



ARTS + SCIENCES CAREER SERVICES

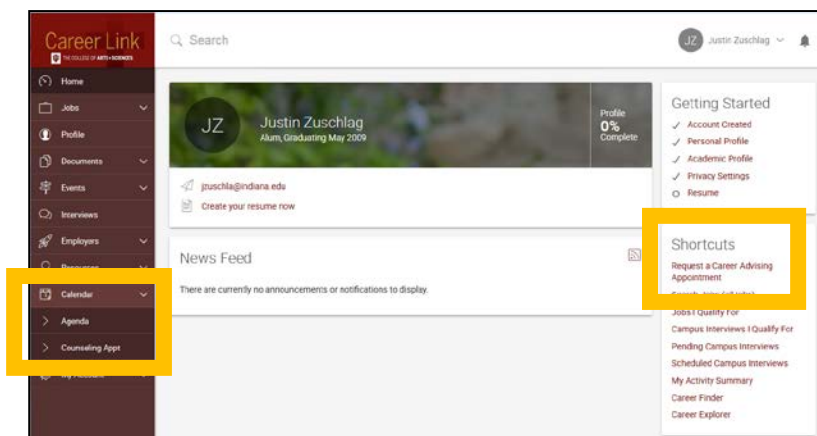
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How to Schedule a Career Advising Appointment



1. Go to careers.college.indiana.edu and click the **Career Link** button on the top right side of the page.

2. Select the **Student/Alumni** button on the following page and use your CAS credentials to log into the **Career Link** site.



3. You can request a career advising appointment under the **Shortcuts** menu or by selecting **Calendar** and **Counseling Appointment** from the left navigation.



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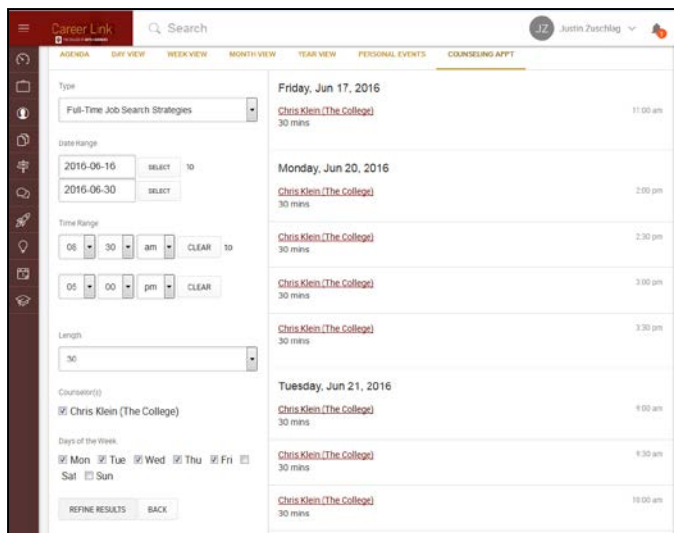
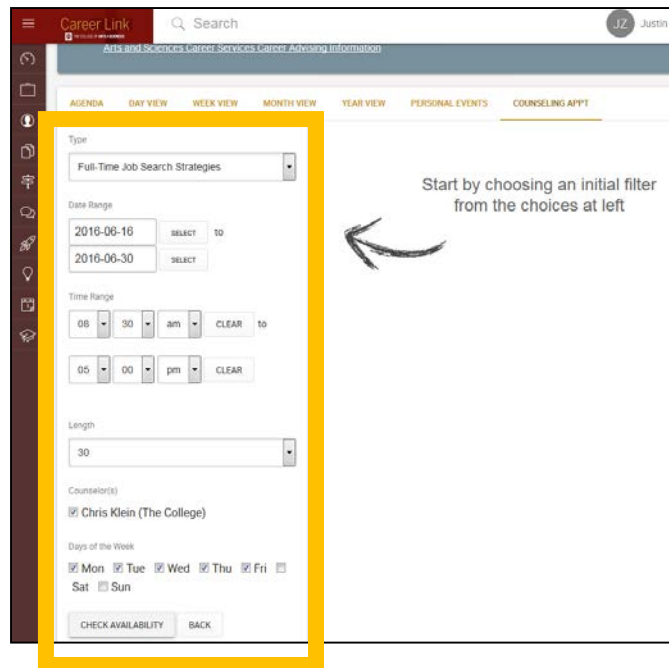
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Note: You must complete your **Personal** and **Academic** account information (located in the Profile section of the left navigation) before you will be able to schedule an appointment.

- When you reach the appointment scheduler, you must fill out all fields, including: **Type**, **Date Range**, **Time Range**, **Length**, **Counselor(s)**, and **Days of the Week**. Once you do this, click the **Check Availability** button at the bottom.

If you do not see any counselor(s) available, contact Joy Hohimer-Hirsch at jhohimer@indiana.edu or (812) 856-4278 to be assigned an advisor.



- You will now see a list of appointment times. Select a time that works for you. If you do not see any timeslots, you may need to change your scheduler fields (such as **Date Range**, **Time Range**, or **Days of the Week**).

If you still cannot find a time that works for you, contact Joy Hohimer-Hirsch at jhohimer@indiana.edu or (812) 856-4278.





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- A dialogue box will open. Confirm your appointment details and be sure to briefly include what you'd like to discuss with your advisor. This will help your advisor prepare for the appointment. Once you've done this, select the **Submit Request** button at the bottom of the page.

Once you submit the request, you should receive an appointment approval or rejection e-mail from your career advisor with additional details about your appointment time and location.

If you have any additional questions or issues, contact Joy Hohimer-Hirsch at jhohimer@indiana.edu or (812) 856-4278.



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