Academic Advising will now be using Microsoft Bookings to schedule appointments. There is only one link to book an appointment with any member of the Academic Advising Teamhttps://tinyurl.com/academicadvisingappointments

Scheduling an appointment just got easier, follow the instructions below:

- 1. Make sure you are logged into your NewSchool Student Microsoft 365 Account then click on <u>https://tinyurl.com/academicadvisingappointments</u>
- 2. Click Academic Advising A-L or M-Z

NewSchool Academic Advising	NewSchool Academic Advising							
Academic Advising A-L		Academic Advising M-Z						
New Student Advising Appointment A-L 🕀 🚺 New Student Advising Appointment 👔 1 hour		New Student Advising Appointment 1 hour	t A-L	New Student Advising Appointment 1 hour				
Academic Advising A-L C T Academic Advising M-Z T Academic Advising M-Z T Academic Advising M-Z		Academic Advising A-L 30 minutes	<b>€</b> (i)	Academic Advising M-Z 30 minutes	•			
Appointment- Director of Advising an 🕀 🕕 30 minutes		Appointment- Director of Advising a 30 minutes	an 🕀 🚺					

- 3. Select your Academic Advisor's name- Deborah Locascio (A-L) or Heather LaPerle (M-Z)
- 4. Click on a date to view open appointment times

				N	lay 12, <sup>-</sup>	10:00 am with	n Deborah Locascio							I	May 12,	10:30 am with	Heather LaPerle		
										< >	May	2021					Select staff (option	al)	
< ;	<ul> <li>May</li> </ul>	2021					Select staff (optional)			Su	Мо	Tu	We	Th	Fr	Sa	🔒 Heather La	Perle	~
Su	Mo	Tu	We	Th	Fr	Sa	🔒 Deborah Loc	ascio	$\sim$							1			
						1													
2	3	4	5	6	7	8	10:00 am	10:30 am	11:00 am	2	3	4	5	6	7	8	10:00 am	10:30 am	11:00 am
										9	10	11	12	13	14	15	11:30 am	12:00 pm	12:30 pm
9	10	11	12	13	14	15	11:30 am	12:00 pm	12:30 pm	16	17	18	19	20	21	22	2:00 pm	2:30 pm	3:00 pm
16	17	18	19	20	21	22	2:00 pm	2:30 pm	3:00 pm							20			
23	24	25	26	27	28	29	3:30 pm	4:00 pm		23	24	25	26	27	28	29	3:30 pm		
20	74									30	31								
30	31													🕕 AII	times are	in (UTC-08:00) Pa	cific Time (US & Canada)	~	

5. Enter in Your Details and Additional Information (Name, NewSchool Email, Student ID, Degree Program) then click yellow Book button

Taylor Test	Please let us know if you have any special request Thank you.
taylor.test@student.newschoolarch.edu	Notes (optional)
	Provide additional information
Student ID	riovide additional mormation
Student ID B00123456	
Student ID B00123456 What is your degree program and year of stu	udy?

6. Once you book your appointment, you will receive a confirmation message letting you know you will receive an email confirmation



7. The email confirmation will contain a purple *Join your appointment* button and your appointment will be added to your Teams calendar. You can use either to join the Teams meeting for your appointment.

Academic	Academic
Advising	Advising
NewScadoc	NewScotox
Confirmed booking for	Confirmed booking for
<b>Tyler Test</b>	<b>Tyler Test</b>
Academic Advising M-Z with	Academic Advising M-Z with
Deborah Locascio	Heather LaPerle
Wednesday, May 12, 2021	Wednesday, May 12, 2021
10:00 AM - 10:30 AM	10:00 AM - 10:30 AM
(UTC-08:00) Pacific Time (US & Canada)	(UTC-08:00) Pacific Time (US & Canada)
Join your appointment	Join your appointment
via Microsoft Teams	via Microsoft Teams
Have a conflict? Change your appointment	Have a conflict?