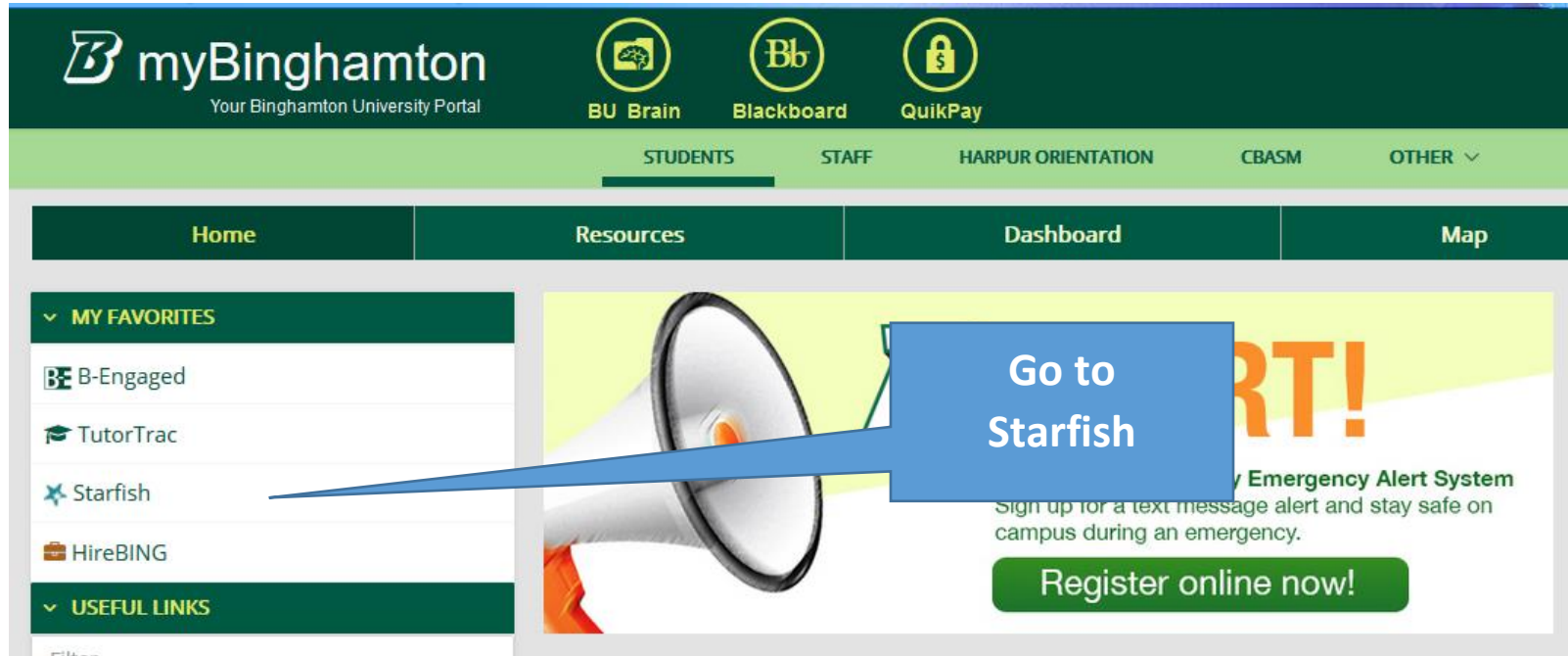


# How to schedule an advising appointment

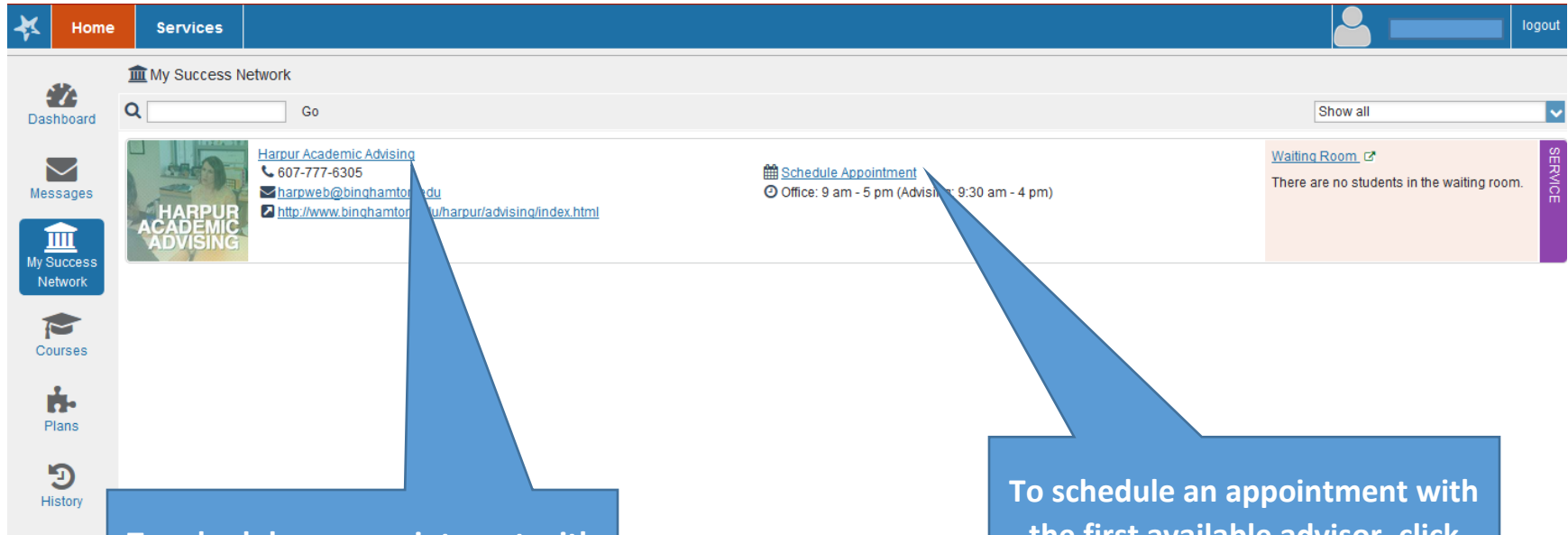


Online scheduling is available for Harpur Advising, Watson Advising and University Tutoring.

From the HOME screen, click on “My Success Network”

To schedule an appointment with the first available advisor, click on “Schedule Appointment”

To schedule an appointment with a specific advisor, click on “Harpur Academic Advising”




To schedule an appointment with a specific advisor, click on “Harpur Academic Advising”

To schedule an appointment with the first available advisor, click on “Schedule Appointment”

# Schedule with first available advisor

Dates that appear in BOLD on the calendar are dates with available appointments

Home Services   [logout](#)

September 2016

S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	<b>30</b>	1
2	3	4	5	6	7	8

[Today](#)


### Harpur Academic Advising

Online scheduling is available to Harpur College undergraduate students only. If you wish to meet with a Harpur Advisor, but are not a Harpur College student, please call 607-777-6305 or stop by Old Champlain to schedule your appointment.

Time	Appointments	Type
11:30 am	<a href="#">+ Sign Up</a> (1 available spot)	One-on-one session
1:00 pm	<a href="#">+ Sign Up</a> (5 available spots)	One-on-one session
1:20 pm	<a href="#">+ Sign Up</a> (2 available spots)	One-on-one session
1:40 pm	<a href="#">+ Sign Up</a> (3 available spots)	One-on-one session
2:00 pm	<a href="#">+ Sign Up</a> (7 available spots)	One-on-one session
2:20 pm	<a href="#">+ Sign Up</a> (4 available spots)	One-on-one session
2:30 pm	<a href="#">+ Sign Up</a> (1 available spot)	One-on-one session
2:40 pm	<a href="#">+ Sign Up</a> (4 available spots)	One-on-one session
3:00 pm	<a href="#">+ Sign Up</a> (4 available spots)	One-on-one session
3:20 pm	<a href="#">+ Sign Up</a> (4 available spots)	One-on-one session
3:40 pm	<a href="#">+ Sign Up</a> (3 available spots)	One-on-one session

Select the desired appointment time by clicking "Sign Up"

### Harpur Academic Advising



Harpur Advising welcomes the opportunity to work with you, help you select courses, explore majors, and develop a degree plan that enables you to discover and meet your educational and personal goals.

**Phone** 607-777-6305  
**Email** [harpweb@binhamton.edu](mailto:harpweb@binhamton.edu)  
**Hours** Office: 9 am - 5 pm (Advising: 9:30 am - 4 pm)  
**Location** Old Champlain, Room 110  
<http://www.binhamton.edu/harpur/advising/index.html>

# Schedule with a specific advisor

Scroll through the list of Service Members to find your preferred advisor.

NOTE: There are multiple pages of advisors, listed in alphabetical order by last name.

The screenshot shows the Harpur Academic Advising website interface. At the top, there is a navigation bar with 'Home' and 'Services' tabs, and a 'logout' button. Below the navigation bar, the page title is 'Services > Harpur Academic Advising'. A search bar is present with the text 'Enter service or member names' and a 'Go' button. The main content area is divided into two sections: 'Harpur Academic Advising' and 'Service Members'.

**Harpur Academic Advising**  
Harpur Advising welcomes the opportunity to work with you, help you select courses, explore majors, and develop a degree plan that enables you to discover and meet your educational and personal goals.  
607-777-6305  
harpweb@binghamton.edu  
Office: 9 am - 5 pm (Advising: 9:30 am - 4 pm)  
Old Champlain, Room 110  
http://www.binghamton.edu/harpur/advising/index.html  
Schedule Appointment  
Waiting Room  
There are no students in the waiting room.

**Service Members**

**BARNHART, CLARA** (Academic Advisor, General Advisor)  
Member of:  
Contact Info  
Institution Email: barnharc@binghamton.edu  
[Schedule Appointment](#)  
Office Hours  
Appointments (20 min): Fri 1-4PM  
Appointments (20 min): Mon Oct 3 9:30-10:30AM  
Appointments (20 min): Mon Oct 3 1-4PM  
Walk-Ins: Tue Oct 4 9:40AM-12PM  
Appointments: Tue Oct 4 2:30-3:30PM  
Appointments: Wed Oct 5 10:30AM-12PM  
Appointments (20 min): Wed Oct 5 1-4PM  
Appointments (20 min): Thu Oct 6 9:40AM-12PM  
Appointments: Thu Oct 6 1:30-2:30PM  
Appointments: Thu Oct 6 3-3:30PM

**CUMMINGS, KAREN** (Academic Advisor, General Advisor)  
Member of:  
Contact Info  
Institution Email: ksweeney@binghamton.edu  
Phone: 607-777-6305  
[Schedule Appointment](#)  
Office Hours  
Appointments: Fri 10AM-12PM  
Appointments (20 min): Fri Sep 30 1-4PM  
Appointments (20 min): Mon Oct 3 1-4PM  
Appointments: Tue Oct 4 10:30AM-12PM  
Appointments: Tue Oct 4 1-2PM  
Appointments (20 min): Wed Oct 5 10AM-12PM  
Appointments: Wed Oct 5 2-4PM  
Walk-Ins: Thu Oct 6 9:40AM-12PM  
Walk-Ins: Fri Oct 7 1-4PM

Page 1 of 3 | Displaying Members 1 - 10 of 22

Once you locate your preferred advisor, click on "Schedule Appointment" to access his/her calendar

Use the page navigation to scroll through all service members

# Appointment details

The remaining steps of scheduling the appointment are the same

The screenshot shows a web form titled "Add Appointment" with a progress bar at the top indicating "Details", "Review", and "Confirmation" steps. The form contains the following fields:

- Service:** Harpur Academic Advising
- Date:** Today
- When:** Friday at 2:00 pm starting Today
- Reason:** A dropdown menu with a downward arrow.
- Duration:** A dropdown menu with "20 minutes" selected and a downward arrow.
- Detailed Description:** A text area with the prompt "Explain in detail what you are looking to accomplish in this appointment".

At the bottom right, there are two buttons: "Never Mind" and "Next >".

Three callout boxes provide instructions:

- Left callout:** "If given the option to select the length of your appointment, think of how complex your questions are. The more complex the question, the longer you'll want to reserve."
- Right callout:** "Select a reason for your visit from the provided list. If you don't see an appropriate reason, select 'Other'."
- Bottom callout:** "If you'd like to provide additional information about why you are scheduling an appointment, add that information here. Use this option especially when you have selected 'Other' as your appointment reason."

## Appointment details (continued)

Use this information to confirm the details of the appointment

The screenshot shows a web form titled "Add Appointment" with a progress bar at the top indicating "Details", "Review", and "Confirmation" steps. A warning icon and text prompt the user to review details and click "Schedule". The form fields are as follows:

- With:** Cummings, Karen (with email [ksweeney@binghamton.edu](mailto:ksweeney@binghamton.edu))
- When:** Friday at 2:00 pm starting Today
- Reason:** Co-Curricular Activities
- Course:** Select a Course... (dropdown menu)
- Duration:** 20 minutes
- Location:** Old Champlain, Room 110
- Occurrences:** 1 appointment will be scheduled on Today.

At the bottom, there is a "Required fields" section with a red asterisk, and three buttons: "Never Mind", "< Back", and "Schedule >".

Callout boxes provide the following explanations:

- You will see the name of the advisor you are scheduled to meet** (points to the "With" field)
- The time of your appointment** (points to the "When" field)
- The reason selected for your visit** (points to the "Reason" field)
- Where your appointment will take place** (points to the "Location" field)
- If your visit relates to a specific course you are currently taking, you may select it here.** (points to the "Course" dropdown)
- Once you have reviewed your information, but sure to click "Schedule" to reserve your time** (points to the "Schedule" button)