Scheduling an Appointment at the Berick Center for Student Advising

October 2021
Overview

- On October 18, 2021, a new appointment system was launched for undergraduate students and alumni at Columbia College and Columbia Engineering.

- The purpose of this guide is to provide students with additional instructions to navigate the appointment system, schedule appointments, and make changes to scheduled appointments.

- If you have questions or experience any difficulties while scheduling, rescheduling, or cancelling an appointment, please reference this guide.
Scheduling an Appointment

- Navigate to the My Undergrad portal by visiting: https://my.undergrad.columbia.edu/s/appointments-home

- Sign in with CAS authentication

- Please note: if you are experiencing technical issues, try opening the link in an alternate browser
### Scheduling an Appointment (continued)

**Appointments Home**

#### Advising Centers
- My Advising Team
- My Appointments

#### Advising Centers

<table>
<thead>
<tr>
<th>Pool Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Berick Center for Student Advising</td>
<td></td>
</tr>
<tr>
<td>Preprofessional Advising, Berick Center for Student Advising</td>
<td></td>
</tr>
</tbody>
</table>

[View All](#)
Scheduling an Appointment (continued)

- To make an appointment with your CSA adviser, click “Berick Center for Student Advising”

- To make an appointment with a prehealth, prelaw, or prebusiness adviser, click “Preprofessional Advising, Berick Center for Student Advising”

- Click the “Schedule an Appointment” button in the top right-hand corner
Scheduling an Appointment (continued)

Advising Pool
Berick Center for Student Advising

Pool Name
Berick Center for Student Advising

Description

About

Schedule an Appointment
Scheduling an Appointment (continued)

- Click on the name of the adviser you would like to see
- Click on the type of the appointment you would like to schedule
- Identify and click on a time and date that works with your schedule
- If applicable, choose the appointment “location” (i.e. In Person, Phone, or Virtual)
- “All Set!” means your appointment was successfully scheduled
  - Click “add comments” to write a note for your adviser
  - You will receive an email confirmation containing important information about your upcoming appointment
For In Person Appointments

Click to add a note for your adviser and be sure to click “Save”

Click to reschedule this appointment
For Virtual Appointments

Click to add a note for your adviser and be sure to click “Save”

Use this link join the meeting at your scheduled appointment time

Click to reschedule this appointment

If no link is provided, then your adviser will send you the meeting link via email
For **Phone Appointments**

Click to **enter your phone number** and any other notes for your adviser; be sure to click “Save”.

Click to reschedule this appointment.
Viewing Scheduled Appointments

- You can see a list of your upcoming, past, and cancelled appointments at any time
  - Navigate back to the My Undergrad homepage
  - Click “Advising Appointments”
  - Click “My Appointments”

- From this page, you can:
  - Add or edit comments that you made for your adviser
  - Reschedule or cancel an appointment
Viewing Scheduled Appointments (continued)
Making Changes to Scheduled Appointments

- Navigate to the appointment you would like to reschedule or cancel
- Click “Reschedule or Cancel”
Making Changes to Scheduled Appointments (continued)

Reschedule or Cancel

Can't make it? Find another time to meet, or cancel your appointment.

Reschedule  Cancel Appointment

15min Academic Advising Appointment
Making Changes to Scheduled Appointments (continued)

- To reschedule an appointment,
  - Click “Reschedule”
  - Choose a new time and date to meet with your adviser
  - “All Set!” means your appointment has successfully been rescheduled

- To cancel,
  - Click “Cancel Appointment” on the first screen
  - Click “Cancel Appointment” on the second screen
    - Before clicking “Cancel Appointment,” you may add a note for your adviser to let them know why you need to cancel
Making Changes to Scheduled Appointments (continued)

- Cancelling your appointment

Type your note before clicking “Cancel Appointment”

Want to tell us why you’re cancelling?

Click to cancel your appointment
How do I know if my appointment was successfully cancelled?

- A green banner will appear at the top of the page:
  
  ![Appointment was cancelled.]

- The appointment will be deleted from your “Upcoming” appointments

- The appointment will be visible in your “Cancelled” appointments
Making Changes to Scheduled Appointments (continued)