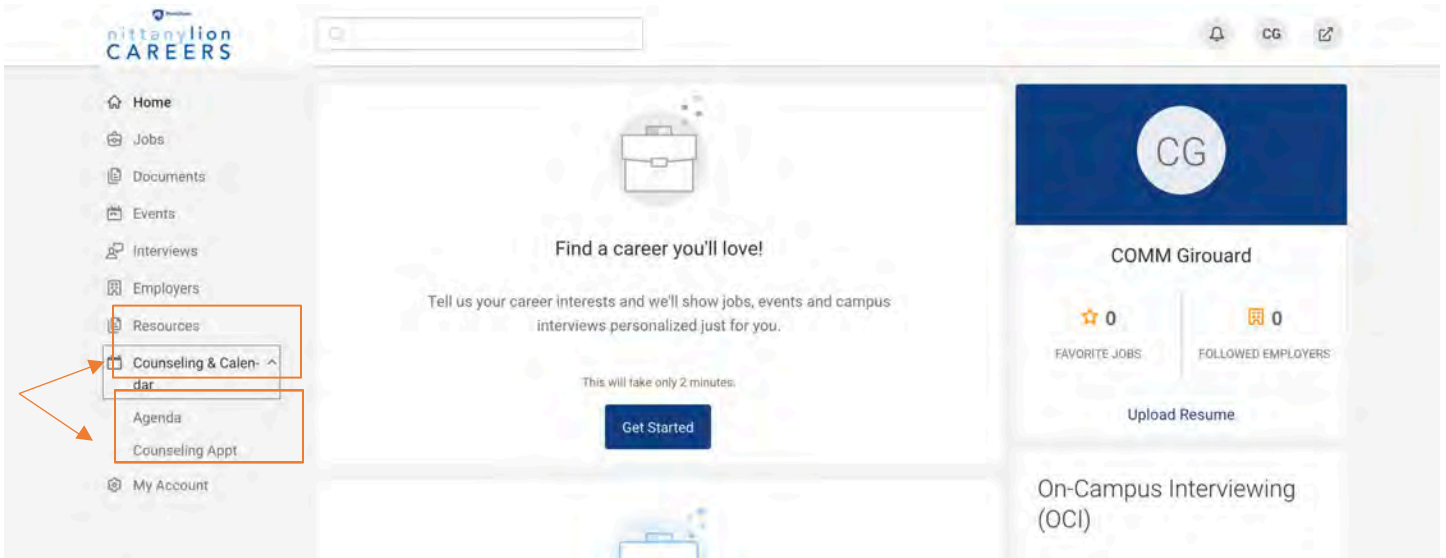


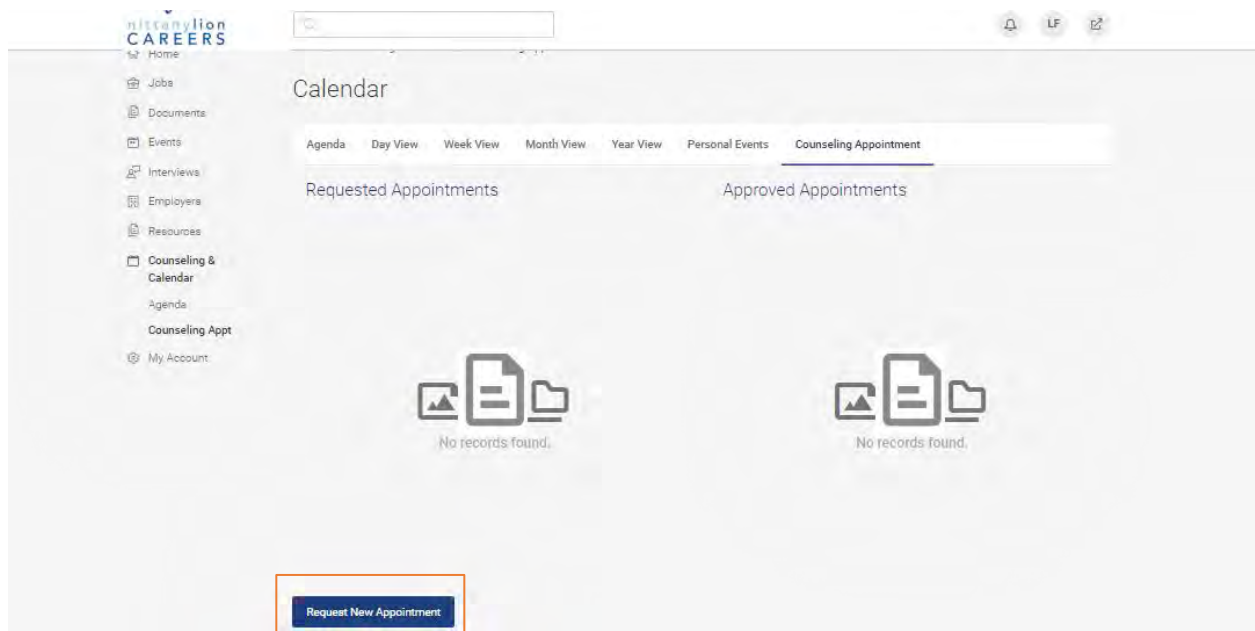
How to Schedule an Appointment in the Bellisario College of Communications Internship & Career Placement: Julie Miller, Bob Martin, (Amy Leddy)

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 in the Bellisario Communications Career-Advisor list-serve.

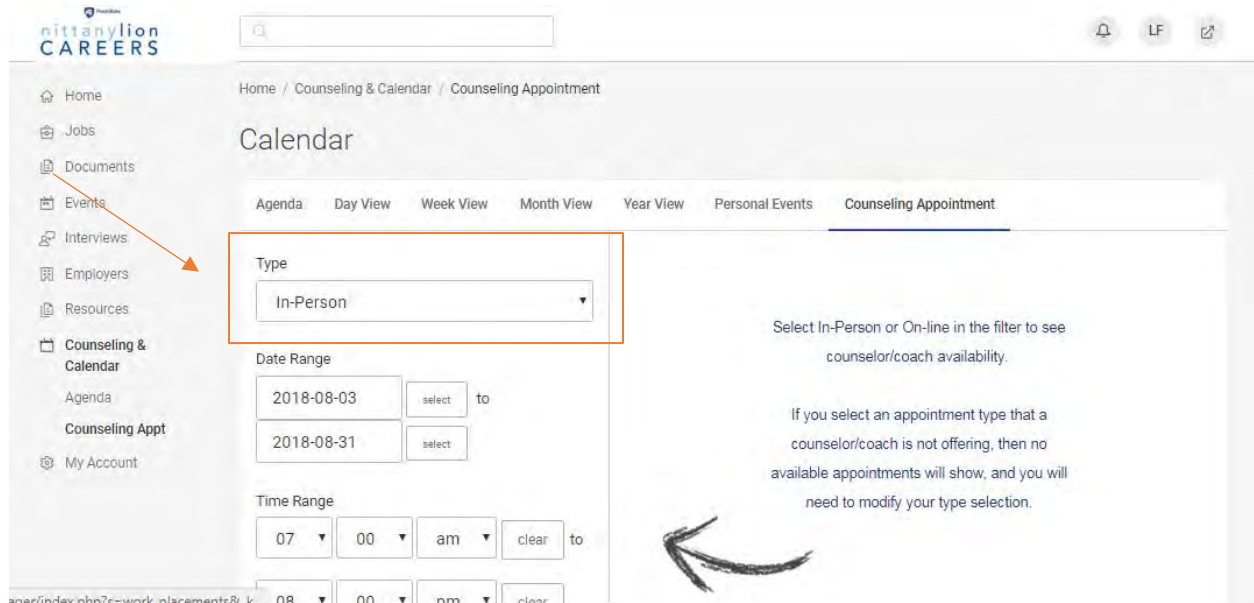
On the home screen of your Nittany Lion Careers account, click on “Counseling & Calendar” and then “Counseling Appt”



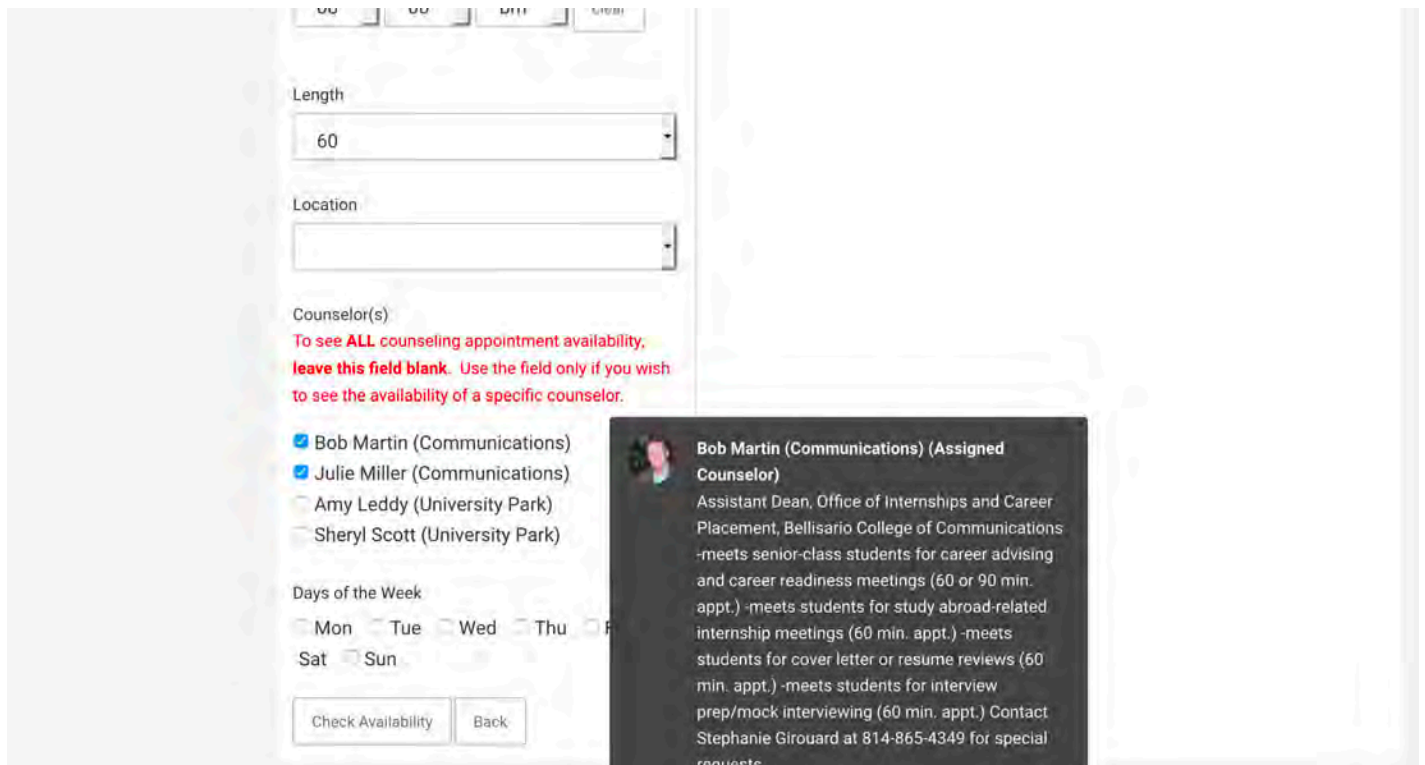
Click on the “Request New Appointment” button.



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.



Juie 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.

The screenshot shows a scheduling interface with the following filters and options:

- Date Range:** 2018-08-16 to 2018-09-13
- Time Range:** 07:00 am to 08:00 pm
- Length:** 60 minutes
- Location:** University Park
- Counselor(s):** Bob Martin (Communications) and Julie Miller (Communications) are selected. A note states: "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."

The list of appointments on the right includes:

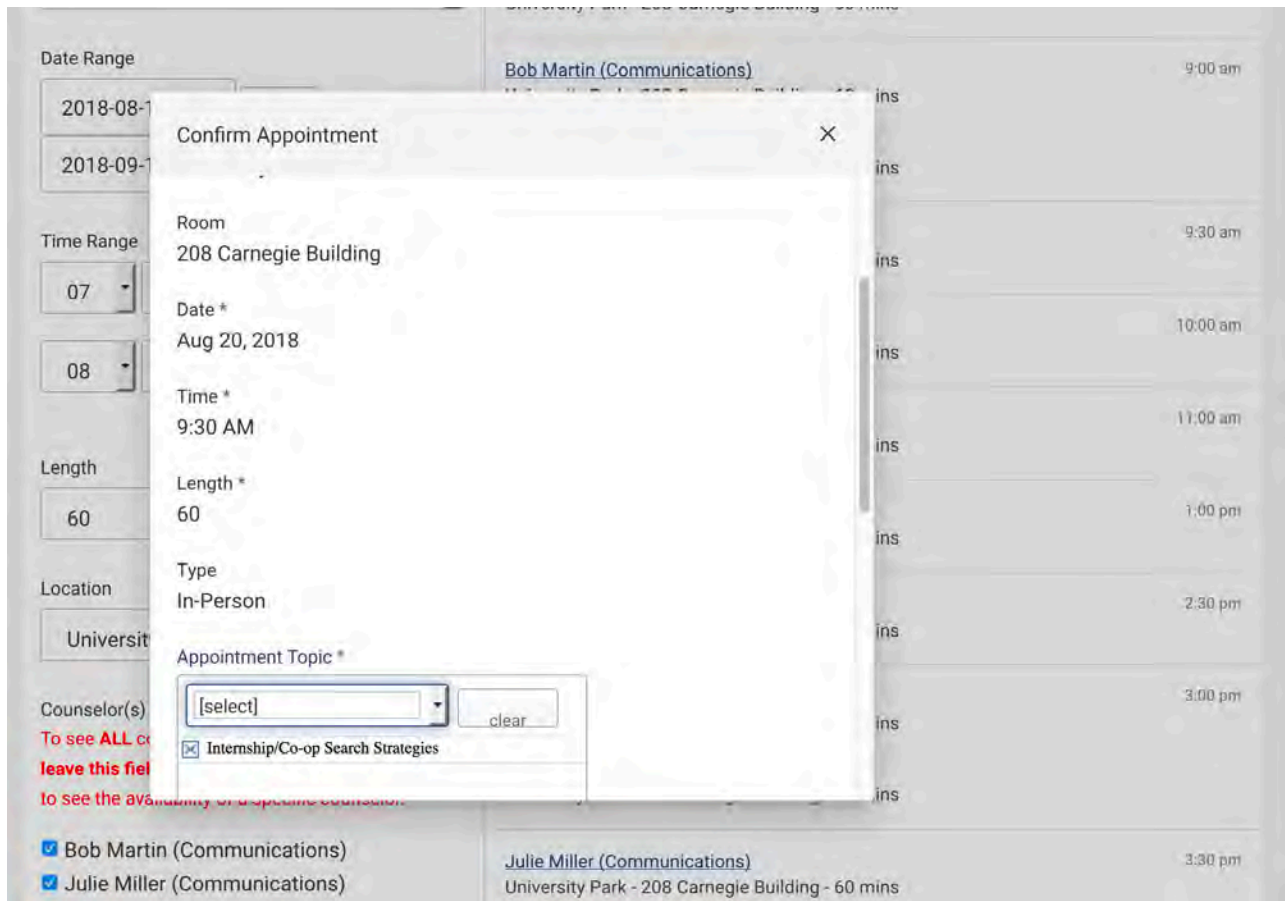
- Bob Martin (Communications) - 9:00 am
- Julie Miller (Communications) - 9:30 am
- Julie Miller (Communications) - 10:00 am
- Bob Martin (Communications) - 11:00 am
- Bob Martin (Communications) - 1:00 pm
- Julie Miller (Communications) - 2:30 pm
- Bob Martin (Communications) - 3:00 pm
- Julie Miller (Communications) - 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.

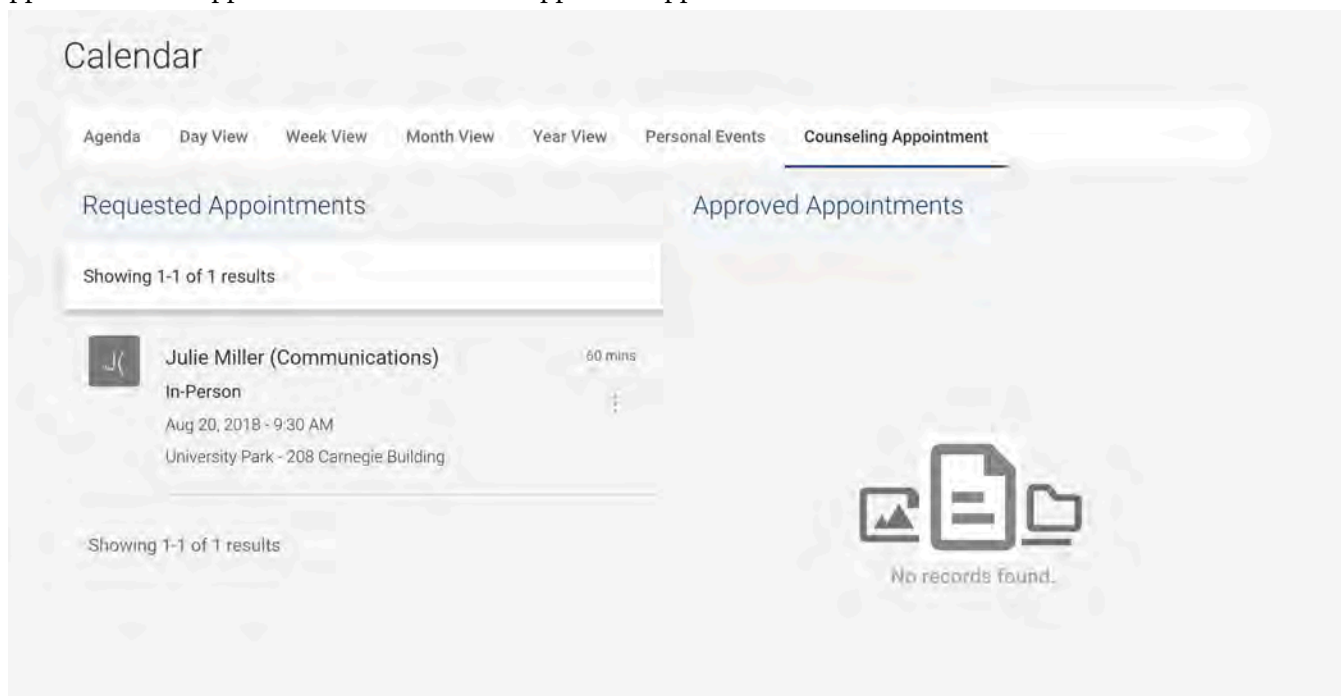
The 'Confirm Appointment' dialog box displays the following information:

- 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 Julie Miller | jlm156@psu.edu in the Bellisario College of Communications Internship & Career Placement Office.