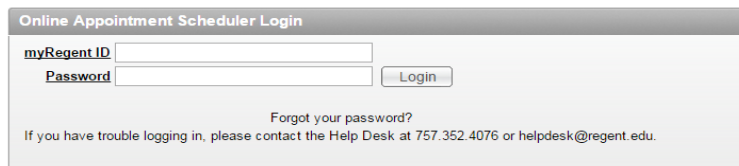


How to Schedule a Student Success Coaching Session

To schedule an appointment, you must access the [Online Appointment Scheduler for Student Success Coaching](#) and follow these steps:

1. Enter your MyRegent ID (email address without the "@mail.regent.edu" portion) and Regent password.



Online Appointment Scheduler Login

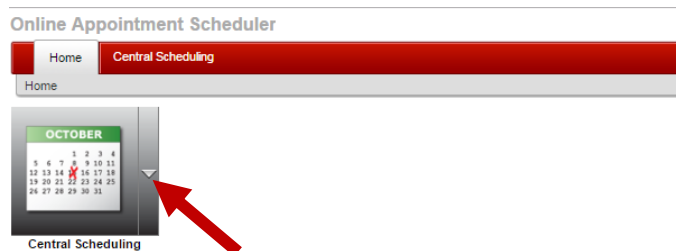
myRegent ID

Password

Forgot your password?

If you have trouble logging in, please contact the Help Desk at 757.352.4076 or helpdesk@regent.edu.

2. You will see a calendar labeled "Central Scheduling".
3. Click on the drop-down arrow to the right of the calendar. Choose "New Appointments".



Online Appointment Scheduler

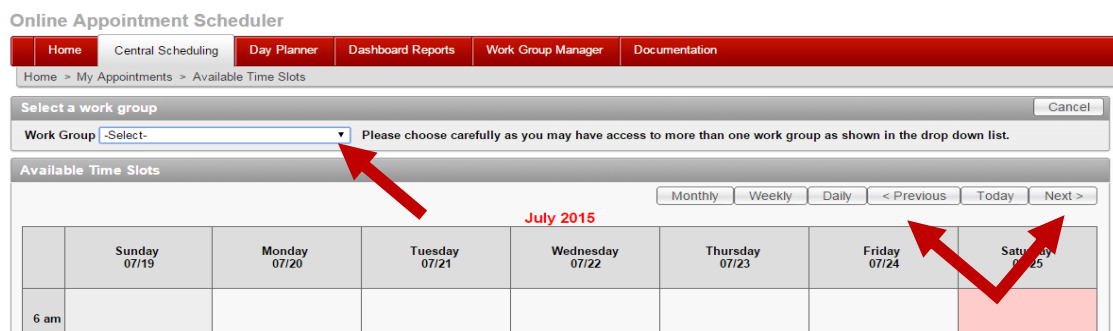
Home Central Scheduling

Home

OCTOBER

Central Scheduling

4. **Important:** Choose "Student Success Coaching" in the "Work Group" option.
5. Click "Previous" or "Next" on the right side of the screen to change available weeks.



Online Appointment Scheduler

Home Central Scheduling Day Planner Dashboard Reports Work Group Manager Documentation

Home > My Appointments > Available Time Slots

Select a work group

Work Group: -Select- Please choose carefully as you may have access to more than one work group as shown in the drop down list.

Available Time Slots

Monthly Weekly Daily < Previous Today Next >

July 2015

	Sunday 07/19	Monday 07/20	Tuesday 07/21	Wednesday 07/22	Thursday 07/23	Friday 07/24	Saturday 07/25
6 am							

6. The times and names not bolded and labeled "Booked" are available coaching slots—click one to schedule it.
Note: If all the times slots are booked, you may place yourself on the waiting list.
7. Please read the "Additional Information" section in order to know how to prepare for your appointment.
8. Once you schedule your appointment, please enter it into your day planner, or enter it into your digital device calendar with a reminder.
 - For in-person appointments, please arrive at least 5 minutes ahead of time.
 - For phone appointments, please be in a quiet area with minimal audio distractions (e.g., no driving).
 - For video chat appointments, please prepare for the appointment at least 10 minutes prior.
9. Unless you have a specific topic that you would like to discuss, please take the [Regent Readiness Inventory \(RRI\)](#) at least one day prior to your appointment.

Questions? Please contact the Center for Student Happiness by calling 757.352.4444 or email us at ssc@regent.edu.