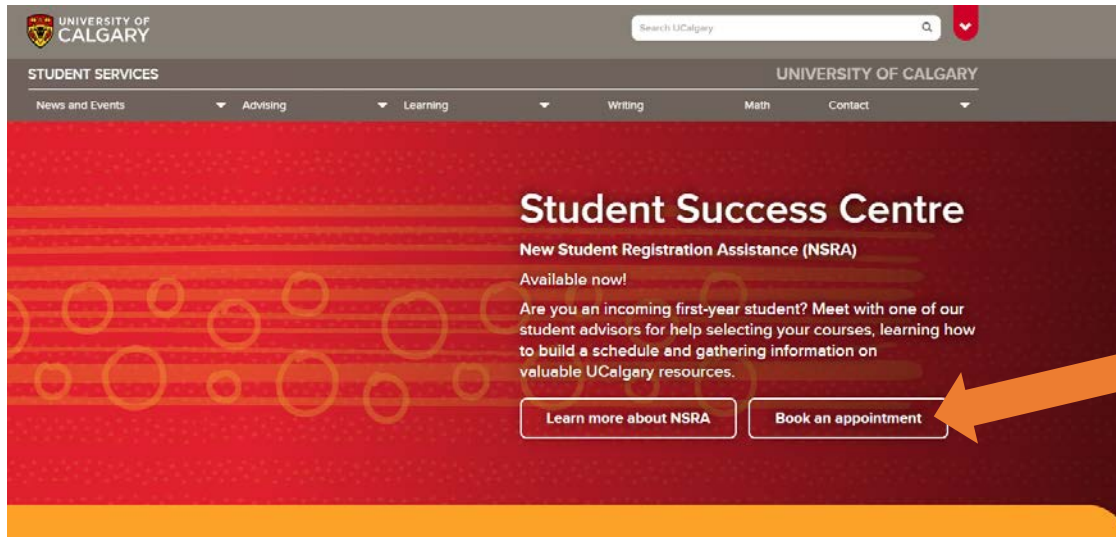
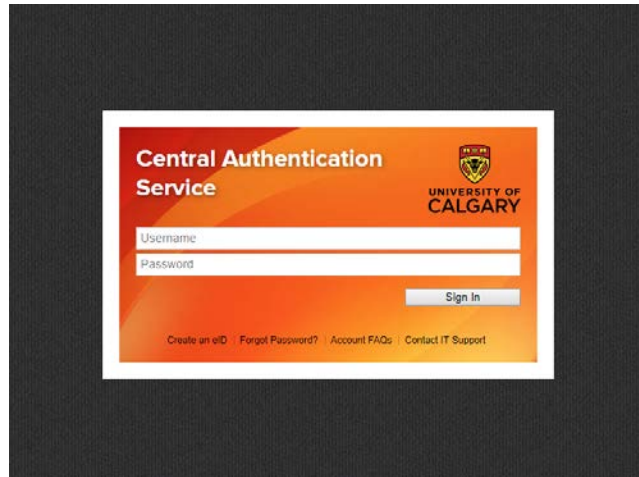
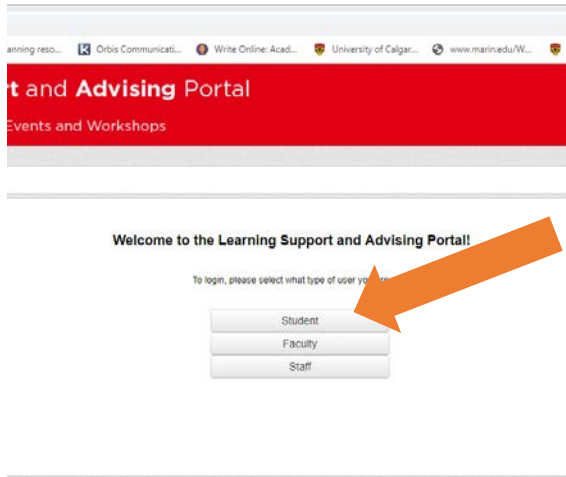


# Booking an appointment at the Student Success Centre

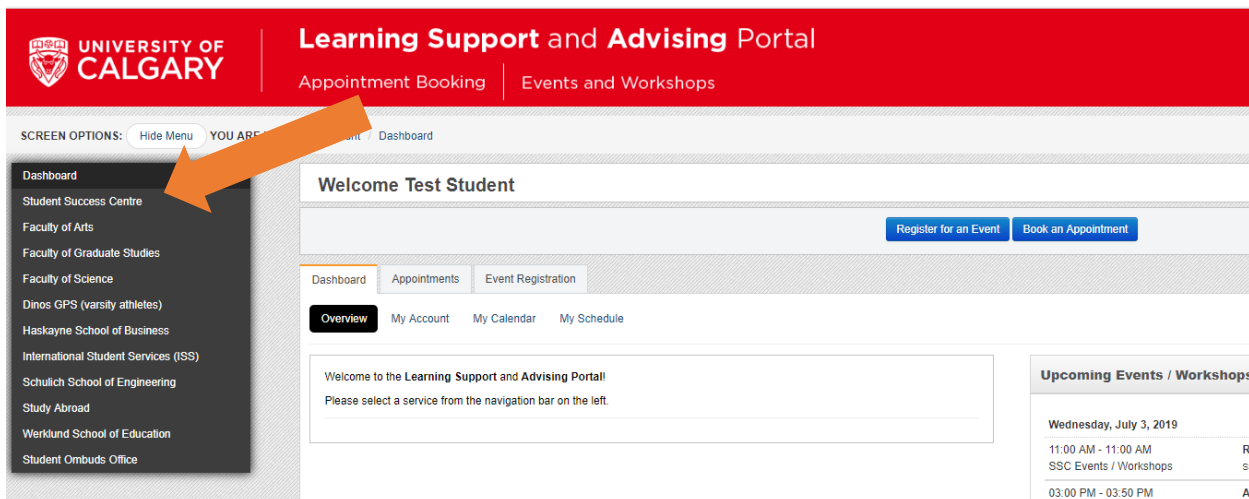
**Step 1:** Go to [www.ucalgary.ca/ssc](http://www.ucalgary.ca/ssc) and select the **Book an appointment** button.



**Step 2:** Select **Student** and login using your UCID.



**Step 3:** Select **Student Success Centre** from the left-hand menu



**Step 4:** Select the appointment service you would like access from the left-hand menu

The screenshot shows the 'Learning Support and Advising Portal' with a red header. Below the header, there are navigation links for 'Appointment Booking' and 'Events and Workshops'. A breadcrumb trail reads: 'SCREEN OPTIONS: Hide Menu YOU ARE HERE: MyAccount / Student Success Centre / Overview'. The left-hand menu is open, showing options like 'Dashboard', 'Student Success Centre', 'Overview', 'Academic Support', 'Writing Support', 'Exploratory Advising - Prospective, Open Studies, Undecided', 'Events / Workshops', 'PASS Sessions', 'Academic Turnaround', 'New Student Registration Assistance', 'Graduate Coaching', 'Math Support', and 'Math Third Attempt'. An orange arrow points to the 'Exploratory Advising - Prospective, Open Studies, Undecided' option. The main content area is titled 'Booking Policies' and includes a welcome message, a list of policies (Late Policy, Cancellations, Finding your appointment, No Shows), and a note about the scented-free space.

**Step 5:** Select **Book by Appointment Type** (You can also select **Book by Appointment Provider** if you know the provider you would like to have an appointment with)

The screenshot shows the 'Learning Support and Advising Portal' with a red header. Below the header, there are navigation links for 'Appointment Booking' and 'Events and Workshops'. A breadcrumb trail reads: 'account / Student Success Centre / Exploratory Advising - Prospective, Open Studies, Undecided / Appointment Calendar'. The main content area is titled 'Exploratory Advising - Prospective, Open Studies, Undecided' and includes a 'Please note' section, a warning about appointment booking, a list of eligible students, and a section for program change advice. At the bottom, there are two blue buttons: 'Book by Appointment Type' and 'Book by Appointment Provider'. An orange arrow points to the 'Book by Appointment Type' button.

**Step 6:** Select **Check here to see Appointment Availability** for the appointment type you would like to access.

## Learning Support and Advising Portal

Appointment Booking | Events and Workshops

RE: MyAccount / Student Success Centre / Exploratory Advising - Prospective, Open Studies, Undecided / Appointment Calendar

### Exploratory Advising - Prospective, Open Studies, Undecided: Book by Appointment Type

[Back to Exploratory Advising](#)

**Please note:** We've changed the name of our appointment calendar to "Exploratory Advising" but are still offering the same advising for Prospective and Open Studies students, as well as students already exploring potential majors or degree programs.

**Appointments are only added to the calendar 2 weeks in advance and appointments are no longer visible after they have been booked.**

If there are no appointments available, please consider attending our drop-in advising hours: **Friday mornings from 9am-11:30am** in the Student Success Centre, 3rd floor of the Taylor Family Digital Libra

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#### Exploratory Resources & Services - Start Here With a Peer!

If you have not met with an academic advisor for Exploratory Advising in the Student Success Centre within the last 12 months, it is recommended that you first attend a peer appointment. In this appointment you will meet with a fellow ur exploring potential majors or degree programs.

You will be introduced to resources and connected with the people and services to help aid in this decision making process, such as: Academic Advisors, Career Services, Faculty and/or Counselors.

[Click here to see Appointment Availability](#)

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#### Navigating Open Studies

This appointment type is for current Open Studies students who are planning to transfer into an undergradaute degree program at the University of Calgary.

These appointments focus on reviewing academic history, navigating admission requirements, and educational planning in order to achieve admission to your target program.

[Click here to see Appointment Availability](#)

**Step 7:** Select an open appointment slot for the desired day and time you would like to attend. *Note: If calendar is blank, all available appointments have been booked.*

## Learning Support and Advising Portal

Appointment Booking | Events and Workshops

Account / Student Success Centre / Exploratory Advising - Prospective, Open Studies, Undecided / Appointment Calendar

### Exploratory Advising - Prospective, Open Studies, Undecided: Full Calendar

Today | Month | Week | Day

July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5 1:30pOpen 2:30pOpen	6
7	8 10aOpen 3:15pOpen	9	10 11aOpen 1:15pOpen 2:15pOpen 3:15pOpen	11 10aOpen 11aOpen 12pOpen 1pOpen	12	13

**Step 8:** Enter your phone number and your reason for booking the appointment first, then select **Book Appointment**.

**Learning Support and Advising Portal**  
Appointment Booking | Events and Workshops

count / Student Success Centre / Exploratory Advising - Prospective, Open Studies, Undecided / Appointment Calendar

### Exploratory Advising - Prospective, Open Studies, Undecided

**Disclaimer!**  
Please provide your name, telephone number, and e-mail address in case we need to contact you about cancellations or appointments.

**APPOINTMENT DETAILS**

Provider:	Karen Quinn
Location:	Student Success Centre 384 TFDL
Appointment Mode:	In person
Date:	Jul 5, 2019
Time:	From 1:30 PM to 2:15 PM

**APPOINTMENT TYPE**

Type: Navigating Open Studies

**ADDITIONAL INFORMATION**

Local Phone #: 403-123-1234

Please provide a first and last name, email address and reason for the appointment

I would like to discuss how to pursue a degree after open studies, but am not sure which degree would be the best fit.

[Book Appointment](#) [Cancel Appointment](#)

**Change your mind? Here's how to cancel an appointment:**

**Learning Support and Advising Portal**  
Appointment Booking | Events and Workshops

count / Student Success Centre / Exploratory Advising - Prospective, Open Studies, Undecided / Appointment Calendar

### Exploratory Advising - Prospective, Open Studies, Undecided

[Cancel Appointment](#)

**BOOKING DETAILS**

Status:	Booked
Date:	Jul 5, 2019
Time:	1:30 PM to 2:15 PM
Type:	Navigating Open Studies
Location:	Student Success Centre 384 TFDL
Mode:	In person
Provider:	Karen Quinn

**MY DETAILS**

Student:	Test Student (1111111111)
Phone Number:	
Faculty 1 Code - New:	
Degree1:	
Degree1 Level:	
Major 1 Code:	

**ADDITIONAL INFORMATION**

Local Phone #:	403-123-1234
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