YOUNGSTOWN STATE UNIVERSITY

Cliffe College of Creative Arts

HOW TO SCHEDULE AN ADVISEMENT APPOINTMENT

Using Microsoft Bookings

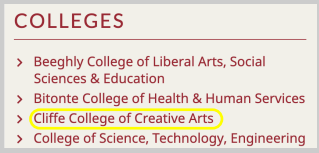
1. Go to the Cliffe College Advisement webpage:

ysu.edu/academics/college-creative-arts-and-communication/cccac-advisement

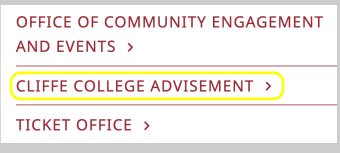
■ ***How to get to Cliffe College Advisement from YSU homepage:***

From the YSU Homepage, click ACADEMICS.

Scroll down to the "Colleges" section. Choose Cliffe College.

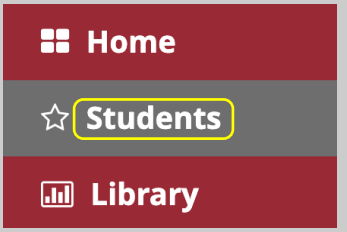


On the right hand side, select CLIFFE COLLEGE ADVISEMENT.

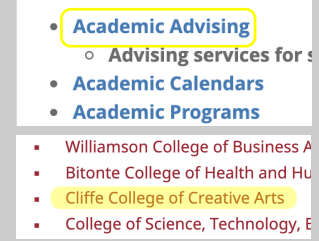


■ ***How to get to Cliffe College Advisement from the Penguin Portal:***

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.

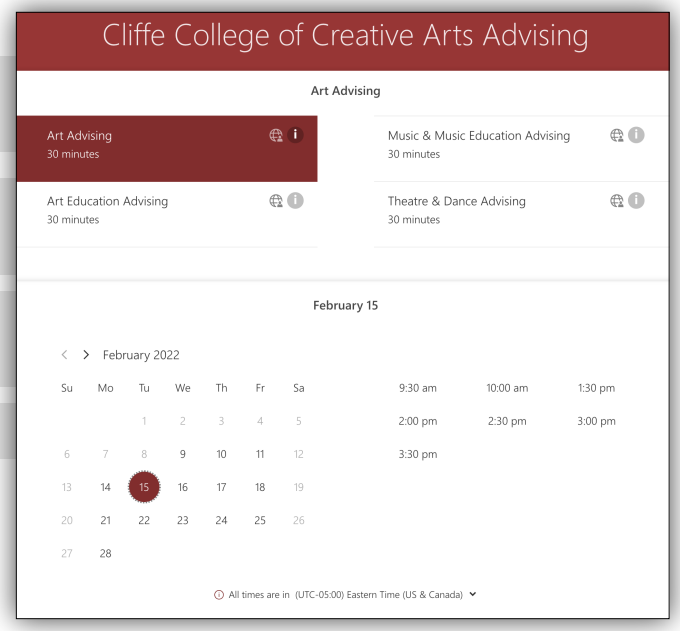
2. Click SCHEDULE AN ADVISEMENT APPOINTMENT or scan the QR code

SCHEDULE AN ADVISEMENT APPOINTMENT

3. Choose either Art, Art Education, Music & Music Education, or Theatre & Dance.

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

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