

# The College of **Arts&Sciences**

## Scheduling Appointments Online

Setting up an appointment online is quick and easy!

1. Visit <http://as.cornell.edu/academic-advisors>.
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 (Q, R, S)
- First-year/Sophomore General Advising (P, T-Z)

### 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 General Academic Advising, choose the link that corresponds with*

- *your class year and*
- *the first letter of your last name.*

*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 30<sup>th</sup>.) Dates where an Advising Dean is unavailable will be greyed-out and non-interactive (such as the Jan. 19<sup>th</sup> button below).

The screenshot shows the 'First-year/Sophomore General Advising (K)' interface. At the top, it says 'Times are in Eastern Time - US & Canada (01:12pm)'. Below that, it indicates a '30-minute appointment with your Advising Dean.' and the location 'KG17 Klarman Hall'. The main part of the interface is a calendar titled 'Select a Day'. The calendar shows days from Friday, Jan 19 to Friday, Feb 2. The day Friday, Jan 19 is greyed out and labeled 'unavailable'. The day Tuesday, Jan 30 is highlighted with a red arrow pointing down to it. Below the calendar, there are labels for 'THIS WEEK', 'NEXT WEEK', and '2 WEEKS OUT'. At the bottom right, there is a link 'After Feb 2 >'. The interface is clean and user-friendly, with clear navigation options.

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.)

The screenshot shows the 'Tuesday January 30, 2018' interface. At the top, it says 'Times are in Eastern Time - US & Canada'. Below that, there is a section titled 'Select a Time' with a toggle for 'am/pm' and '24 hr'. The available times are listed in a vertical list: 01:30pm, 02:00pm, 02:30pm, and 03:00pm. The time 02:00pm is highlighted with a red arrow pointing to it. The interface is clean and user-friendly, with clear navigation options.

5. Confirm your desired appointment time, and then complete the fields on the following page. Click “Schedule Event.”

 **Tuesday**  
January 30, 2018

Times are in Eastern Time - US & Canada

Select a Time am/pm  24 hr

01:30pm

02:00pm **Confirm** 

02:30pm

03:00pm

 **First-year/Sophomore General Advising (K)**

 02:00pm - Tuesday, January 30, 2018

 Eastern Time - US & Canada

 30-minute appointment with your Advising Dean.

 KG17 Klarman Hall

**Enter Details**

Full Name \*

Your e-mail address \*

What would you like to discuss?

Will this appointment be held in person, or via telephone? \*

**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**  
You are scheduled with Bonnie Comella.

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 **First-year/Sophomore General Advising (K)**

 02:00pm - Tuesday, January 30, 2018

 Eastern Time - US & Canada

 30-minute appointment with your Advising Dean.

 KG17 Klarman Hall

[Add to your calendar](#) 

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.)

 Calendly <no-reply@calendly.com> on behalf of Bonnie Comella (via Calendly) <notifications@calendly.com> | John Q. Public

**Confirmed: First-year/Sophomore General Advising (K) with Bonnie Comella on January 30, 2018**

 If there are problems with how this message is displayed, click here to view it in a web browser.

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Hi John Q. Public,

Your First-year/Sophomore General Advising (K) with Bonnie Comella at 02:00pm (Eastern Time - US & Canada) on January 30, 2018 is scheduled.

30-minute appointment with your Advising Dean.  
**Location:** KG17 Klarman Hall

Your Answers:

**Will this appointment be held in person, or via telephone?:**  
In person.

[Add to Google Calendar](#) [Add to iCal/Outlook](#)

**Make changes to this event:**

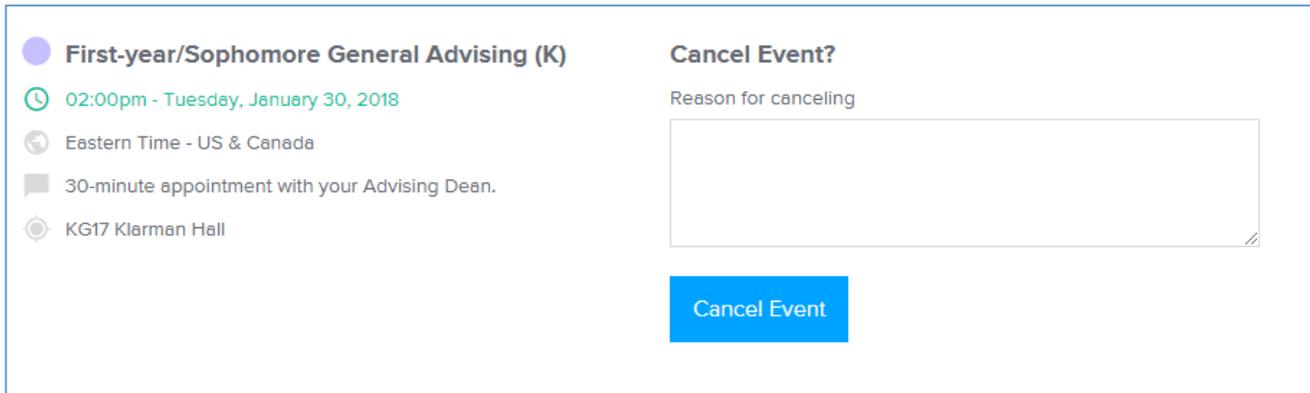
[Reschedule](#)

[Cancel](#)

# Canceling Appointments Online

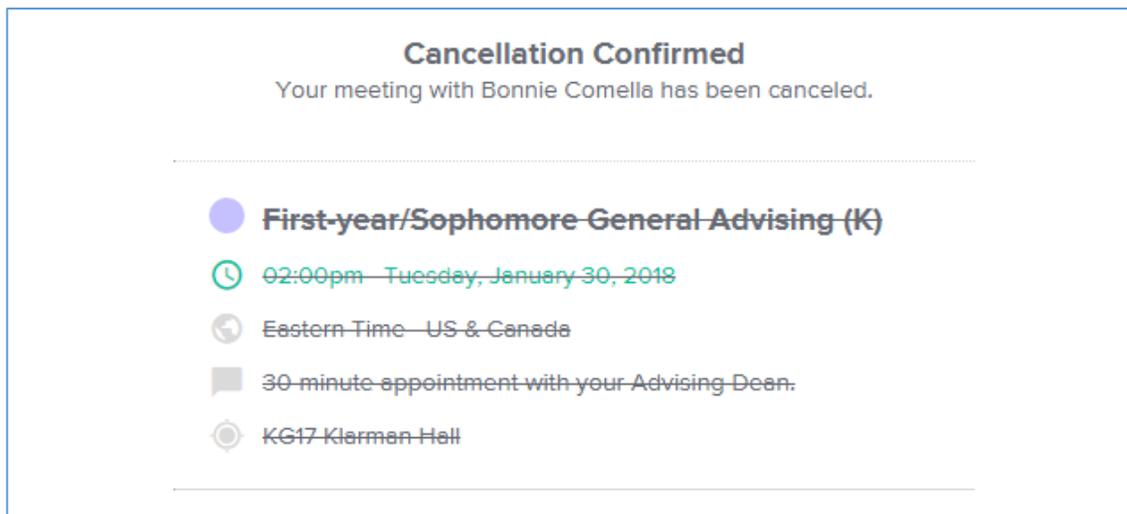
Say you would like to cancel your appointment, as you realized that you have a study group during that time for an upcoming prelim. No problem!

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



The screenshot shows an email notification for a "First-year/Sophomore General Advising (K)" appointment. The appointment details include the time "02:00pm - Tuesday, January 30, 2018", the time zone "Eastern Time - US & Canada", the duration "30-minute appointment with your Advising Dean.", and the location "KG17 Klarman Hall". To the right of these details is a "Cancel Event?" section with a "Reason for canceling" text box and a blue "Cancel Event" button.

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:



The screenshot shows a "Cancellation Confirmed" message. The text reads "Your meeting with Bonnie Comella has been canceled." Below this message is a list of appointment details, including the title "First-year/Sophomore General Advising (K)", the time "02:00pm - Tuesday, January 30, 2018", the time zone "Eastern Time - US & Canada", the duration "30-minute appointment with your Advising Dean.", and the location "KG17 Klarman Hall".

That's all there is to it! If you have any additional questions, you are welcome to contact us at [as\\_advising@cornell.edu](mailto:as_advising@cornell.edu). We're more than happy to assist you with this new process!