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

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://uwlnx.campus.eab.com/ Just keep in mind it will be a different page and/or through the app in the Fall.
Times From January 27 To January 31

* All times listed are in Central Time (US & Canada).

View the times you can see a staff member without an appointment. View Drop in Times

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

Appointment Details

Who: [Name]  
When: Wednesday, January 29  
8:30am - 9:00am  
Where: My Faculty's Office

Why: Academic Planning

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:

Confirm Appointment