HOW TO SCHEDULE AN ADVISEMENT APPOINTMENT
Using Microsoft Bookings

1. Go to the Cliffe College Advisement webpage:
   ysu.edu/academics/college-creative-arts-and-communication/cccac-advisement

   ■ How to get to Cliffe College Advisement from YSU homepage:
   From the YSU Homepage, click ACADEMICS.
   Scroll down to the “Colleges” section. Choose Cliffe College.
   On the right hand side, select CLIFFE COLLEGE ADVISEMENT.

   ■ How to get to Cliffe College Advisement from the Penguin Portal:
   Log in to Penguin Portal:
   ysu.edu/penguin-portal
   Select “Students” on the far left.
   Select “Academic Advising,” and choose Cliffe College
   On the right hand side, select CLIFFE COLLEGE ADVISEMENT.

2. Click SCHEDULE AN ADVISEMENT APPOINTMENT or scan the QR code


4. Select Time – Choose the day and time for your appointment.

5. Add Your Details – Enter your name, email, and the reason for your appointment.

6. Select the red “Book” button