

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.

The screenshot shows the IEC Appointments page. At the top, it says "IEC" and "Appointments". Below that, there is a section titled "Appointment Locator". Under "Select Advisor", there is a dropdown menu with "Select Advisor" selected. To the right of the dropdown, there is a red warning message: "<< PLEASE CHOOSE AN IEC ADVISOR." Below the warning, there is a note: "(If you are choosing a Primary Advisor, please remember to choose the Primary Advisor assigned to you.)"

- 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.

The screenshot shows the IEC Appointments page with the "Select Advisor" dropdown menu open. The list of advisors includes: Chad Pennington (PRIMARY ADVISOR), Joyce Gordon (PRIMARY ADVISOR), Karen Eichhorn (PRIMARY ADVISOR), Kathleen Michel (PRIMARY ADVISOR), Susan Fouts (ACADEMIC ADVISOR), Carlos Miron (IMMIGRATION ADVISOR), Michelle Jackson (IMMIGRATION ADVISOR), Heather Titland (HOUSING ADVISOR), Agena Shiek (FINANCE ADVISOR), and Russell Moon (TECHNOLOGY ADVISOR). The red warning message and note are still visible on the right.

- 3) Once you select an advisor, a calendar will appear. Please click the date on which you would like to make an appointment.

The screenshot shows the "Appointment Locator" page. The "Select Advisor" dropdown menu is now set to "Joyce Gordon (PRIMARY ADVISOR)". Below it, there is a "Date" section with a calendar for June 2013. The calendar shows the days of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat) and the dates from 1 to 30. The date 1 is highlighted in grey, indicating it is the selected date.

- 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.

Select Appointment Time							
	Wed Jun 12	Thu Jun 13	Fri Jun 14	Sat Jun 15	Sun Jun 16	Mon Jun 17	Tue Jun 18
8:00am							
8:20am							
8:40am							
9:00am							
9:20am							
9:40am							
10:00am							
10:20am							

CLOSED TIME

OPEN TIME

- 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**.

Selected Appointment

Advisor Joyce Gordon (PRIMARY ADVISOR)
Meeting Type Advising Session
Date Wednesday, June 12, 2013
Start Time 12:20pm

Please complete the following information.

PLEASE ENTER YOUR NAME [FIRST LAST] AND YOUR CU EMAIL ADDRESS [USERNAME@COLORADO.EDU]

(optional)


Type your name and email here.

Click this button when you're finished.

- 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.

Selected Appointment

Advisor Joyce Gordon (PRIMARY ADVISOR)
Meeting Type Advising Session
Date Wednesday, June 12, 2013
Start Time 12:20pm

 **Your appointment has been confirmed!**
We will send you a reminder e-mail prior to your appointment. You may log in at any time to see your existing appointments.

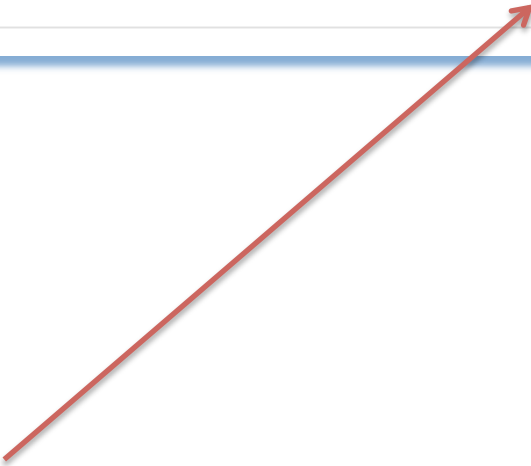
[Print Confirmation](#)

Appointment Activity

Please allow at least 24 hours notice for cancellations

Future Appointments [Show All](#) | [Print All](#)

- [Wednesday, June 12, 2013 at 12:20pm](#) [Print](#) | [Cancel](#)



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.

<https://server22.securedata-trans.com/ap/iec/index.php?page=10&action=apptlink&token=83011cabdcbc2d31b963e2fee043b41aa1c25b9>

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