Online Appointment Scheduling Information & Instructions

Internet Explorer users: You must decrease the zoom to around 70% on your browser before accessing the online appointment application in order to view the entire screen. **Mozilla and Google Chrome work best.**

First time users must register and provide the following information: Name, best contact number, and email address (the entire email address). **(Once you have registered, you do not need to register again. To book future appointments, you only have to enter your email address to log in.)**

After registering, click the ***click here*** link to proceed.

Select Department:

- SOAR Orientation

Select Available Appointment: SOAR Orientation

Select the desired date from the calendar

- Please only sign up for one SOAR session as the spots are limited and we need to ensure adequate space for all new students.
- Duplicate appointments will be cancelled.

After selecting the date from the calendar, the available appointment times will appear on the left. Select the desired time.

Your appointment details will appear. You can enter any special instructions needed. If there are none, click ***finalize appointment*** and your appointment will be sent to the Advisor for confirmation.

Your appointment is not completed until you click finalize and you receive a confirmation email.