

HOW TO SCHEDULE AN ACADEMIC CONSULTATION:

- 1. Log in to [Connect.Charlotte.edu](https://connect.charlotte.edu) using your NinerNET credentials**
- 2. Click "Appointments" on the left-hand menu**
- 3. Click the 'Make an Appointment or Drop-in' Button in the Upper Right Corner**
- 4. Under 'What type of Appointment..' Select 'Academic Support (tutoring/mentoring)'**
- 5. Under 'Service' select 'Academic Consultation (Not Advising)'**
- 6. Pick a date and select 'Find Available Time'**
- 7. View the availabilities to the right of the calendar**
- 8. Select how would you like to meet? (In person or virtual) The location will change based on your selection**
- 9. To the left under the calendar you can filter your needs by controlling for the Staff Member, In-person or virtual, and Location.**
- 10. After selecting your time please add topic-specific comments about what you would like to talk about (e.g. time management, goal setting, study strategies, etc.)**
- 11. Confirm email and text confirmation reminders are selected and verify your listed mobile phone number.**
- 12. Click Schedule.**