ADVISING APPOINTMENTS

Boehly Center Recognition Program

Student Recognition Program & Advising

(1) Navigate to the Recognition Program page.

https://wmedu.sharepoint.com/sites/MasonAnalyticsRepository/Boehly/SitePages/Boehly%20Center.aspx

(2) Select "Student Recoginition Program".

(3) Select the My Advising icon on the bottom panel.

View your Advising log to see all your advising appointments.

When you click the right arrow on an appointment, you will see all the details about the appointment that you have scheduled with a Boehly Center advisor.

Follow the instructions below to schedule, reschedule, and cancel a meeting.
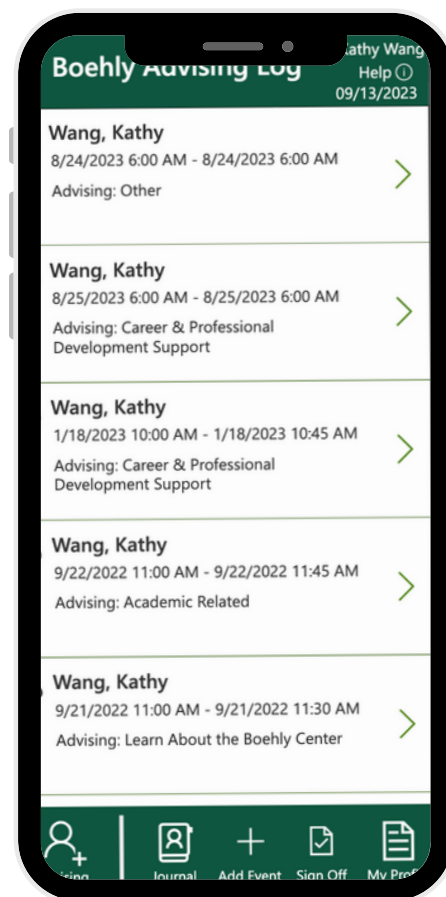
For questions, issues, or more information, please contact The Boehly Center.

ADVISING APPOINTMENTS
Boehly Center Recognition Program

SCHEDULING A MEETING

- ☐ Select the **leftmost** plus button (**+**) on the bottom panel that says Advising.
- ☐ When redirected to the Boehly Center website, select the "Schedule an Advising Appointment" button
- ☐ Select the respective Meeting Category.
- ☐ Select a Date and Time
- ☐ Add your Contact Information and Details
- ☐ Select a meeting medium
- ☐ Input any other relevant information an advisor may need

*If you are unavailable during specified Advising hours, please contact the respective advisor.

RESCHEDULING A MEETING

- ☐ Navigate to the confirmation email sent after making an appointment.
- ☐ Click "Reschedule" and adjust any information as needed.

CANCELLING A MEETING

- ☐ Navigate to the confirmation email sent after making an appointment.
- ☐ Click "Cancel Booking"

**There needs to be at least 12 hours of lead time to cancel your scheduled appointment.

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