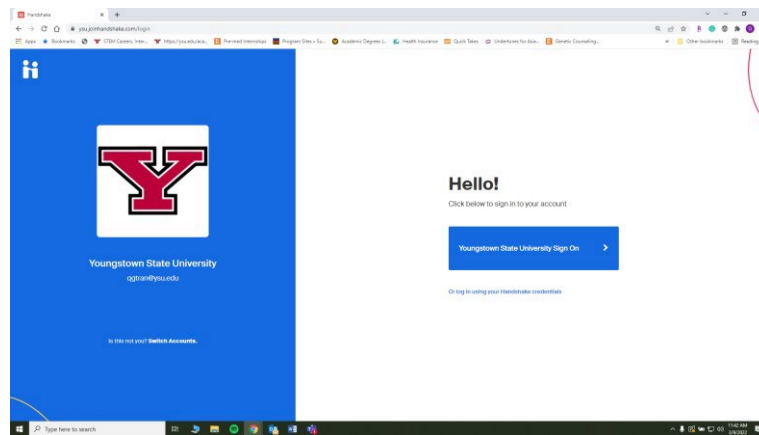
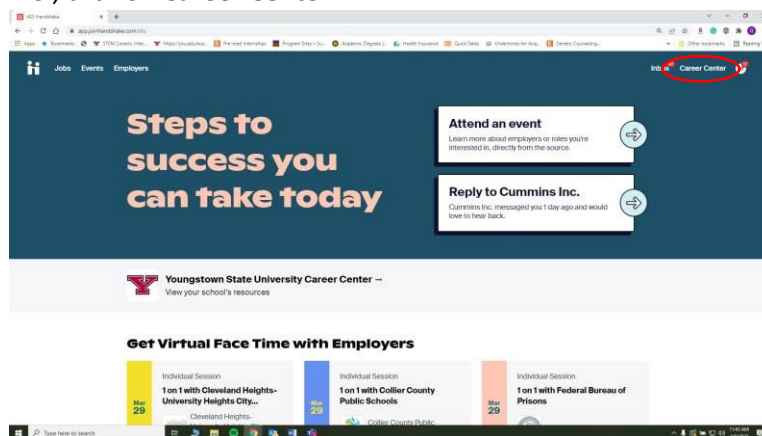


How to Schedule Academic Advising Appointments in Handshake

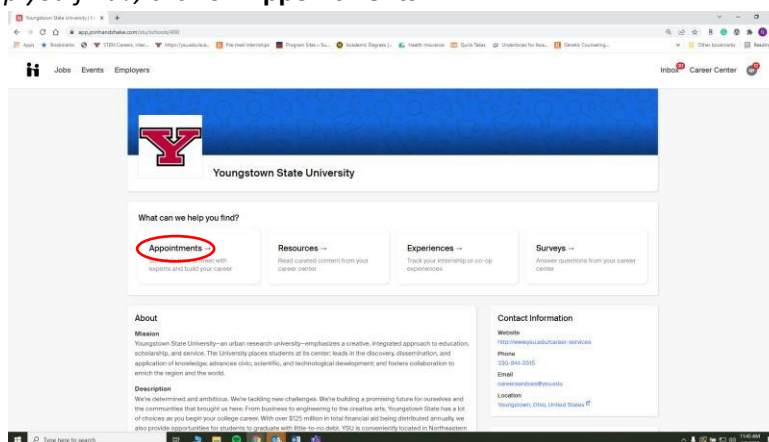
1. Go to ysu.joinhandshake.com and log in using your YSU login information.



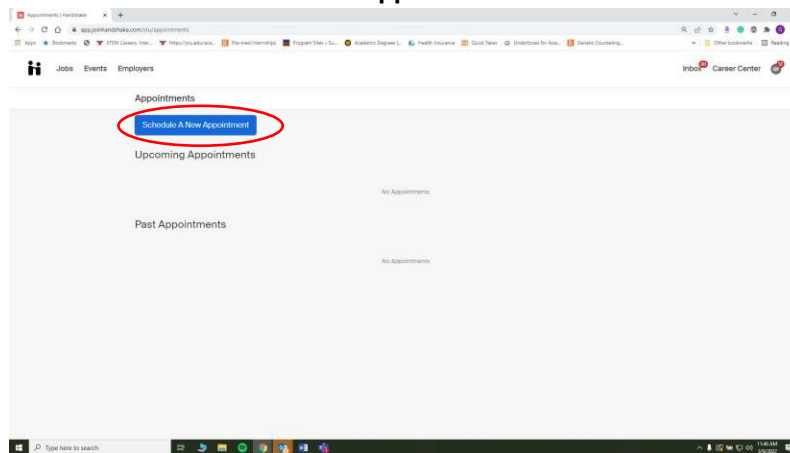
2. At the top right-hand corner, click on **Career Center**.



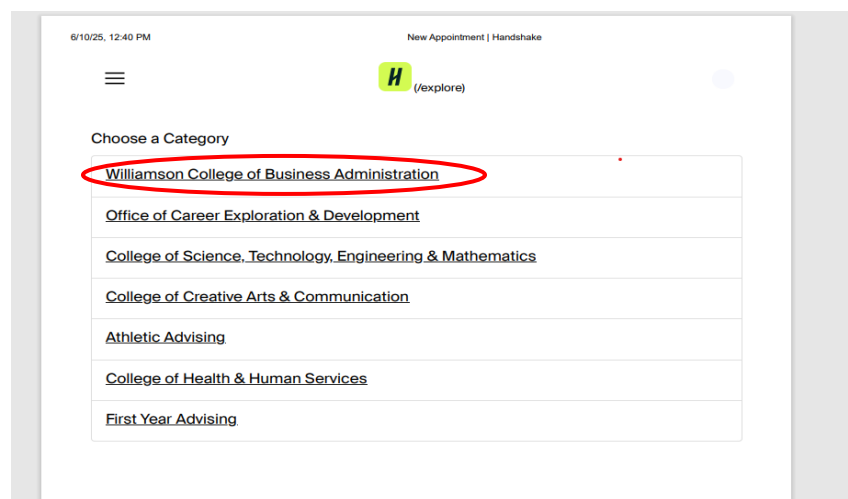
3. Under *What can we help you find?*, click on **Appointments**.



4. Under *Appointments*, click the blue **Schedule a New Appointment** button.



5. Under *Choose a Category*, click **Williamson College of Business Administration**.



6. Under *Choose an Appointment Type*, select **WCBA Advising (MUST PUT PHONE NUMBER/EMAIL IN COMMENTS)**
a. View your academic advisor assignment via your Student Profile in Penguin Portal.

<p><u>WCBA Advising: Emily Koch</u> Before you schedule your academic advising appointment, please look at your advisor assignment on your student profile in Penguin Portal. Appointments requested with the wrong advisor will not be approved. PLEASE LEAVE YOUR PHONE NUMBER IN THE COMMENTS SECTION.</p>
<p><u>WCBA Advising: Mary Collier</u> Before you schedule your academic advising appointment, please look at your advisor assignment on your student profile in Penguin Portal. Appointments requested with the wrong advisor will not be approved. PLEASE LEAVE YOUR PHONE NUMBER IN THE COMMENTS SECTION.</p>
<p><u>WCBA Advising: Susan Carfolo</u> Before you schedule your academic advising appointment, please look at your advisor assignment on your student profile in Penguin Portal. Appointments requested with the wrong advisor will not be approved. PLEASE LEAVE YOUR PHONE NUMBER IN THE COMMENTS SECTION.</p>
<p><u>WCBA Advising: Nikeesha Austin</u> Before you schedule your academic advising appointment, please look at your advisor assignment on your student profile in Penguin Portal. Appointments requested with the wrong advisor will not be approved. PLEASE LEAVE YOUR PHONE NUMBER IN THE COMMENTS SECTION.</p>
<p><u>COF Scholarship Success Appointment</u> For students in the Choose Ohio First Scholarship Program with questions or weekly success meetings. Check in on the 2nd Floor of Silvestri Hall.</p>
<p><u>WCBA Advising: Yvonne Townsend</u> Before you schedule your academic advising appointment, please look at your advisor assignment on your student profile in Penguin Portal. Appointments requested with the wrong advisor will not be approved. PLEASE LEAVE YOUR PHONE NUMBER IN THE COMMENTS SECTION.</p>

7. Once you've selected the appointment type based on your last name, click the left and right arrows to select **week** of appointment. Underneath week, select **day** of appointment. Once you've selected a day, choose from the **available appointment times**.


The screenshot shows the appointment selection interface. At the top, there are four tabs: Category (Williamson College of Busi...), Type (WCBA Advising: Nikeesha ...), Staff Member (No Preference), and Appointment Medium (No Preference). Below these is a navigation bar with left and right arrows and a dropdown menu showing 'Week of Sunday, June 15th'. A red arrow labeled 'Week' points to this dropdown. Below the navigation bar is a grid of seven boxes representing the days of the week: Sunday (June 15th 2025), Monday (June 16th 2025), Tuesday (June 17th 2025), Wednesday (June 18th 2025), Thursday (June 19th 2025), Friday (June 20th 2025), and Saturday (June 21st 2025). The Monday box is highlighted in blue and labeled 'Appointments Available'. A red arrow labeled 'Date' points to this box. Below the grid, the selected date 'Jun 16' is shown, along with a 'Time Zone' dropdown set to 'Eastern Time (US & Canada)'. Below this is a list of seven available appointment slots for Nikeesha Austin on Jun 16, each with a time range: 9:00 am EDT - 9:30 am EDT, 9:30 am EDT - 10:00 am EDT, 10:00 am EDT - 10:30 am EDT, 10:30 am EDT - 11:00 am EDT, 11:00 am EDT - 11:30 am EDT, 11:30 am EDT - 12:00 pm EDT, and 1:30 pm EDT - 2:00 pm EDT. A red arrow labeled 'Available appointment times on chosen date' points to this list.

8. After you've selected an available appointment time, fill out the appointment request details. Select an **Appointment Medium**. Under *What can we help you with?*, please include **email** and **phone number**.

The screenshot shows the appointment request details form. At the top, there is a 'Back' button and a message: 'You have selected a slot. If you would like to search for a different slot you may do so [here](#).' Below this is a header section with a profile picture of Nikeesha Austin and the text 'WCBA Advising: Nikeesha Austin at 9:00 am EDT, Jun 16th 2025'. Below the header is the 'Appointment Request Details' section. It starts with a note: 'Fields marked with an asterisk "*" are required.' There are two required fields: 'Appointment medium' with a dropdown menu showing 'Select an Appointment Medium', and 'What can we help you with?' with a text area containing the placeholder 'Email and Phone Number here'. At the bottom left is a 'Cancel' button, and at the bottom right is a green 'Request' button.

9. Once you've created your appointment, you should be able to see the screen below that includes details of your appointment including location! Keep in mind that your appointment will need to be approved by the advisor.

✓ Appointment was successfully requested.



STAFF MEMBER

[Nikeesha Austin](#)
[maustin@ysu.edu](#)
Senior Academic Advisor

STUDENT

[Trinity Miller](#)
Senior
Business Administration
Finance CFP Track, Accounting
Economics

TYPE

WCBA Advising: Nikeesha Austin

WHEN

Monday, June 16th 2025 at 9:00 am
for 30 minutes

WHERE

WCBA Student Services
Youngstown, Ohio, United States

MEDIUM

In Person


Surveys

Student pre-appointment survey:
N/A
Staff member survey: N/A
Student post-appointment survey:
N/A

Requested by [Trinity Miller](#)
HELP REQUESTED
Email and Phone Number here

Requested

Cancel Appointment



Add a Comment...

Add Comment

CREATE

You requested an appointment with Nikeesha Austin
[Trinity Miller](#) - Tuesday, June 10th 2025 1:10 pm