HOW TO MAKE AN APPOINTMENT IN GOOGLE CALENDAR

Advising appointments (Student Advising) are generally 30 minutes long and are scheduled between September - December and January prior to application deadline, see date and deadlines.

Interview appointments (Interview) are generally 10 minutes long and are scheduled for early decision applicants (students with program application deadlines before February 15, 2016) in December and for ALL applicants in February, see dates and deadlines Please be sure you book in the appropriate time slot.

To book an appointment, you must create a Google Calendar account for yourself from your email account. Make sure your time zone in Calendar Settings is set to (GMT-5.00) Eastern Time!

Reach the Center for Global Engagement

1. Go to Contact Us page

2. Click on the “Schedule an appointment with...” Meghan, Lisa or Marne. Each person has a different schedule, so use the calendar which best suits your schedule.

3. You will be taken to that person’s calendar with available appointments. You will also see your calendar overlaid on the appointment page, so you can easily see what times work for you.

4. Click on one of the available appointment buttons, type in your full name in the “What” line, and click “Save.”

5. IMPORTANT! If you need to cancel your appointment, you must delete the event on your own calendar, which will make the date and time available for another student.

6. Please be on time. If you think you might be late due to your schedule, please look for another appointment time that will allow you to be on time.