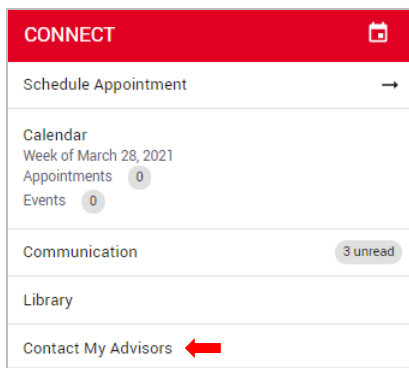


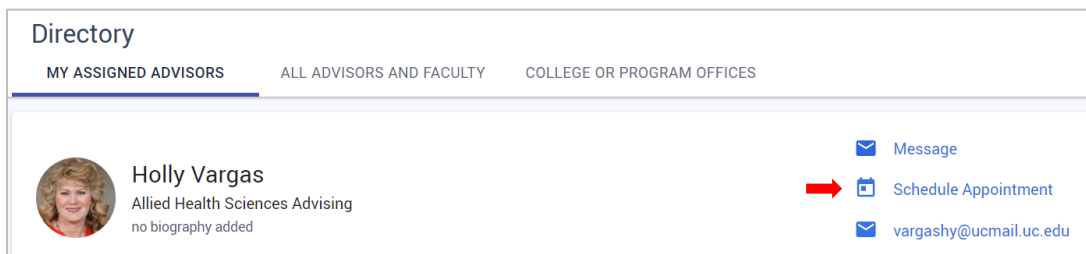
MY BEARCAT NETWORK

How to Schedule an Appointment with Your Advisor

1. Log in to canopy.uc.edu and select **Student Tools**. Click **My Bearcat Network**.
2. Select **NETID** and click **LOGIN WITH NETID**.
3. Click **Contact My Advisors** under **Connect** on your dashboard.



4. In the **My Assigned Advisors** tab find the advisor with whom you wish to schedule an appointment and click **Schedule Appointment**.
 - If you do not have an advisor listed under “My Assigned Advisors,” please email advhelp@uc.edu.



5. Find an available time that works for you and click **Schedule**.

Apr 14, 2021	2:30 PM - 3:00 PM	SCHEDULE	virtual meeting
Apr 14, 2021	3:00 PM - 3:30 PM	SCHEDULE	Virtual Meeting
Apr 15, 2021	10:00 AM - 10:30 AM	SCHEDULE	Virtual Meeting

- Select your preferred time again from the list, using the checkbox on the left.

TIME	STATUS	MODALITY	DETAILS
10:00 AM - 10:30 AM	Unavailable	Virtual Meeting	Appts will be conducted remotely via Teams...
<input checked="" type="checkbox"/> 10:30 AM - 11:00 AM	Available	Virtual Meeting	Appts will be conducted remotely via Teams...

- Choose **Appointment Modality**, as some advisors may offer multiple modalities, for example, phone, virtual, in-person. Select **Session Topics** from the dropdown menu to include areas you would like to discuss. In the **Session Note** field, enter more specific information about what you want to talk about during your appointment. If applicable, you can attach a file, using the **Attach** button.

Date/Time
Thursday, April 08 10:30 AM - 11:00 AM

Appointment Modality*
Virtual Meeting

Location
Appts will be conducted remotely via Teams. Instructions will be emailed.

Session Topics*

Session Note

Visible to advisor

ATTACH

CANCEL SCHEDULE APPOINTMENT

- Click **Schedule Appointment** to finish scheduling your appointment.