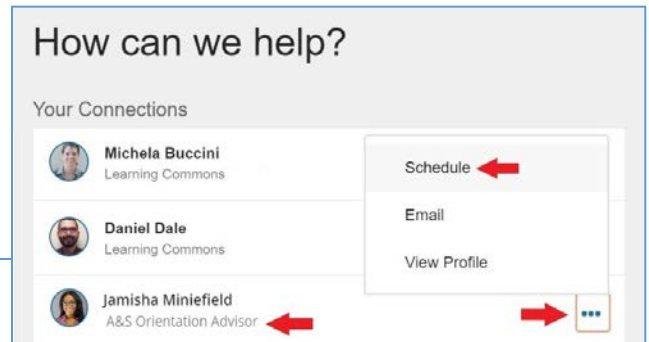
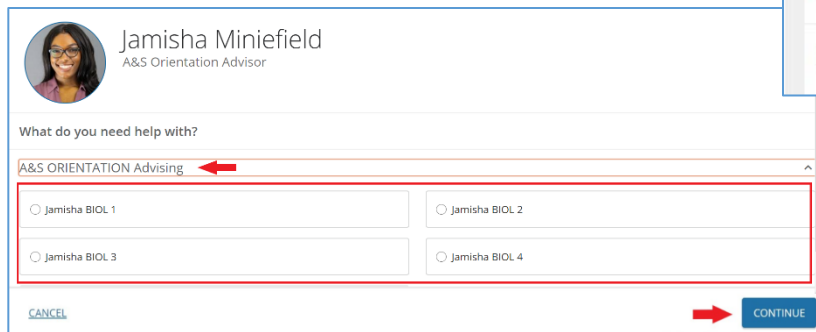


## Scheduling an Advising Appointment

1. Go to [canopy.uc.edu](https://canopy.uc.edu), click **Starfish**, and log-in with your UC username and password.
2. Find your **Advisor** and select the **three dots** next to his or her name.
3. Select **Schedule**.



4. Click on the drop down
5. Select the type of appointment you need.
6. Click **Continue**.
7. Select the **day and time** that works

best for your schedule. Click **Continue**.

8. Double check the information you selected is correct. If correct, Click **Confirm**.
9. A green bar appears at the top when you have scheduled successfully. You will also receive a **confirmation email to your UC email address**.
10. Again, **confirm the day and time**. Any essential information about the location will also be referenced on this screen (and will be sent in your confirmation/reminder emails).

