Scheduling an Appointment at the Berick Center for Student Advising

January 2022
Overview

- On October 18, 2021, a new appointment system was launched for undergraduate students and alumni at Columbia College and Columbia Engineering. A system update was launched on January 10, 2022.

- 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)
Scheduling an Appointment (continued)

- To make an appointment with your CSA adviser, click “Schedule an Appointment.”
  - The “Recent” tab will list the names of any advisers you recently met with.
  - The “Assigned” tab will list the name of your assigned CSA adviser.
    - If you previously applied to, or are in the process of applying to, medical school, your assigned prehealth adviser will also be listed under this tab.
- Click on the name of the adviser you would like to meet with, or search for an adviser by typing in their name under “Who would you like to meet with?”
Scheduling an Appointment (continued)

Schedule an Appointment

Who would you like to meet with?

Search for a person or team...

Recent  Assigned  Teams
Scheduling an Appointment (continued)

- To schedule an appointment with a prehealth, prebusiness, or prelaw adviser, click on the “Teams” tab and choose “Preprofessional Advising, Berick Center for Student Advising.”
  - Choose an appointment topic to see a list of advisers you can meet with.
  - Alternatively, if you already know the name of the preprofessional adviser you would like to meet with, then enter their name under “Who would you like to meet with?”
Scheduling an Appointment (continued)

- Choose an appointment topic
- Choose an appointment length
- Identify and click on a time and date that works with your schedule
  - If you would like to see an adviser’s availability for a certain date, then click on the date banner and choose a day.
  - If your adviser has availability for that day, then a list of appointment times will appear.
  - If your adviser does not availability for that day, you will be asked to choose a new date.
Scheduling an Appointment (continued)

- Select a Topic
  - Academic Advising

- With

- Academic Advising

- 15min Academic Advising Appointment

- 20min Academic Advising Appointment

- 30min Academic Advising Appointment
Scheduling an Appointment (continued)

Select Date and Time

With

Availability starts on Jan 10

- Monday, January 10, 2022

- 12:45 PM to 1:00 PM EST

- 1:00 PM to 1:15 PM EST

Click this banner to search for a specific date
Scheduling an Appointment (continued)

- 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

    - If you scheduled a phone appointment, be sure to enter your phone number in the comment section and click “Save.”

- 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”

All Set!

Your appointment with has been scheduled and added to your Agenda. You will receive a confirmation email shortly.

Academic Advising: 15min Academic Advising Appointment
Monday, January 10, 2022
12:00 PM to 12:15 PM EST

In Person

Add Comments

To reschedule or cancel this appointment, view your upcoming appointments.

View Upcoming Appointments

Columbia College
Columbia University in the City of New York

Columbia Engineering
The Fu Foundation School of Engineering and Applied Science
For Virtual Appointments

Use this link join the meeting at your scheduled appointment time

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

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

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

All Set!

Your appointment with Academic Advising: 15min Academic Advising Appointment has been scheduled and added to your Agenda. You will receive a confirmation email shortly.

Monday, January 10, 2022
12:15 PM to 12:30 PM EST

Phone

Add Comments

To reschedule or cancel this appointment, view your upcoming appointments.

View Upcoming Appointments
Scheduling an Appointment

- Appointments can also be scheduled by navigating to the “Advising Centers” tab.
  - To meet with a CSA adviser, click “Berick Center for Student Advising”
  - To meet with a prehealth, prebusiness, or prelaw adviser, click “Preprofessional Advising, Berick Center for Student Advising”
- Click “Schedule an Appointment” in the upper right hand corner
Scheduling an Appointment (continued)

ADvising Centers

Pool Name | Description
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Berick Center for Student Advising | Guides and supports undergraduates at Columbia College and Columbia Engineering as they navigate their educations and lives at Columbia University. All students are assigned a CSA adviser who will work with them throughout their undergraduate career.
Preprofessional Advising, Berick Center for Student Advising | Preprofessional Advising strives to help CC/SEAS students and alumni in their preparation for application to graduate programs in medicine, dentistry, other health professions, law and business.

View All
Support Pool
Berick Center for Student Advising

Pool Name:
Berick Center for Student Advising

Description
Guides and supports undergraduates at Columbia College and Columbia Engineering as they navigate their educations and lives at Columbia University. All students are assigned a CSA advisor who will work with them throughout their undergraduate career.

About
The James H. and Christine Turk Berick Center for Student Advising (CSA) offers the following programs and resources:

- General Advising
- Preprofessional Advising
- Academic Resources
- Academic Success Programs
- Columbia Undergraduate Scholars Program
- First-In-Family Programs

Read more about important announcements.

Visit
403 Alfred Lerner Hall
2920 Broadway
New York, NY 10027

Call: (212) 854-6378

Fax: (212) 854-2458
Scheduling an Appointment (continued)

- Choose an appointment topic

- Select an appointment from the list, or click the filter icon in the upper right hand corner to narrow your options down
  - Click “By Location” to narrow the list by appointment modality (i.e. In Person, Virtual, or Phone)
  - Click “By People on this Team” to narrow the list by adviser

- Click on your selection(s) and click the arrow next to “Done” in the upper left hand corner to view the filtered list
Scheduling an Appointment (continued)

Select Date and Time

With: Berick Center for Student Advising

Availability starts on Jan 10

- Monday, January 10, 2022
  - 3:00 PM to 4:00 PM EST
    - Advising Dean

- Tuesday, January 11, 2022
  - 9:25 AM to 9:40 AM EST
    - Advising Dean

By Location
By Appointment Type
By People on This Team

Virtual Walk-In

2 Locations
Scheduling an Appointment (continued)

Select an appointment time and schedule your 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

- 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”

Click to cancel your appointment
Making Changes to Scheduled Appointments (continued)

- 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)

My Appointments  Advising Centers  My Advising Team

Schedule an Appointment

Upcoming  Past  Cancelled

SCHEDULED APPOINTMENT

15min Academic Advising Appointment
MONDAY, JANUARY 10, 2022
12:00 PM to 12:15 PM
IN PERSON

Please check-in at the front desk upon your arrival.