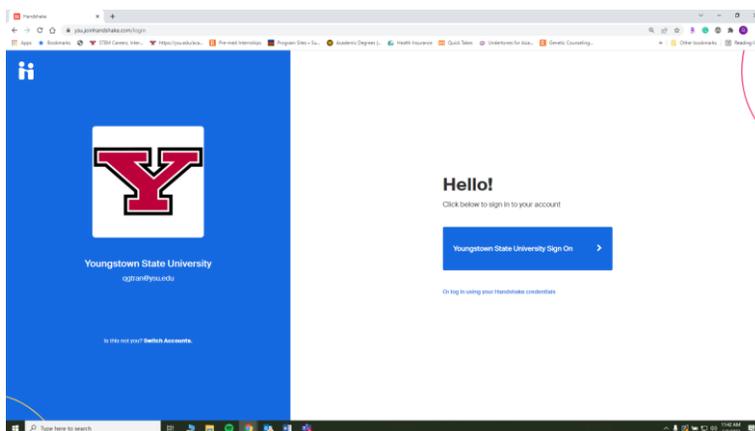
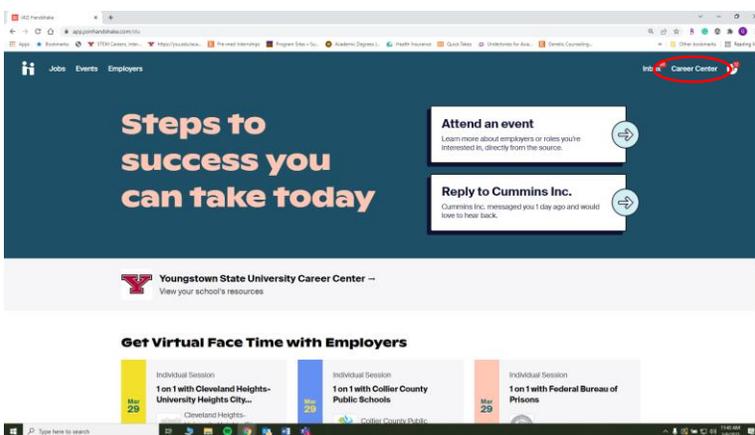


How to Schedule Academic Advising Appointments in Handshake

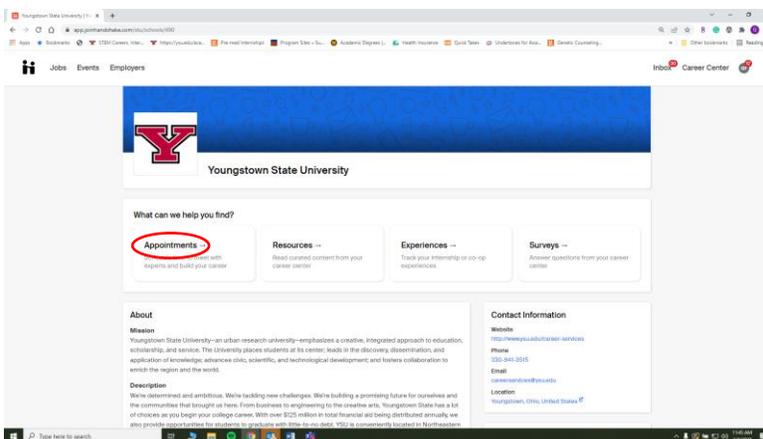
1. Go to ysu.joinhandshake.com and log in using your YSU login information.



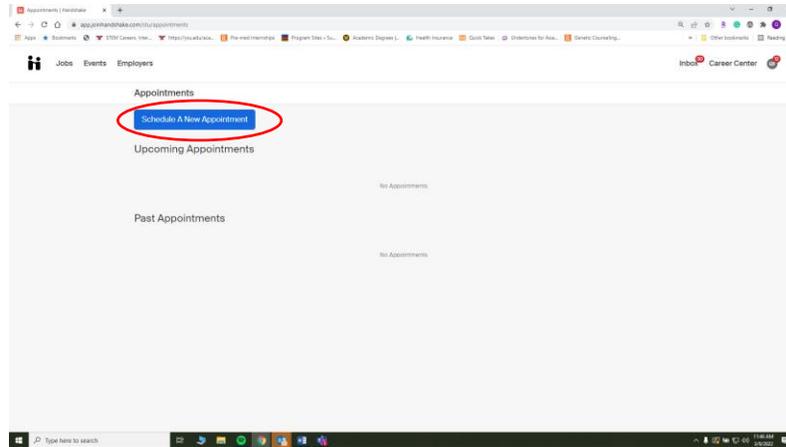
2. At the top right-hand corner, click on **Career Center**.



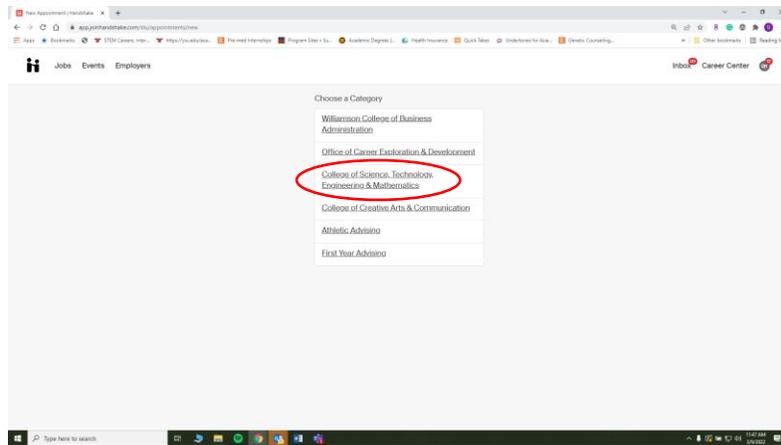
3. Under *What can we help you find?*, click on **Appointments**.



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

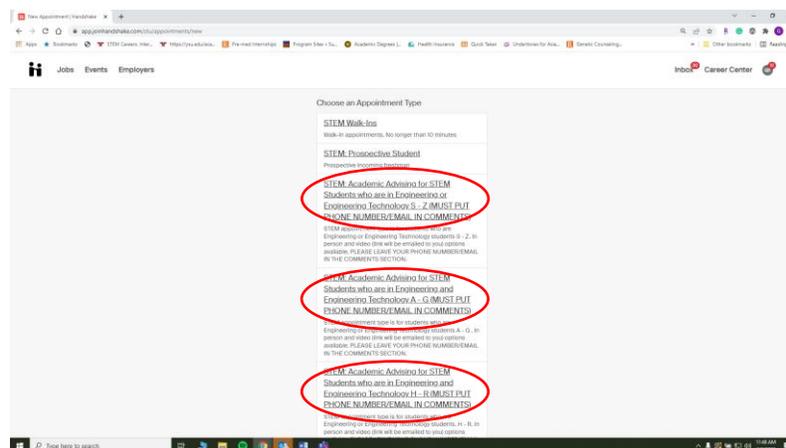


5. Under *Choose a Category*, click **College of Science, Technology, Engineering & Mathematics**.

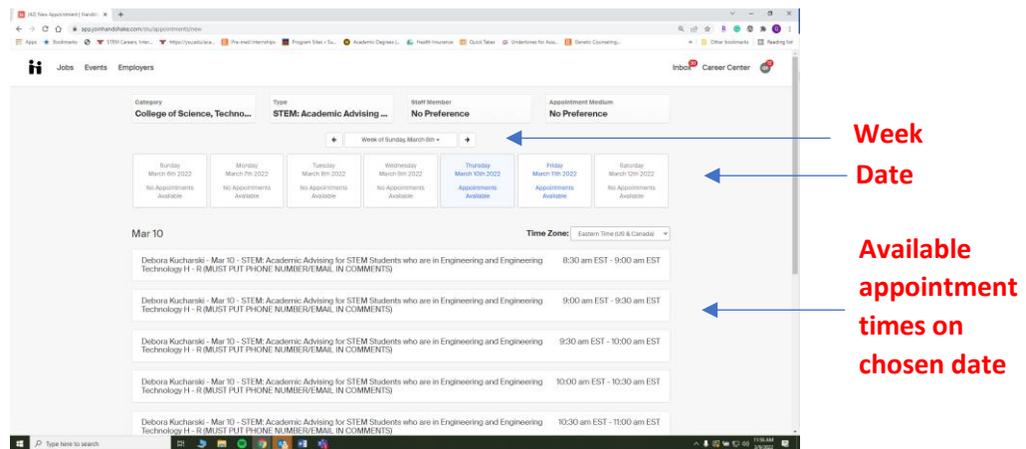


6. Under *Choose an Appointment Type*, select **STEM: Academic Advising for STEM Students who are in Engineering or Engineering Technology ## (MUST PUT PHONE NUMBER/EMAIL IN COMMENTS)**

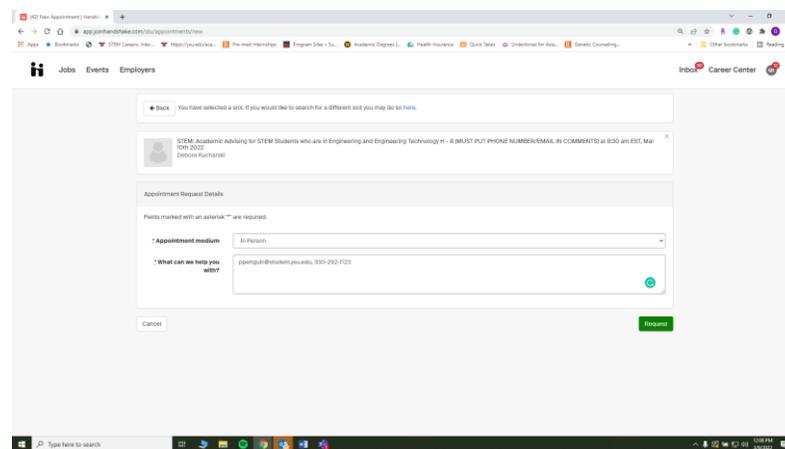
a. *Three options based on initials: A-G, H-R, S-Z. Choose one based on last name.*



- 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**.



- 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**.



- 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.

