Scheduling Appointments Online

Setting up an appointment online is quick and easy!

2. Select the appointment type for the meeting you want to arrange:

   **General Academic Advising for First-Years/Sophomores:**
   - First-year/Sophomore General Advising (A-C)
   - First-year/Sophomore General Advising (D-J)
   - First-year/Sophomore General Advising (K)
   - First-year/Sophomore General Advising (L-O)
   - First-year/Sophomore General Advising (P, T-Z)
   - For General Academic Advising, choose the link that corresponds with:
     - your class year and
     - the first letter of your last name.

   **General Academic Advising for Juniors/Seniors:**
   - Junior/Senior General Advising (A-C, R)
   - Junior/Senior General Advising (D-J)
   - Junior/Senior General Advising (K)
   - Junior/Senior General Advising (L, U, V, Z)
   - Junior/Senior General Advising (M-Q)
   - Junior/Senior General Advising (S, T, W-Y)

   **Specialized Appointment Types:**
   - Study Abroad Advising
   - Posse Programming
   - MMUF Advising
   - PSP Advising
   - HEOP Advising
   - Research Advising
   - Concurrent Degree Advising
   - Proration Advising
   - LSC Scholarship Advising
   - LSSO Advising
   - Intern Meeting
   - Tanner Dean’s Scholars Meetings
   - For specialized types of advising, choose from the selections in that section.
3. Select the dates and times which are available. (Let’s make an appointment for Tuesday, January 30th.) Dates where an Advising Dean is unavailable will be greyed-out and non-interactive (such as the Jan. 19th button below).

4. Select from a choice of available times. (Let’s choose 2 PM.) Note: all times displayed are in Eastern Standard Time; if you will be making an appointment from a different time zone, you will need to remember to call at your correct time. (For example, if you have a telephone appointment at 11 AM EST with your Advising Dean while at home in California during Winter Break, you will call at 8 AM PST.)
5. Confirm your desired appointment time, and then complete the fields on the following page. Click “Schedule Event.”
6. You’ll then be brought to a page that confirms that your appointment has been made, and displays important details about your meeting. Success! Your appointment has been made.

![Confirmed appointment details](image)

7. Subsequently, you’ll receive an e-mail that confirms that your appointment is set, and gives you the option to add it to your Google Calendar, iCalendar, or Outlook. (Additionally, you will receive a reminder 24 hours prior to the date and time of your appointment.)

![Email confirmation](image)
Cancelling Appointments Online

Say you would like to cancel your appointment, as you realized that you have a study group during that time for an upcoming prelim. No problem!

1. Click the “Cancel” button at the bottom of your e-mail notification.

![Image of first-year/Sophomore General Advising (K) event]

2. The button will take you to a page where you can cancel your appointment, and a field where you can provide a reason to the Advising Dean for the cancellation. Once you have cancelled your appointment, the following message will appear in your browser:

![Image of Cancellation Confirmed message]

That’s all there is to it! If you have any additional questions, you are welcome to contact us at as_advising@cornell.edu. We’re more than happy to assist you with this new process!