How to Schedule Academic Advising Appointments in Handshake

1. Go to <u>ysu.joinhandshake.com</u> 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.

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

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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.



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.**

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			•	Week of Sunday March 6th -	-	•			– Week		
	Sunday March 6th 2022	Monday March 7th 2022	Tuesday March Bm 2022	Wednesday March 9th 2022	Thursday March 10th 2022	Filday March 110: 2022	Baturday March 12th 2022	•	— Date		
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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**.

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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.

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 Appointment was successfully requested. 		
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