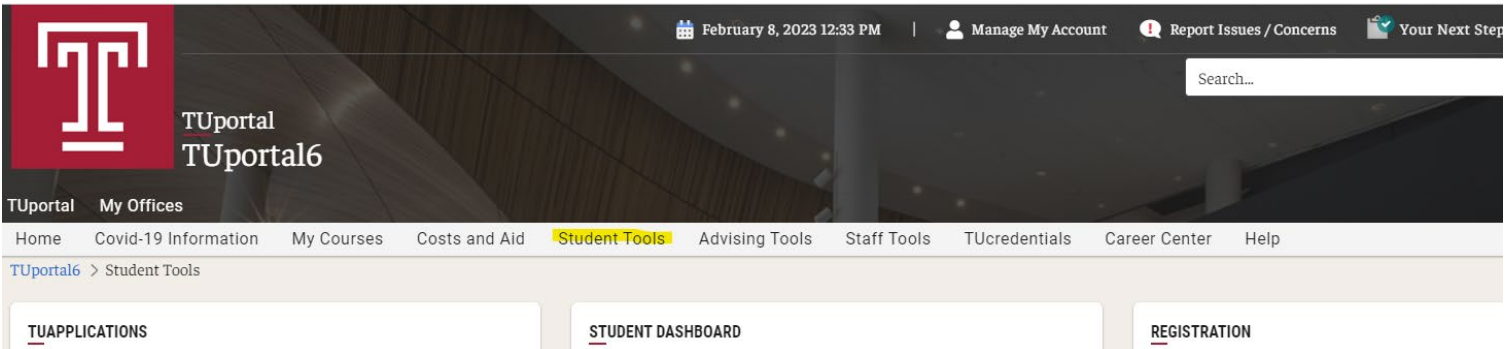


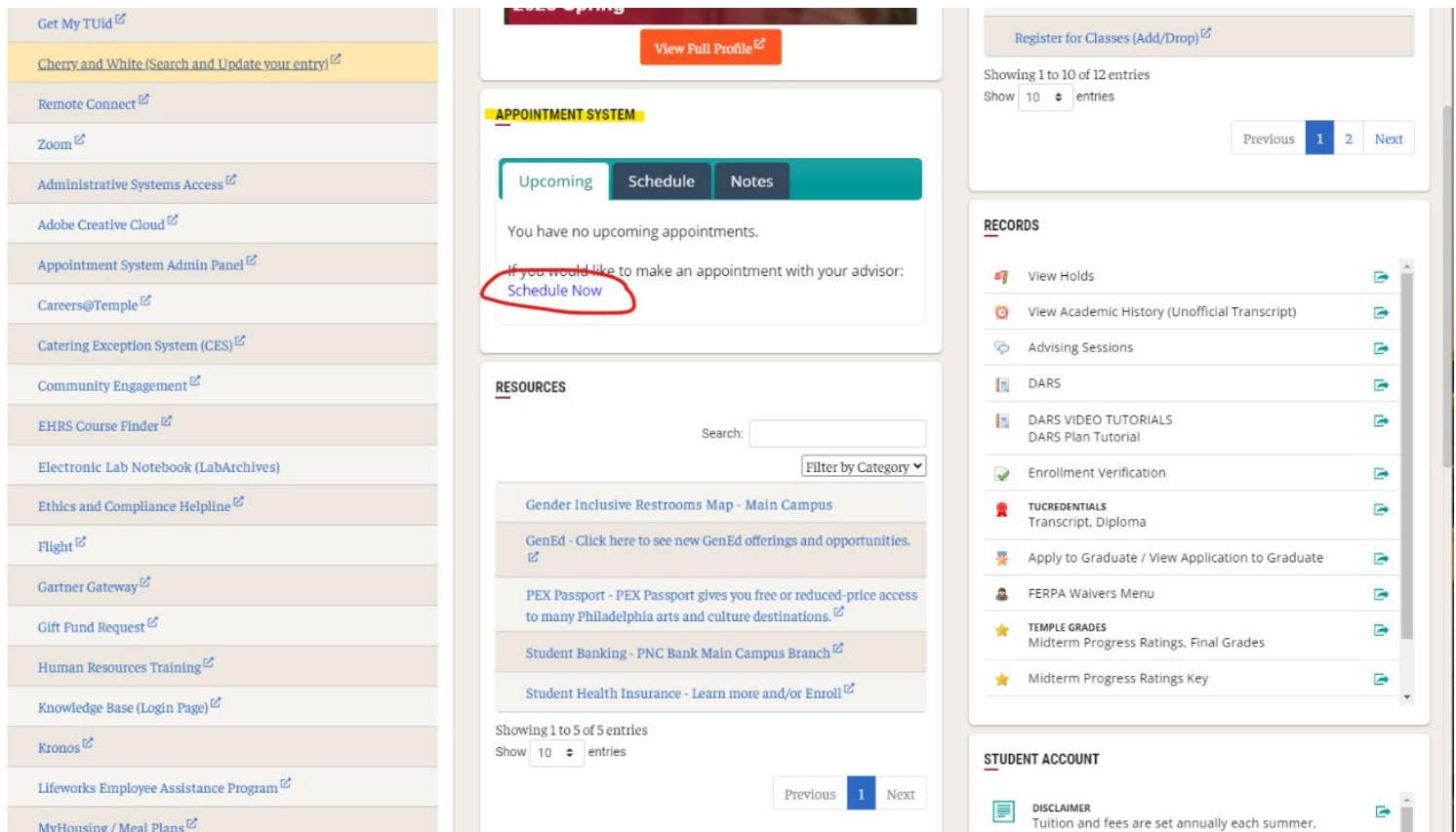
How to Schedule a Same Day Appointment?

(for currently enrolled students in CLA)

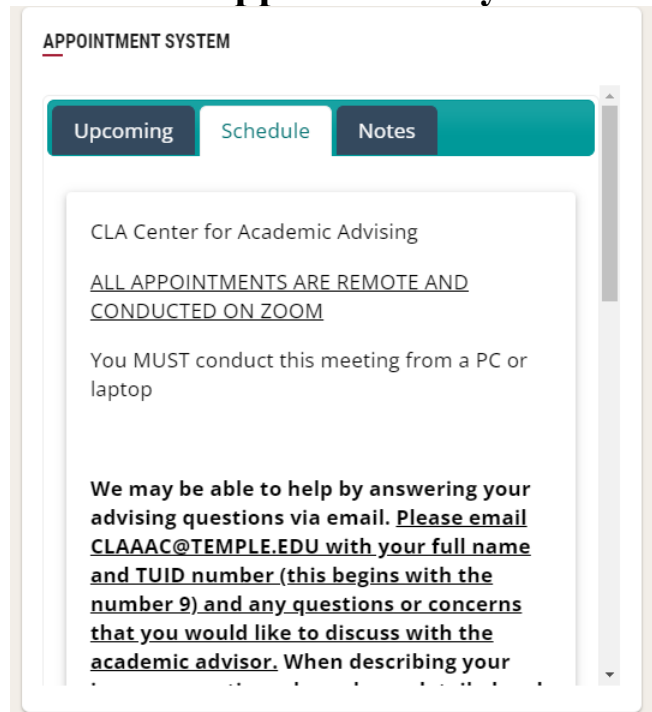
Go to the Student Tools Tab on TUPortal



Scroll down to the “Appointment System” under the Student Dashboard
Click the blue [Schedule Now](#) link



Scroll down to the Appointment System information



APPOINTMENT SYSTEM

Upcoming Schedule Notes

CLA Center for Academic Advising

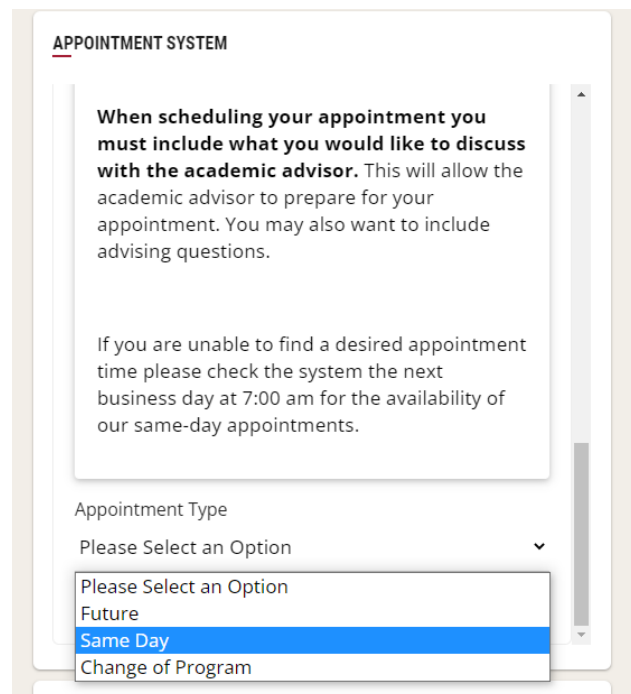
ALL APPOINTMENTS ARE REMOTE AND CONDUCTED ON ZOOM

You MUST conduct this meeting from a PC or laptop

We may be able to help by answering your advising questions via email. Please email CLAAAC@TEMPLE.EDU with your full name and TUID number (this begins with the number 9) and any questions or concerns that you would like to discuss with the academic advisor. When describing your

Select “Same Day” as the appointment type

It is recommended you book a SAME DAY appointment on the day you want to meet with an academic advisor. The online appointment system opens at 7:00 am. If you cannot find a same day appointment for one day, please try again the next day.



APPOINTMENT SYSTEM

When scheduling your appointment you must include what you would like to discuss with the academic advisor. This will allow the academic advisor to prepare for your appointment. You may also want to include advising questions.

If you are unable to find a desired appointment time please check the system the next business day at 7:00 am for the availability of our same-day appointments.

Appointment Type

Please Select an Option

- Please Select an Option
- Future
- Same Day**
- Change of Program

Select one reason for you wanting an academic advising appointment

You will have the opportunity to explain in detail the reason for your appointment.

APPOINTMENT SYSTEM

academic advisor to prepare for your appointment. You may also want to include advising questions.

If you are unable to find a desired appointment time please check the system the next business day at 7:00 am for the availability of our same-day appointments.

Appointment Type
Same Day

Reason for Appointment
Please Select an Option

- Please Select an Option
- Registration/Schedule Revision
- Academic Planning
- Study Abroad
- Transfer Credit Evaluation/Transcript submission
- Withdrawal
- Courses Elsewhere
- Excused/Medical Withdrawal
- Minor Advising

RE:

Category

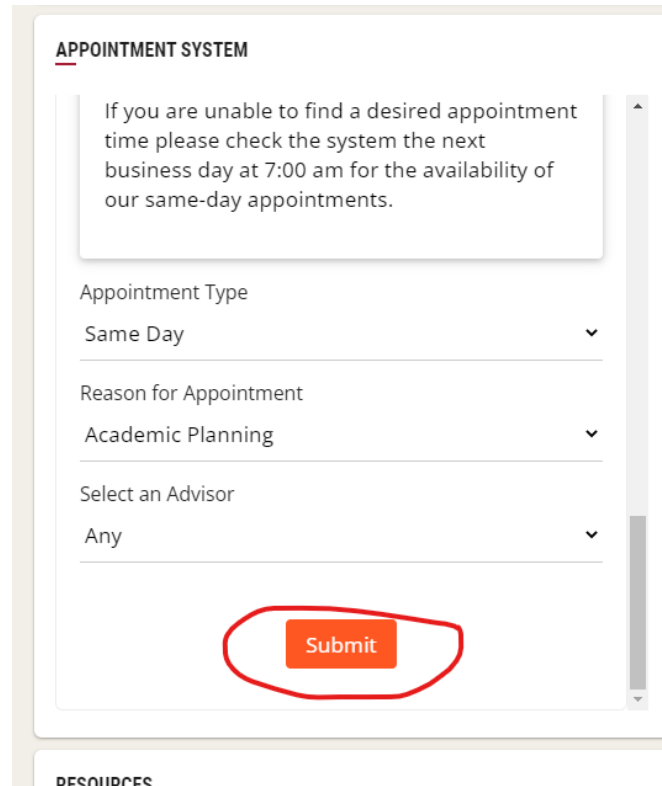
In the “Select an advisor” area select “Any”, this will give you a wider range of our available appointments

Appointment Type
Same Day

Reason for Appointment
Registration/Schedule Revision

Select an Advisor
Any

Click submit it will take a few moments for the system to load



APPOINTMENT SYSTEM

If you are unable to find a desired appointment time please check the system the next business day at 7:00 am for the availability of our same-day appointments.

Appointment Type
Same Day

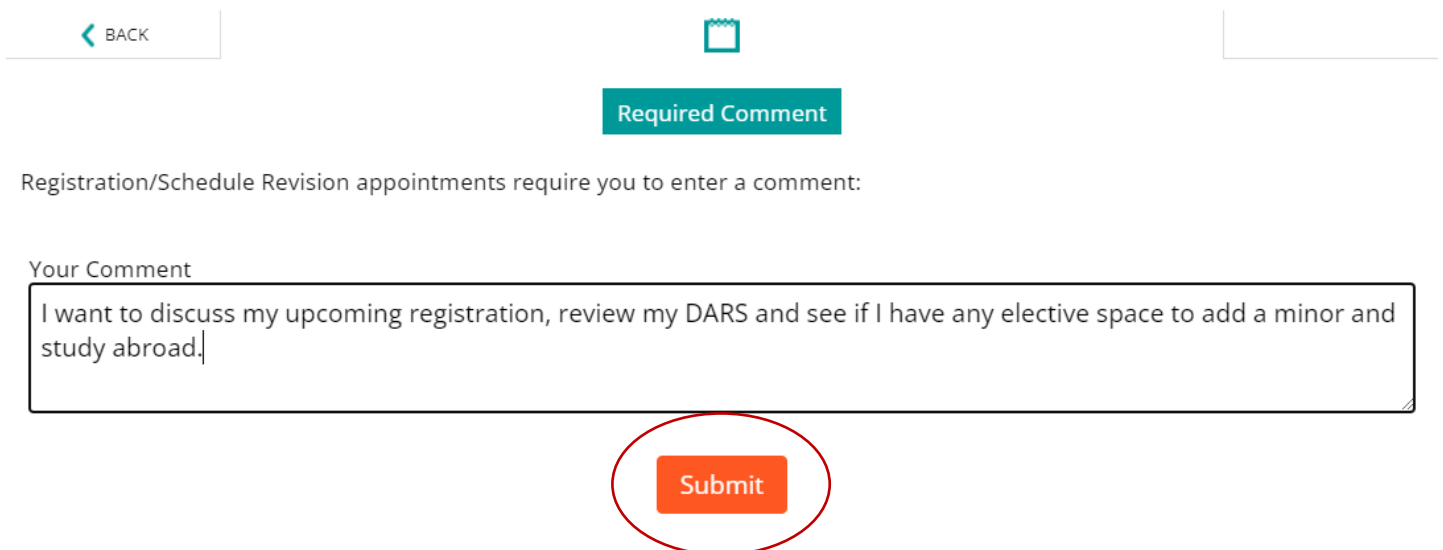
Reason for Appointment
Academic Planning

Select an Advisor
Any


Submit

RESOURCES

**Write a brief description of what you would like to discuss in the appointment.
See the example below.**



[← BACK](#)



Required Comment

Registration/Schedule Revision appointments require you to enter a comment:

Your Comment

I want to discuss my upcoming registration, review my DARS and see if I have any elective space to add a minor and study abroad.

Submit

Click Submit again. It will take a moment to find all available time slot for the day.

Select the appointment time you prefer

The screenshot shows the 'Appointment Selection' screen. At the top, it says 'APPOINTMENT SYSTEM' with a 'BACK' button and a calendar icon. Below that is a green button labeled 'Appointment Selection'. The text reads: 'Select your desired time slot for your Same Day appointment below:'. The date is 'WEDNESDAY FEBRUARY 8'. There are four appointment slots, each with a time range and a green checkmark:

Time Slot	Appointment Name	Status
2:00 PM - 2:30 PM	Open Appointment 1	✓
2:30 PM - 3:00 PM	Open Appointment 2	✓
3:00 PM - 3:30 PM	Open Appointment 3	✓
3:30 PM - 4:00 PM	Open Appointment 4	✓

Click Schedule Appointment

The screenshot shows the 'Appointment Details' screen. At the top, it says 'APPOINTMENT SYSTEM'. Below that is a yellow banner that reads: 'This appointment will be held remotely on Zoom.' The details are as follows:

- Reason For Appointment:** Academic Planning
- Date & Time:** Wednesday February 8, 2023
2:00 PM - 2:30 PM
- Instructions:** Students who want to create an academic plan or have any questions or concerns that do not fit into any category provided should schedule an academic planning appointment.
- Your Comment:** questions about my DARS

At the bottom, there is a red button labeled 'Schedule Appointment' which is circled in red.

You will receive two (2) emails once your appointment is scheduled:
1. A confirmation email with the details of your appointment,

2. An outlook calendar invite that will include the zoom link for your meeting. Use the provided zoom link during your designated appointment time.