How to Schedule a Career Advising Appointment

1) Log in to your Career Link account (or create a new account) via asc.indiana.edu.

2) Click “Request a Career Advising Appointment” on the right hand column under the Career Advising section.

3) To use the appointment request form, you must first have a career advisor assigned to you. The name of your career advisor will be displayed in the section labeled ‘Career Advisor(s)’ (see screen shot below). If no advisors appear in this space, you have not yet been assigned an advisor. If you have not been assigned an advisor and you are in the
College of Arts & Sciences, call 812-855-0577 or e-mail Justin Zuschlag at jzuschla@indiana.edu.

4) Complete the scheduling form based on the career advising topic and your availability {date range, time range, length of appointment (30 or 60), day of the week}, select an available advisor and click “check availability.”
5) Click an appointment that works for you on the right hand side:

### Tuesday, May 20, 2014

- **1:00 pm** Alexa Yarnelle (Career Development Center) 30 mins
- **1:30 pm** Alexa Yarnelle (Career Development Center) 30 mins
- **2:00 pm** Alexa Yarnelle (Career Development Center) 30 mins
- **2:30 pm** Alexa Yarnelle (Career Development Center) 30 mins
- **3:00 pm** Alexa Yarnelle (Career Development Center) 30 mins
- **3:30 pm** Alexa Yarnelle (Career Development Center) 30 mins
- **4:00 pm** Alexa Yarnelle (Career Development Center) 30 mins

### Wednesday, May 21, 2014

- **3:00 pm** Alexa Yarnelle (Career Development Center) 30 mins

6) Add any notes and submit the request:

7) You will receive a confirmation email at this point that your request has been received.
Your requested appointment will also show up under your “Calendar” tab and “Career Advising Appointment” subtab. Here you may also cancel the appointment, reschedule the appointment, or submit another appointment request. You may only have 3 pending appointment requests at any given time.

8) Once you have submitted an appointment request, a notification will be sent to your advisor. You will receive another confirmation email once your advisor has approved your appointment request. Your scheduled appointment will then be shown under the “Approved Appointments” section. You may also cancel or reschedule your appointment from here.