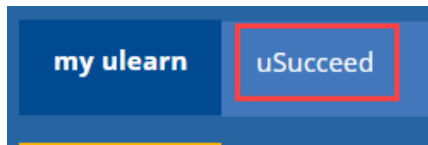


USUCCEED: SCHEDULE APPOINTMENTS

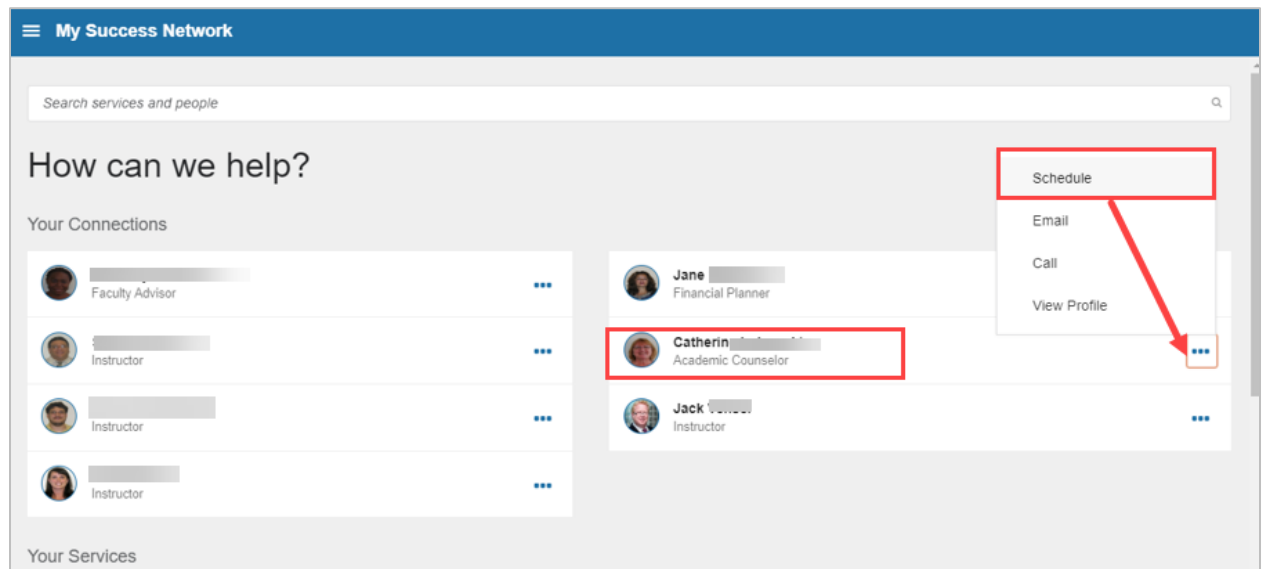
Through uSucceed you are able to connect to schedule appointments with individuals in your Success Network.

Instructions:

1. Access uSucceed by clicking on the **uSucceed tab** in the top right corner of your ulearn screen.

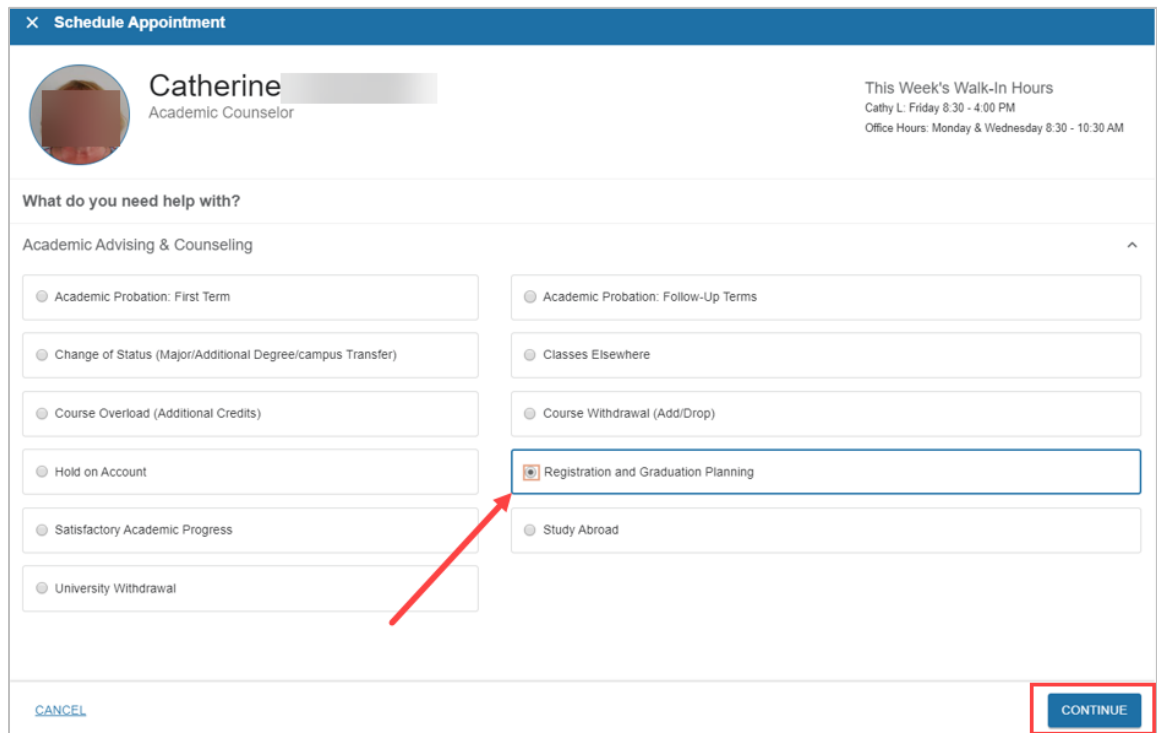


2. Locate the person on your Success Network that you wish to schedule an appointment with. Click on the ... and select **Schedule**. Please note that some faculty are not set up for scheduling through uSucceed, but you may use it to schedule appointments with your Academic Advisor and many other staff members in your Success Network.



3. Select the **service** needed. When done click **Continue** at the bottom of the page.

USUCCEED: SCHEDULE APPOINTMENTS



Schedule Appointment

Catherine
Academic Counselor

This Week's Walk-In Hours
Cathy L: Friday 8:30 - 4:00 PM
Office Hours: Monday & Wednesday 8:30 - 10:30 AM

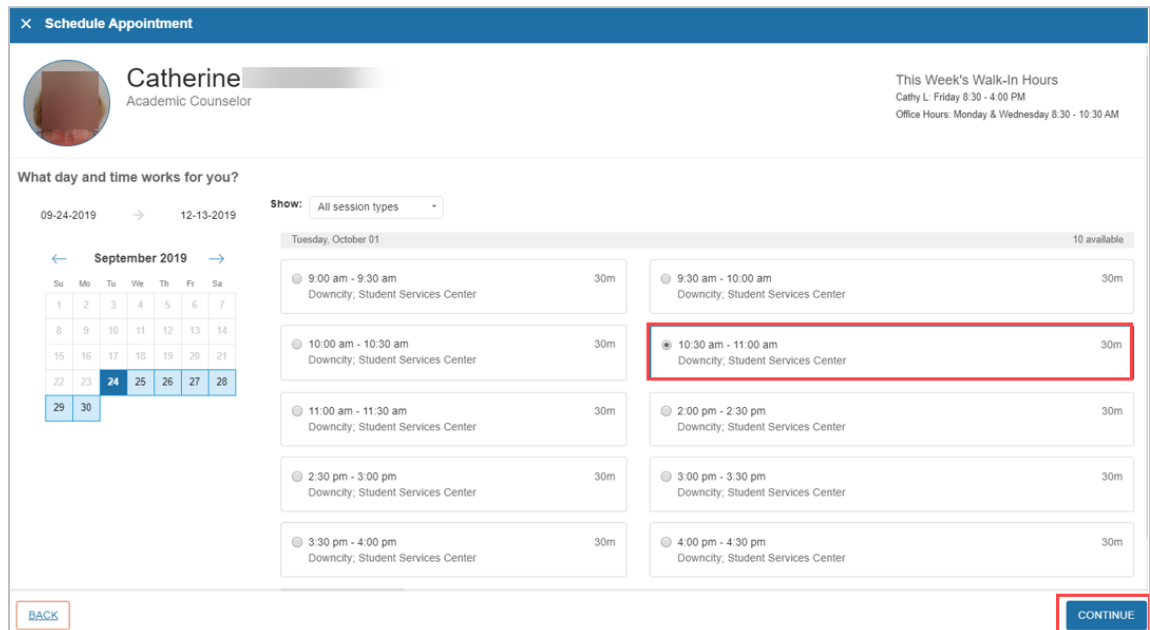
What do you need help with?

Academic Advising & Counseling

- Academic Probation: First Term
- Academic Probation: Follow-Up Terms
- Change of Status (Major/Additional Degree/campus Transfer)
- Classes Elsewhere
- Course Overload (Additional Credits)
- Course Withdrawal (Add/Drop)
- Hold on Account
- Registration and Graduation Planning**
- Satisfactory Academic Progress
- Study Abroad
- University Withdrawal

[CANCEL](#) [CONTINUE](#)

4. Select from available time slots. When done, click **Continue** at the bottom of the page.



Schedule Appointment

Catherine
Academic Counselor

This Week's Walk-In Hours
Cathy L: Friday 8:30 - 4:00 PM
Office Hours: Monday & Wednesday 8:30 - 10:30 AM

What day and time works for you?

09-24-2019 → 12-13-2019

Show: All session types

September 2019

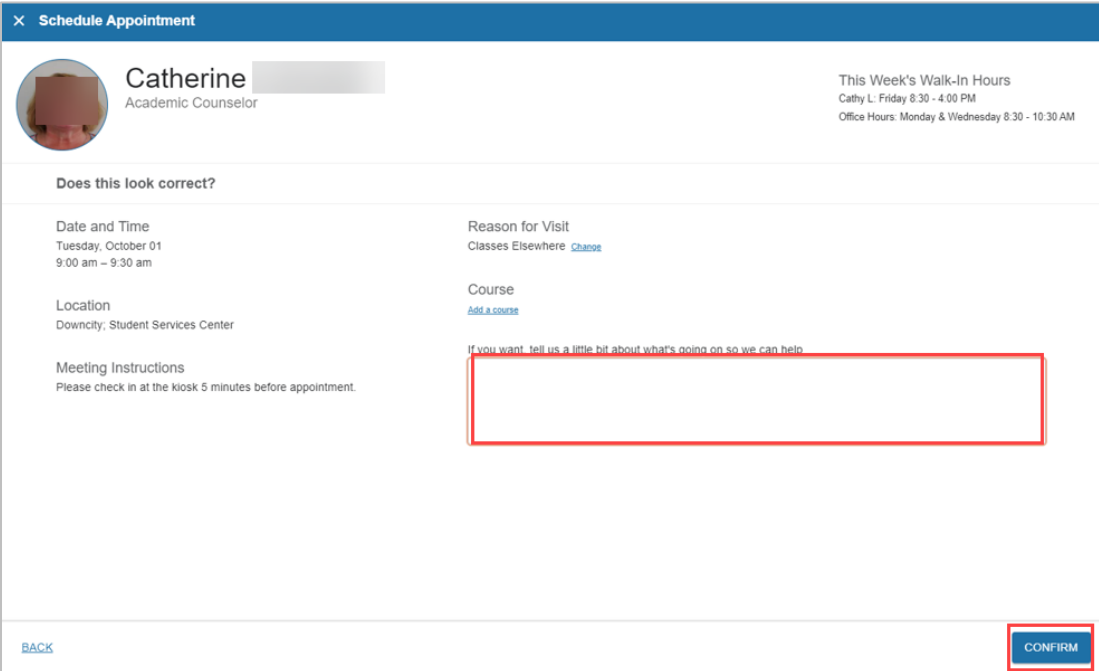
Tuesday, October 01 10 available

- 9:00 am - 9:30 am 30m
Downcity, Student Services Center
- 9:30 am - 10:00 am 30m
Downcity, Student Services Center
- 10:30 am - 11:00 am 30m**
Downcity, Student Services Center
- 11:00 am - 11:30 am 30m
Downcity, Student Services Center
- 2:00 pm - 2:30 pm 30m
Downcity, Student Services Center
- 2:30 pm - 3:00 pm 30m
Downcity, Student Services Center
- 3:00 pm - 3:30 pm 30m
Downcity, Student Services Center
- 3:30 pm - 4:00 pm 30m
Downcity, Student Services Center
- 4:00 pm - 4:30 pm 30m
Downcity, Student Services Center

[BACK](#) [CONTINUE](#)

USUCCEED: SCHEDULE APPOINTMENTS

5. Verify that the information is correct. If not, click Back. Feel free to add a comment in the comment box. When done click **Confirm** on the bottom of the page.



Schedule Appointment

Catherine
Academic Counselor

This Week's Walk-In Hours
Cathy L: Friday 8:30 - 4:00 PM
Office Hours: Monday & Wednesday 8:30 - 10:30 AM

Does this look correct?

Date and Time
Tuesday, October 01
9:00 am - 9:30 am

Reason for Visit
Classes Elsewhere [Change](#)

Location
Downcity, Student Services Center

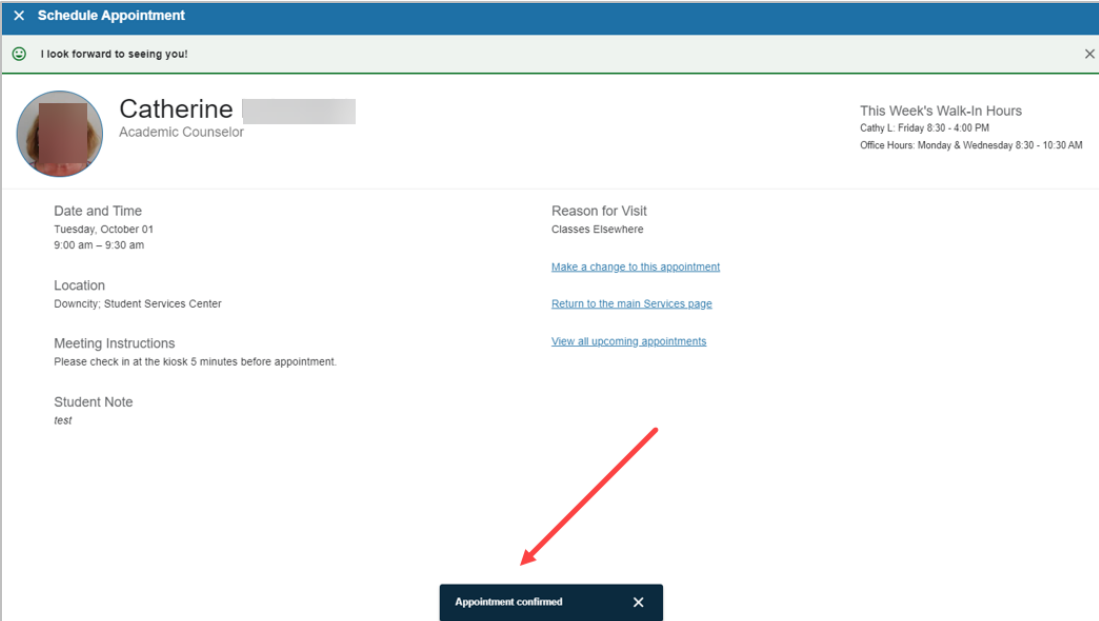
Course
[Add a course](#)

Meeting Instructions
Please check in at the kiosk 5 minutes before appointment.

If you want, tell us a little bit about what's going on so we can help

[BACK](#) [CONFIRM](#)

6. A confirmation screen appears. Your appointment is scheduled.



Schedule Appointment

I look forward to seeing you!

Catherine
Academic Counselor

This Week's Walk-In Hours
Cathy L: Friday 8:30 - 4:00 PM
Office Hours: Monday & Wednesday 8:30 - 10:30 AM

Date and Time
Tuesday, October 01
9:00 am - 9:30 am

Reason for Visit
Classes Elsewhere
[Make a change to this appointment](#)

Location
Downcity, Student Services Center
[Return to the main Services page](#)

Meeting Instructions
Please check in at the kiosk 5 minutes before appointment.
[View all upcoming appointments](#)

Student Note
test

Appointment confirmed