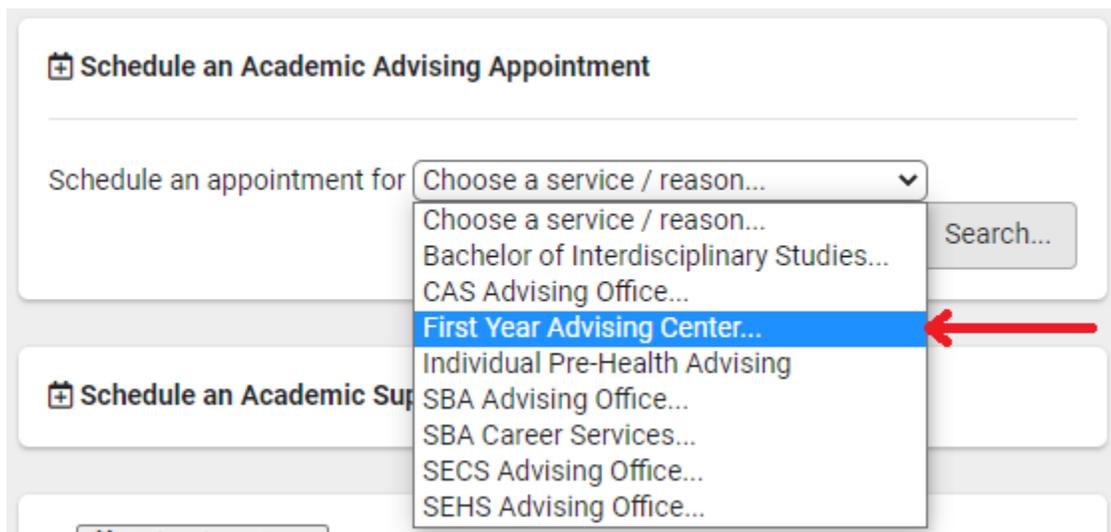


# Appointment Scheduling Directions

## First Year Advising Center

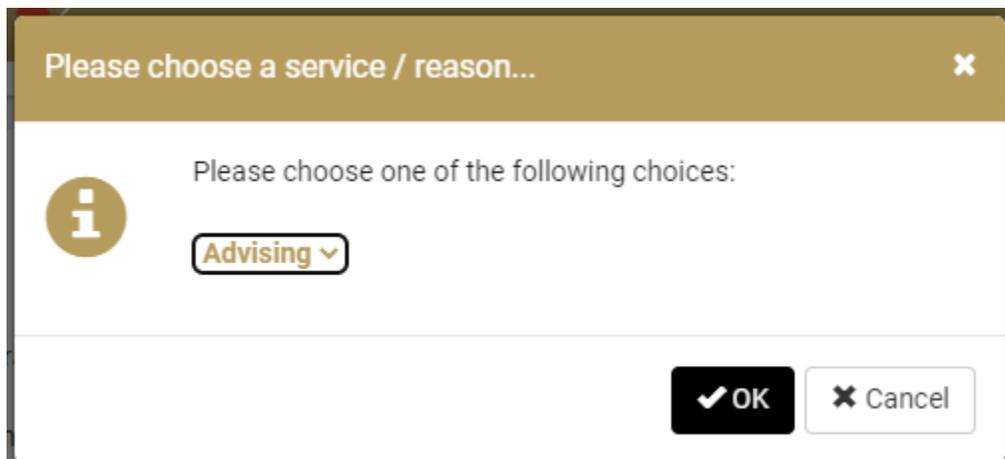
### Schedule your advising appointment

1. Log into our online scheduler, [TracCloud](#), with your NetID and password
  - a. Just like logging into MySAIL, do NOT use your full email. Just the NetID
2. Use the “Schedule an Academic Advising Appointment” widget to select “First Year Advising Center”



The screenshot shows a web interface for scheduling an appointment. The main heading is "Schedule an Academic Advising Appointment". Below it, there is a text input field with the placeholder "Schedule an appointment for". To the right of this field is a dropdown menu with the text "Choose a service / reason...". The dropdown menu is open, showing a list of options: "Choose a service / reason...", "Bachelor of Interdisciplinary Studies...", "CAS Advising Office...", "First Year Advising Center..." (highlighted in blue), "Individual Pre-Health Advising", "SBA Advising Office...", "SBA Career Services...", "SECS Advising Office...", and "SEHS Advising Office...". A red arrow points to the "First Year Advising Center..." option. To the right of the dropdown menu is a "Search..." button. Below the main heading, there is another widget titled "Schedule an Academic Sup..." which is partially visible.

3. When prompted for a reason, select “Advising” then click “OK”



The screenshot shows a dialog box with a brown header that says "Please choose a service / reason..." and a close button (X) in the top right corner. Below the header, there is an information icon (i) and the text "Please choose one of the following choices:". Below this text is a dropdown menu with the text "Advising" and a downward arrow. At the bottom of the dialog box, there are two buttons: "OK" with a checkmark icon and "Cancel" with an X icon.

4. Click the "Search" button to bring up a list of current availability with your adviser.

Schedule an Academic Advising Appointment

Reason: **Advising**

There are 3 slots of time available, please choose one that works for you... Choose a different

Click to filter appointments by day of the week or meeting type



Click to view specific date



Appointment Time		Fri, Dec 16 2022		Shows appointment meeting type	
100p-130p	First Year Advising Center	1 on 1	Online OR In-Person	Jade Dang	online or 101 North Foundation Hall
145p-215p	First Year Advising Center	1 on 1	Online OR In-Person	Jade Dang	online or 101 North Foundation Hall
230p-300p	First Year Advising Center	1 on 1	Online OR In-Person	Jade Dang	online or 101 North Foundation Hall
Load more for Sat, Dec 17 2022...					

Click to load more dates

Close

5. Click the appointment time you want and confirm your meeting details

Confirm booking this appointment in **First Year Advising Center** with **Jade Dang** on **Fri, December 23rd 2022** for **Advising**

Start Time	End Time	Duration (Hr:Min)
10:00am	10:30am	00:30

Meeting Type:  
 In-Person  Online  **Select the type of meeting**

In-Person Location  
101 North Foundation Hall

 Student

Let us know if you have any additional comments

I would like to discuss changing my major (something in the medical field, maybe nursing?) Go over winter semester course schedule.

Please enter your phone number

248-555-5555

Sched By: 2022-12-20 09:25:58 Student Daviayna Dixon  
Sched Mod By: 2022-12-20 09:25:58

**CONFIRM** **Click Confirm in order to Confirm this appointment**

- a. If the appointment has multiple meeting options (in-person or online), select the option you would like.
  - b. Add any notes you want to include for the adviser! This lets them know what you want to talk about.
  - c. Include your phone number - it's required!
6. Click "Confirm" to finalize your appointment

A confirmation email will be sent to your Oakland University email address with your appointment details.

## Joining an Online Appointment

1. Log into [TracCloud](#) five minutes before your appointment

2. Look for the widget with the date at the top. Below the date should be a yellow block with your appointment details
3. Click the text that says “Click here to join your online session” and you will be taken to the virtual meeting
  - a. If you tried to join before the time of your appointment you will receive an error saying how many minutes until your appointment begins. Once it is time for your appointment, click the “Refresh” button

## Canceling an Appointment

1. Log into [TracCloud](#)
2. Look for the widget with the date at the top and navigate to the date of your appointment
  - a. Click the week icon  **week** to view a full week at a time
3. Once you see your appointment, click the X button  in the top right
4. A dialogue box will pop up. If you'd like, you can provide a reason or note. When done, click the “Cancel Appointment” button.
5. A cancellation confirmation will be sent to your Oakland University email

If you have any issues with scheduling or canceling an appointment, please contact:

First Year Advising Center

[fyac@oakland.edu](mailto:fyac@oakland.edu) or 248-370-3227