
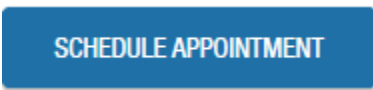




The Hive provides you with a central location to connect to the people and services that can help you navigate college - all accessible from the side navigation menu  in The Hive.

## 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.

**Schedule Appointment**

Johnnie Good  
English Faculty, FYS and Writing Center

What do you need help with?

Faculty Advisor

Career Planning

course planning/scheduling

Explore experiential opportunities

Faculty Advising

CANCEL 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.

What day and time works for you?

11-04-2019 → 11-14-2019

Show: All session types

Tuesday, November 05 7 available

9:00 am - 9:30 am 30m  
CSB MaryC 206

9:30 am - 10:00 am 30m  
CSB MaryC 206

BACK

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.

Johnnie Good  
English Faculty, FYS and Writing Center

Does this look correct?

Date and Time  
Tuesday, November 05  
9:00 am - 9:30 am

Reason for Visit  
course planning/scheduling [Change](#)

Location  
CSB MaryC 206  
If door is closed please wait in the blue chair outside the office I will be with you shortly.

Course  
[Add a course](#)


Meeting Instructions  
Anything you add will be on confirmation message to those who schedule with you online or via a calendar manager

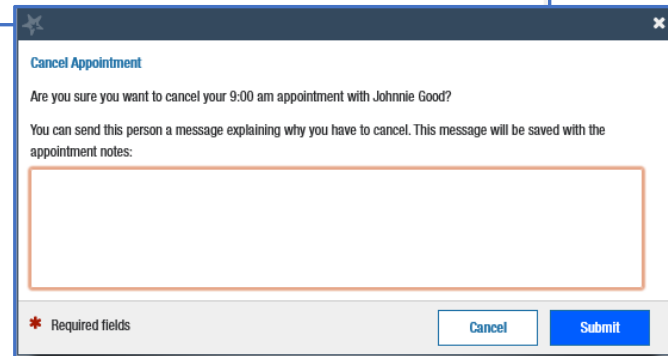
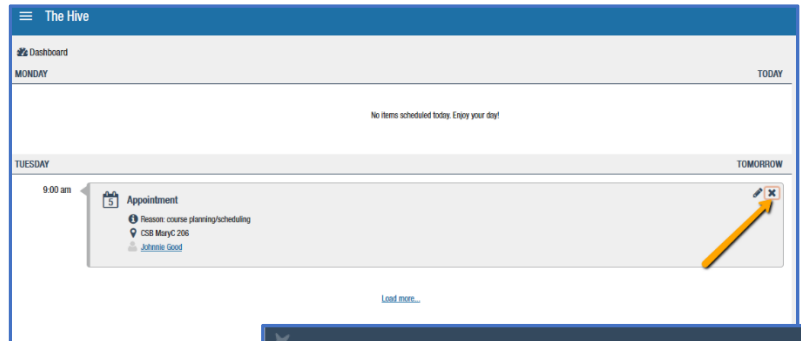
BACK CONFIRM

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


# 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.

