Scheduling an Advising Appointment

1. Go to [canopy.uc.edu](http://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).