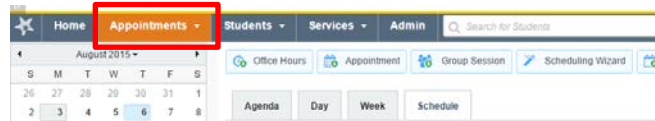


## How to Book an Appointment in uSucceed (Calendar Manager)

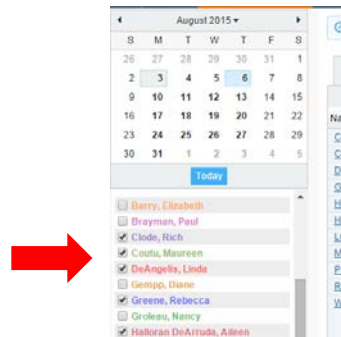
### Instructions

Follow the steps listed below for booking an appointment between a student and a counselor / advisor or planner; you must be assigned as a calendar manager in order to book an appointment for another team member.

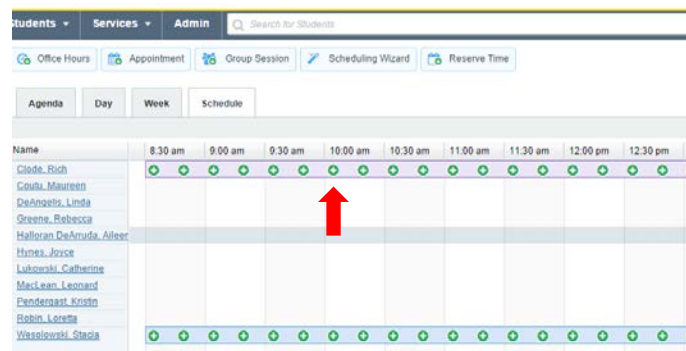
1. Log into uSucceed
2. Click on **Appointments** from the menu bar



3. Select the individual(s) that you would like to review their schedule, you can pick several individuals or one single individual



4. Select an individual and time that you would like to schedule by clicking on the + sign



5. Enter the following information for the student appointment
  - Student Name (you can type the student name or enter the student id number)
  - When (this will fill based on time you selected) however you need to enter the end time of the appointment (length of time listed below)
  - Location
  - Reason: *select from dropdown menu*
    - If you are using the *OTHER* reason type, please enter description on the box provided
    - Close comments with your name

### Academic Counselor / Advisor

Appointment Reason	Length of Appointment
Academic Advising: Other	30 minutes
Academic Counseling: Other	30 minutes
Academic Standing Hold	30 minutes
Academic Standing: First Term	60 minutes
Academic Standing: Follow-Up Terms	30 minutes
Change of Status (Major Change/ Additional Degree/Campus Transfer)	60 minutes
Classes Elsewhere	30 minutes
Course Deficiency	30 minutes
Course Overload (Additional Credits)	30 minutes
Course Withdrawal (Add/Drop)	30 minutes
Leave of Absence	30 minutes
Registration / Graduation Planning	30 minutes
Satisfactory Academic Progress	30 minutes
Study Abroad	30 minutes
University Withdrawal	30 minutes

### Financial Planner

Appointment Reason	Length of Appointment
Understanding Financial Aid Award	20 minutes
FAFSA Assistance	20 minutes
General Financial Questions	20 minutes
Hold on Account	20 minutes
Summer Financial Aid Award	20 minutes
Exit Counseling	20 minutes
Study Abroad - Financial	20 minutes
University Withdrawal	20 minutes

### Disabilities Services

Appointment Reason	Length of Appointment
Accommodation Assistance	60 minutes
Accommodation Certificate: Pick Up	15 minutes
Check-In Meeting	30 minutes
Academic Counseling	30 minutes
Course Registration / Registration Assistance	60 minutes
Schedule Testing	15 minutes
Skills Development	60 minutes
Reader for Test	180 minutes
Reader for Quiz	60 minutes

6. Click **SUBMIT** and that will save the appointment to the uSucceed calendar and will forward an iCalendar invite to Microsoft Outlook if you have setup your profile to do so.
- The appointment will appear tentative in Microsoft Outlook until the individual (calendar owner) has accepted the meeting
  - The student will also receive email informing them of the meeting