HOW TO SCHEDULE AN APPOINTMENT WITH AN IEC ADVISOR

1) Go to http://iec.colorado.edu. Click on the Admitted Students tab, and then click on the Advising Appointments link. On the Advising Appointments page, click on the Schedule Now button.

2) Select an advisor from the Select Advisor dropdown box. If you want to make an appointment with your Primary Advisor, please make sure that you choose your Primary Advisor.

3) Once you select an advisor, a calendar will appear. Please click the date on which you would like to make an appointment.
4) Once you have selected a date, click on an open time slot to select the time for the appointment. You may select any open time (open time slots will be white; closed time slots will be gray). All appointments are 20 minutes long.

5) Once you have selected a time, you will be asked to enter your name and your CU email address. Enter your name in the format [First] [Last]. If you are an IEC student, enter your CU email address: username@colorado.edu. If you are not an IEC student, you may enter your personal email address. When you have entered this information, click Finalize Appointment.
6) When you have clicked Finalize Appointment, you will see the confirmation screen. If you wish to cancel your appointment, please click the **Cancel** link in the lower-right corner.

Click here to cancel. Once you close this webpage, you will not be able to cancel again until you receive the appointment email.
7) After making your appointment, you will receive an email from the appointment system. You may have to wait 1-2 days before you receive this email. Once you do receive it, you can click on the first link in the email to cancel or reschedule your appointment. Here’s an example email:

Samuel,

Thank you for making an appointment with us. You are confirmed for the following appointment:

Meeting Type: Advising Session
Date: Wednesday, August 21, 2013
Time: 3:00pm MDT
With: Russell Moon (TECHNOLOGY ADVISOR)

If you need to cancel or reschedule your appointment, please visit the link below. If you just made your appointment, make sure to restart your browser or use a different browser than the one you used to make the appointment.


Thanks!
IEC

IEC
1030 13th Street
Boulder, CO 80302
303-735-2979

Schedule all your other appointments online. Click here to tell your other service providers (hair stylist, doctor, personal trainer, massage therapist, etc.) about Appointment-Plus online scheduling: www.appointment-plus.com/share