





The Hive provides you with a central location to connect to the people and services that can help you navigate college - all accessible from the side navigation menu  in The Hive.

## Student Guide: How to Schedule an Appointment

1. From your Success Network choose the individual with whom you would like to make an appointment by clicking on their name. This will take you to their profile. Note – if you want to meet with someone outside of your Success Network please search their name in the search tool  bar to find and connect with them.

2. If the faculty/staff member has set up their office hours, a button to schedule an appointment will appear on the left side of the page. Click this button.

3. Select the down arrow next to indicate what you need help with and select the reason for your appointment. Once you have your reason selected, click Continue.

Note- appointment types and reasons will be determined by the individual that you are scheduling with so options will vary.

4. Next, select an available time that works for you and click Continue. Be certain to pay attention to the dates, times and location of the meeting you select. If you are seeing no available appointments that match your schedule, click show more times to see additional dates/times.

5. Review details for accuracy. Note the date, time and location of the meeting have you selected. Now please give a few additional details as to why you are scheduling a meeting. If the appointment is regarding a specific course click on the Select Course link, select the appropriate course from those listed and click save. You are also encouraged to add additional details regarding your meeting in the text box provided.


6. Once you have added all details, select Confirm.

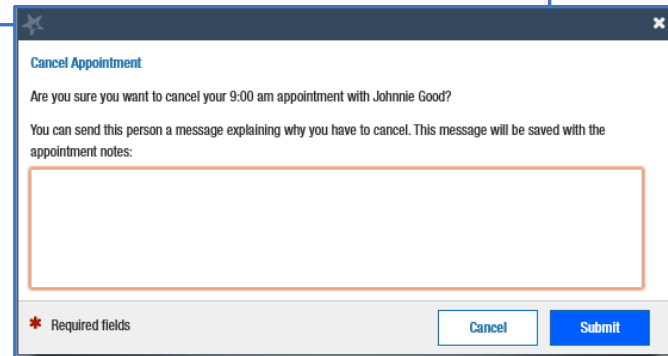
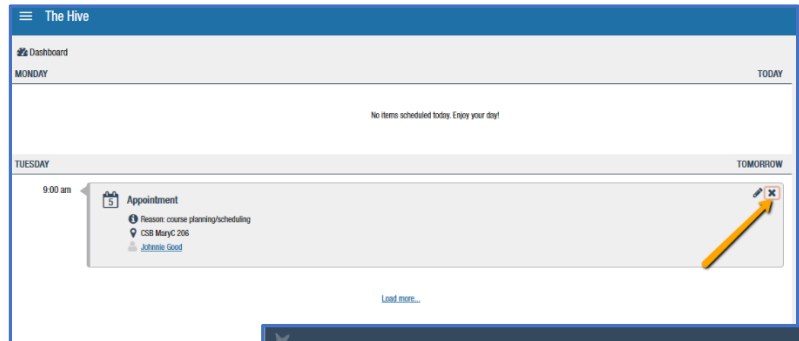
The screenshots illustrate the following steps in the scheduling process:

- Step 1:** The 'Schedule Appointment' page for Johnnie Good (English Faculty, FYS and Writing Center). A dropdown menu for 'Faculty Advisor' is open, and a list of reasons for the appointment is shown, including 'Career Planning', 'course planning/scheduling', 'Explore experiential opportunities', and 'Faculty Advising'.
- Step 2:** A calendar view for November 2019 showing available appointment times for Tuesday, November 05. The selected time is 9:00 am - 9:30 am in room CSB MaryC 206.
- Step 3:** The 'Review Details' page for the appointment. It shows the Date and Time (Tuesday, November 05, 9:00 am - 9:30 am), Location (CSB MaryC 206), Reason for Visit (course planning/scheduling), and Meeting Instructions. A text box is provided for additional details.


# Student Guide: How to Cancel an Appointment

## Option 1

1. Log in to The Hive and go to the side navigation menu 
2. Select Dashboard from the menu.
3. Find your appointment in your Dashboard and click the X.
4. Write a message explaining the cancelation and click Submit.



## Option 2

1. Log in to The Hive and go to the side navigation menu 
2. Select the (...) in the bottom right hand corner of the appointment you would like to cancel. Click Cancel Appointment.
3. Write a message explaining the cancelation and click Cancel It.

