

The first step is to make sure you have availability set up for a range of dates similar to the entire semester, or simply select "Spring 2020". Keep in mind that you'll want to make sure your calendar is blocked during Spring Break if you won't be here, or students will be able to schedule with you. The same is true for conferences, or any time away – if you don't specifically block the time in your personal calendar, then students will see you as available.

Again, a reminder that you can enter multiple availabilities, so it doesn't have to be for Monday through Friday from 8-5.

Care Unit: Advising
Location: My Faculty's Office
Service: Academic Planning

ADD AVAILABILITY

When are you available to meet?

Mon Tue Wed Thu Fri Sat Sun

From: 8:30am To: 4:30pm

How long is this availability active?
Spring 2020

What type of availability is this?
Appointments Drop-ins Campaigns

Care Unit: Advising

Location: My Faculty's Office

Services: Academic Planning

Special Instructions for Student
My office is in 1243 Centennial Hall.

Cancel Save

The next big step is to educate your students about how to schedule with you.

For the Spring Semester they'll need to go to the same site you use to login - <https://uwlax.campus.eab.com/>
Just keep in mind it will be a different page and/or through the app in the Fall.

What type of appointment would you like to schedule?
Advising

Choose from the following options and click Next.
Academic Planning

Next ▶

What location do you prefer?
My Faculty's Office

Who would you like to meet with? You may choose more than one person.
Stindt, Christopher (Your Advisor)

If you don't have a preference, just click Next.

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Next ▶

Times From January 27 To January 31

Mon, Jan 27	Tue, Jan 28	Wed, Jan 29	Thu, Jan 30	Fri, Jan 31
Morning N/A	Morning N/A	Close	Morning 1 Available	Morning 5 Available
Afternoon N/A	Afternoon 5 Available	8:30am 9:00am 9:30am 10:00am 10:30am	Afternoon 3 Available	Afternoon 3 Available

* All times listed are in Central Time (US & Canada). refreshed at 2:33pm CST.

View the times you can see a staff member without an appointment. [View Drop-in Times](#)

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Your appointment has not been scheduled yet. Please review and click Confirm Appointment to complete.

Appointment Details

Who: [Redacted] with [Redacted]
Why: Academic Planning
When: Wednesday, January 29
 8:30am - 9:00am
Where: My Faculty's Office

Additional Details
 My office is in 1243 Centennial Hall.

Is there anything specific you would like to discuss with Christopher ? Send Me an Email
 Send Me a Text

Comments for your staff...

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