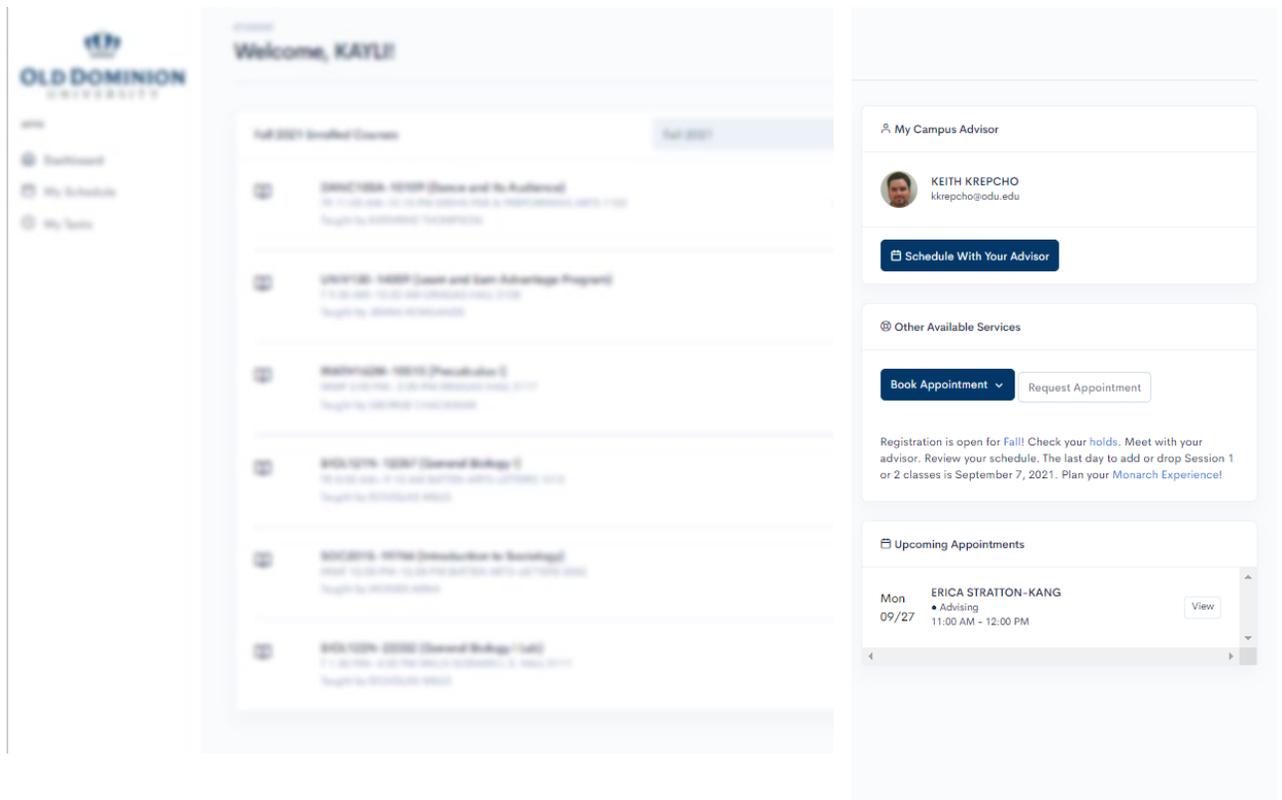
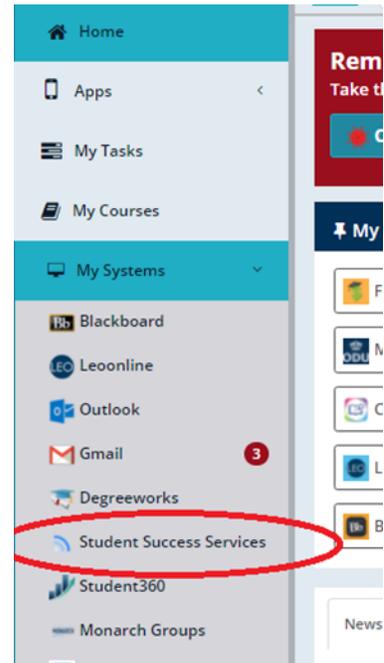


# Student Guide to Appointment Scheduling:

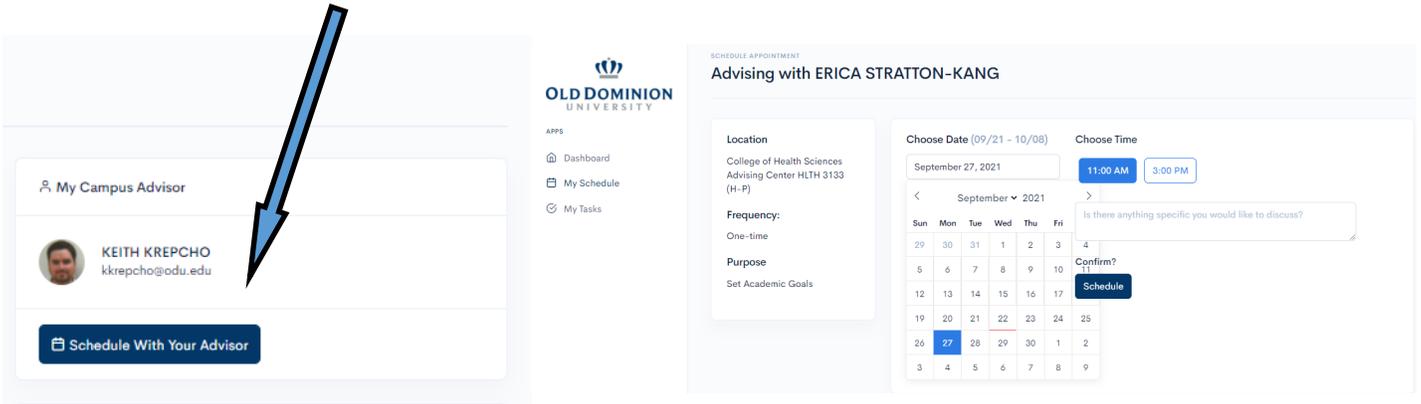
Log-in <https://my.odu.edu>

On the left panel select "Student Success Services"

Your homepage is the Dashboard, which shows current classes, class schedules, and instructor information. On the right, you will see your assigned advisor, book a new appointment, and view today's schedule.



Clicking **Schedule With Your Advisor** will show your assigned advisor's current appointment availability. Select a Date, choose a Time, add a message about the purpose of your meeting, then click Schedule to confirm your appointment



Clicking on the **Book Appointment** button the right hand side of the screen will present you with a list of available services.

Select Advising

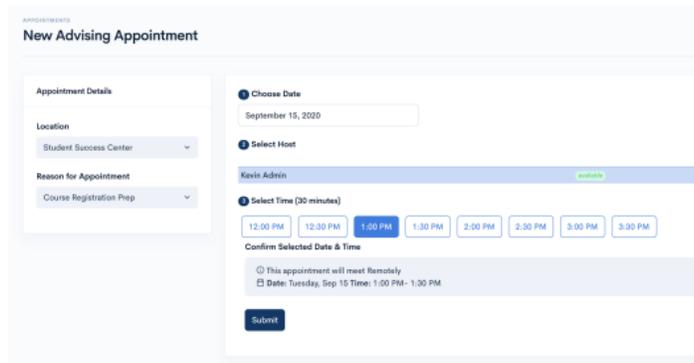
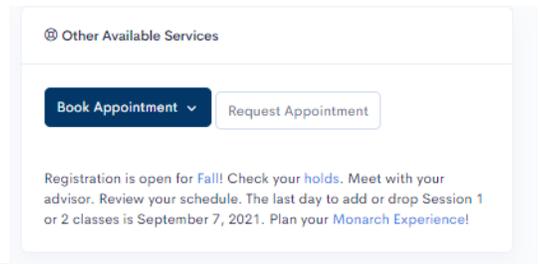
Choose the Location based on last name:

- College of Health Sciences Advising Center HLTH 3133 (A-G)
- College of Health Sciences Advising Center HLTH 3133 (H-P)
- College of Health Sciences Advising Center HLTH 3133 (Q-Z)

Reason:

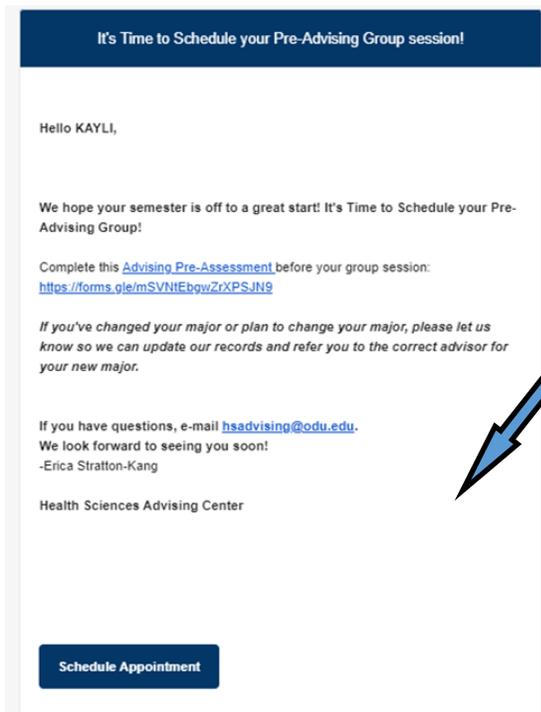
Choose the reason for the appointment from the provided options. If the list does not apply, please select "Other" and type up a brief comment about the intended reason for the appointment.

Click Submit to Confirm your appointment.



# Email Invitation - How to Schedule

## Student Guide to Appointment Scheduling:



If you received an email invitation to schedule an appointment, click "Schedule Appointment"



Select a Date

Choose a Time

Enter comment if there is something specific you'd like to discuss

You'll see a green confirmation message

**SCHEDULE APPOINTMENT**  
Advising with ERICA STRATTON-KANG

**Location**  
College of Health Sciences  
Advising Center HLTH 3133  
(H-P)

**Frequency:**  
One-time

**Purpose**  
Set Academic Goals

**Choose Date (09/21 - 10/08)**  
September 27, 2021

**Choose Time**  
11:00 AM 3:00 PM

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

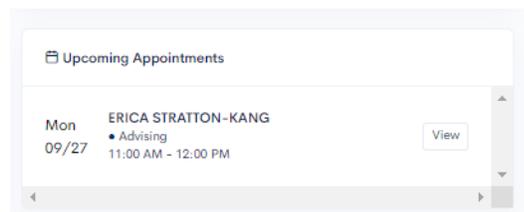
Is there anything specific you would like to discuss?

Confirm?  
**Schedule**

Thank you for scheduling an appointment for this campaign. No further action is needed.

After you schedule your appointment, you'll see your appointment listed on your homepage under

### Upcoming Appointments

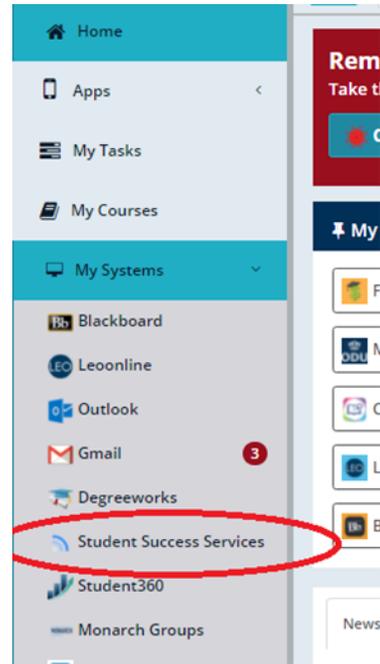
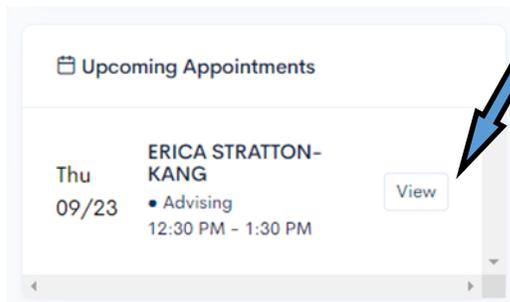


# Cancelling, Rescheduling

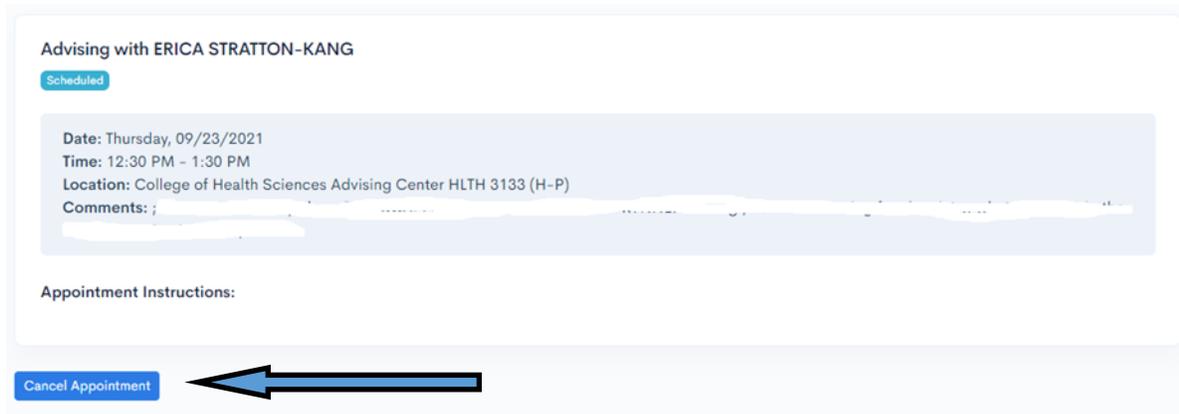
Log-in <https://my.odu.edu>

On the left panel select **"Student Success Services"**

On the bottom right, you'll see your **Upcoming Appointments**. Click **"View"** next to the appointment you'd like to reschedule.



You will then see the details of the appointment and can select **"Cancel Appointment"**



Select a Cancellation Reason and click **"Submit Cancel"**

If you received an email asking you to schedule your appointment, the only way to schedule a new appointment is to go back to the original email and click **"Schedule Appointment"** - **start over!**

