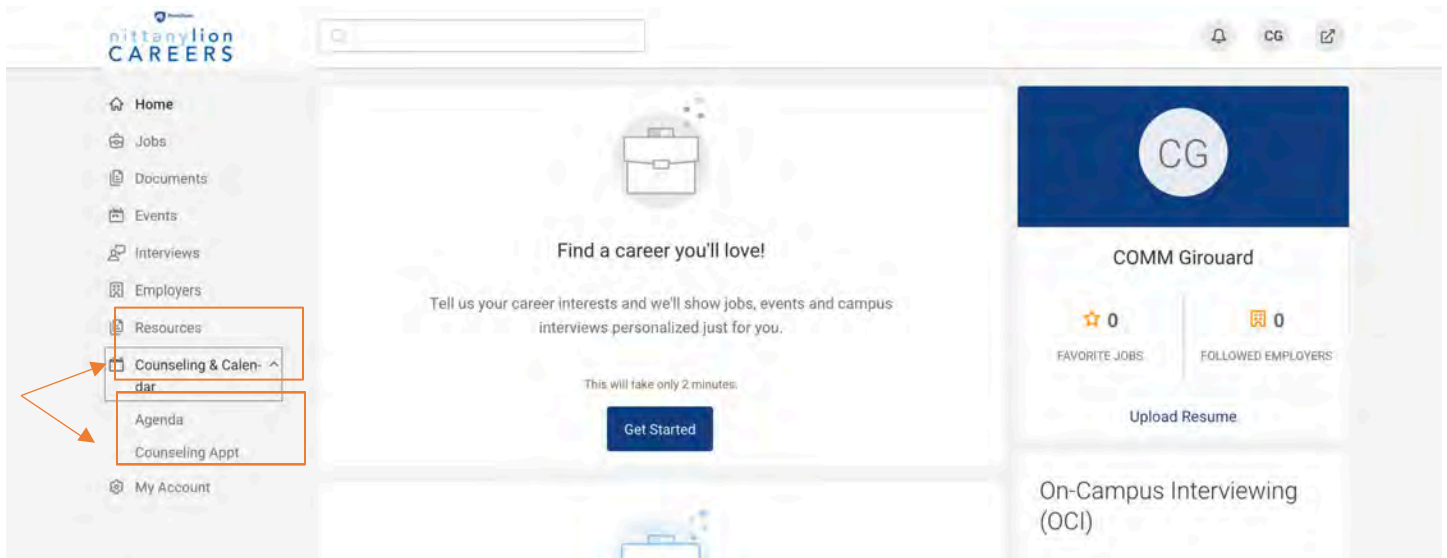


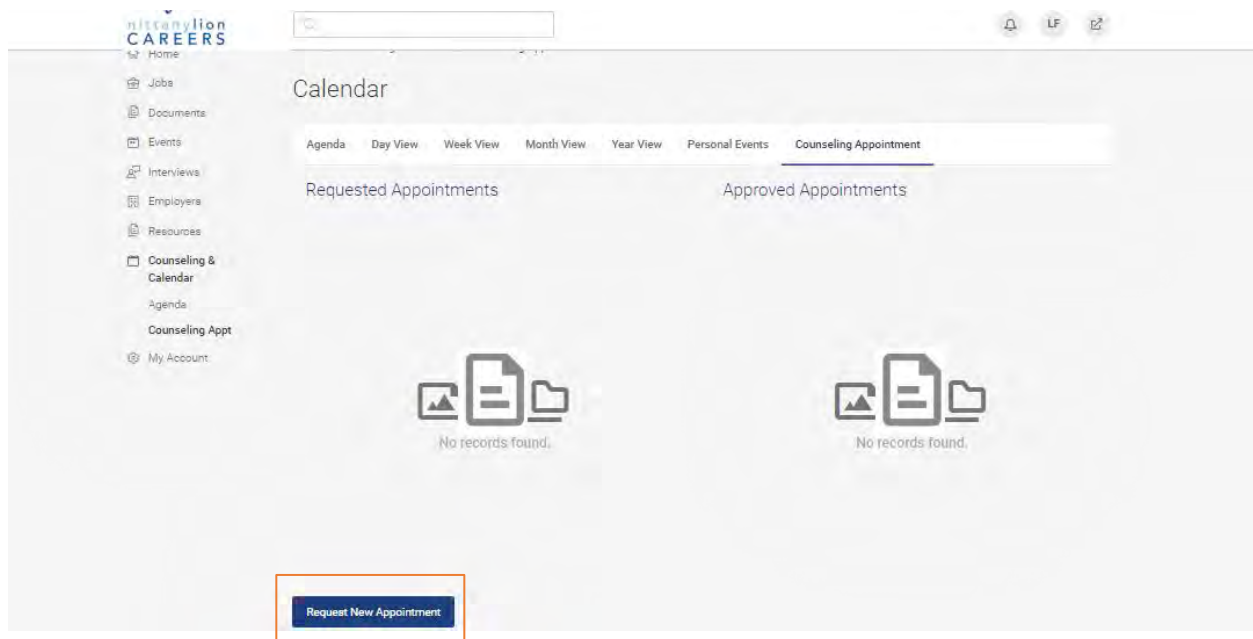
# How to Schedule an Appointment in the Bellisario College of Communications Internship & Career Placement: Julie Miller, Bob Martin, (Amy Leddy)

Throughout the academic year, we will be posting tips to help Bellisario Communications students navigate Nittany Lion Careers. Posts will be included on your Nittany Lion Careers homepage and by way of Bellisario Communications Career-Advisor list-serve.

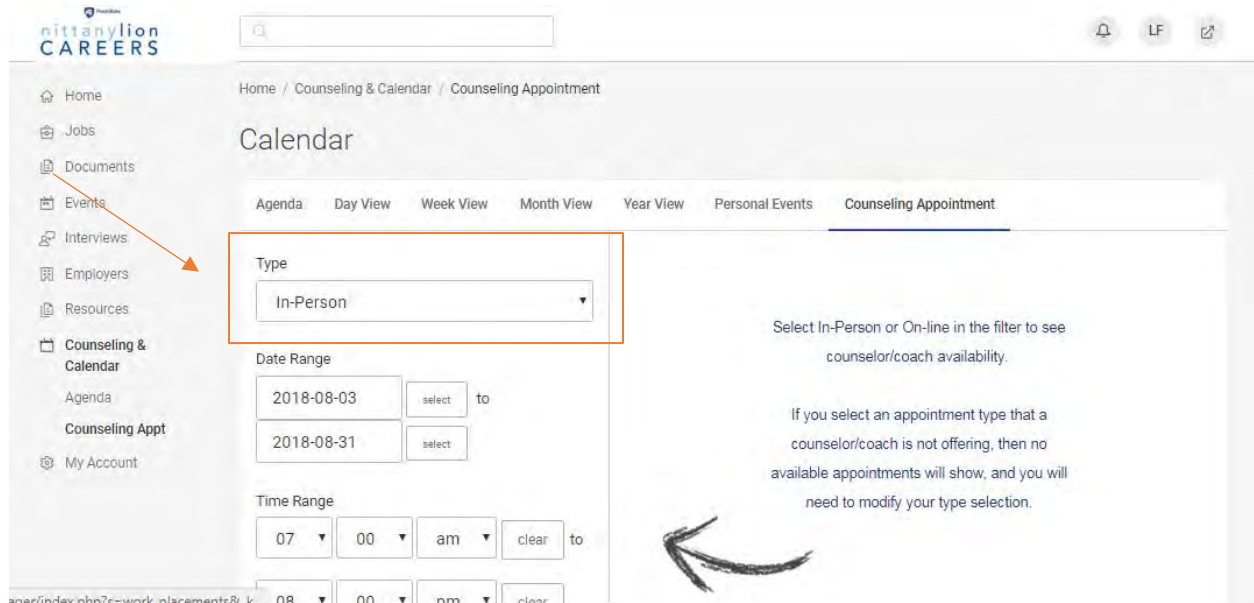
On the home screen of your Nittany Lion Careers account, click on “Counseling & Calendar” and then “Counseling Appt”



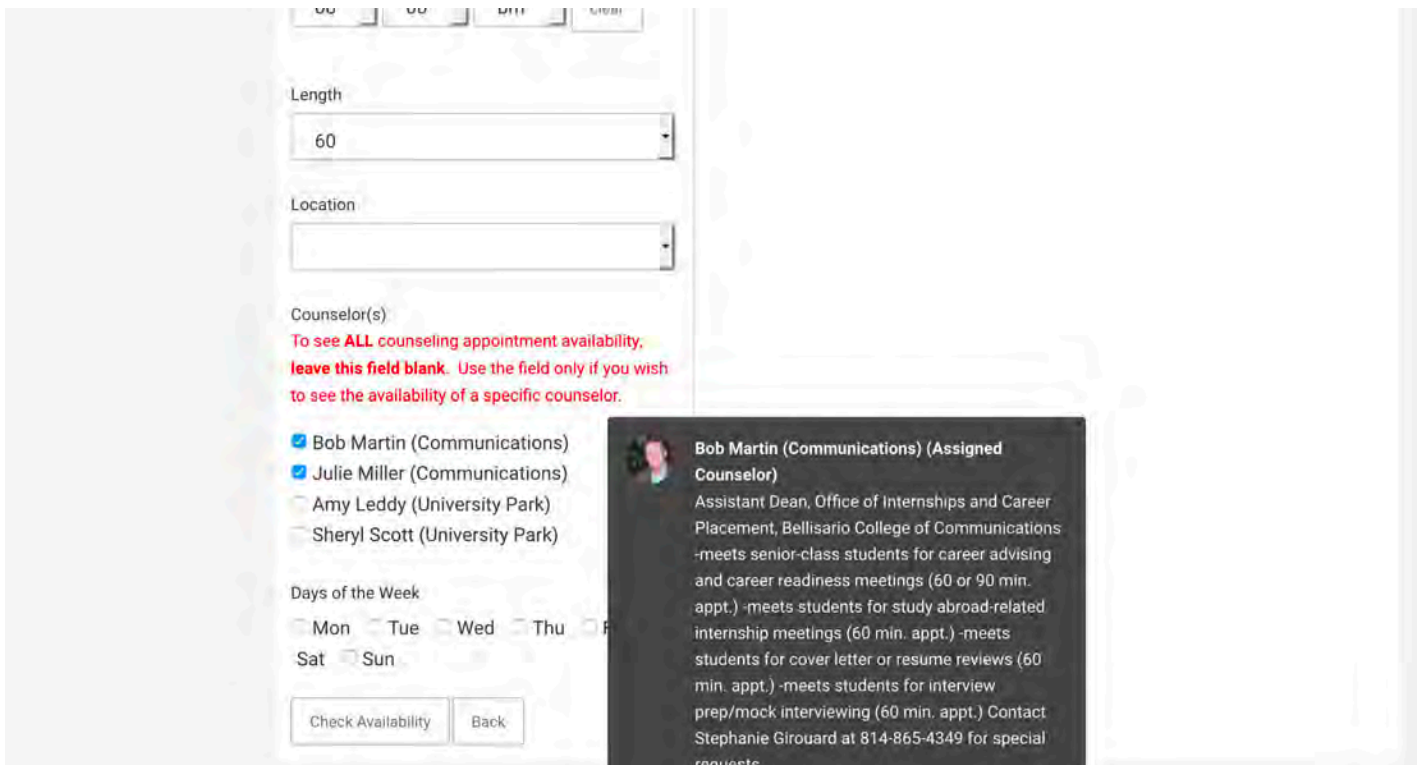
Click on the “Request New Appointment” button.



Fill out the appropriate filters to search for an appointment that works with your schedule. In the “Type” section, make sure to select “In-Person.” We do not offer virtual appointments at this point.



Julie Miller and Bob Martin from the Bellisario College of Communications Internship & Career Placement Office will have “(Communications)” next to their names. If you hover over each person’s name, you can find out more information about the staff member and what topics she/he is available to discuss with you. Once you select the appropriate filters, click on the “Check Availability” button.



A list of possible dates and times will appear on the right. Select the date and time that works best with your schedule.

Date Range  
2018-08-16 select to  
2018-09-13 select

Time Range  
07 00 am clear to  
08 00 pm clear

Length  
60

Location  
University Park

Counselor(s)  
To see ALL counseling appointment availability, leave this field blank. Use the field only if you wish to see the availability of a specific counselor.  
 Bob Martin (Communications)  
 Julie Miller (Communications)  
 Amy Laddu (University Park)

Bob Martin (Communications)	University Park - 208 Carnegie Building - 60 mins	9:00 am
Julie Miller (Communications)	University Park - 208 Carnegie Building - 60 mins	
Julie Miller (Communications)	University Park - 208 Carnegie Building - 60 mins	9:30 am
Julie Miller (Communications)	University Park - 208 Carnegie Building - 60 mins	10:00 am
Bob Martin (Communications)	University Park - 208 Carnegie Building - 60 mins	11:00 am
Bob Martin (Communications)	University Park - 208 Carnegie Building - 60 mins	1:00 pm
Julie Miller (Communications)	University Park - 208 Carnegie Building - 60 mins	2:30 pm
Bob Martin (Communications)	University Park - 208 Carnegie Building - 60 mins	3:00 pm
Julie Miller (Communications)	University Park - 208 Carnegie Building - 60 mins	3:30 pm

You can either refine your results to see different options or select an appointment from the list on the right that works for you. Next, confirm your appointment.

University Park - 208 Carnegie Building - 60 mins

Bob Martin (Communications) 9:00 am

9:30 am

10:00 am

11:00 am

1:00 pm

2:30 pm

3:00 pm

3:30 pm

Confirm Appointment

Room  
208 Carnegie Building

Date \*  
Aug 20, 2018

Time \*  
9:30 AM

Length \*  
60

Type  
In-Person

Appointment Topic \*  
[select]

Additional Appointment Details \*  
Please provide additional details about your appointment request.

Make sure to select the appropriate appointment type so our staff knows what you hope to discuss. Then, submit your request.

Your appointment request will show up as a “Requested Appointment” initially. Once we confirm your appointment the appointment will move to “Approved Appointments.”

You will receive email confirmations that your request has been received and then approved/rejected, along with a reminder about your appointment the day before. If you need to reschedule, you can do so up to 24 hours before your appointment through your Nittany Lion Careers account. If an emergency comes up within 24 hours, call or email Stephanie Girouard at 814-865-4349 | [sfg10@psu.edu](mailto:sfg10@psu.edu) in the Bellisario College of Communications Internship & Career Placement Office.