How to Make An Experiential Learning Coaching-Psychology Appointment on Handshake

- 1. Click on this link: <u>https://arizona.joinhandshake.com/edu/appointments/new</u>
- 2. Click on "University of Arizona Career Advising"



3. Scroll to the bottom of the page and click on "Experiential Learning Coaching-Psychology"



4. Look at Options running across the top and under Staff Member: Click on drop down menu and click on "Shanda Romans"

New Appointment	Manage	Calendar	New Appointment	Check-in Kiosk	Waiting Room			
You may search for and select available slots below. If y	ou would like to manually enter the appointment details	you may do so here.						
Category University of Arizona Career Adv	Type Experiential Learning Coaching	No Preference	>	>	Appointment M No Prefere	ledium nce		

5. Appointment Type: Click on drop down menu and choose which type of appointment you prefer to have with me.

New Appointment		Manage	Calendar	New Appointment	Check-in Klosk Waiting Roc	m
You may search for and select available slots below. If y	ou would like to manually enter the appointment details you	i may do so here.				
Category University of Arizona Career Adv	Type Experiential Learning Coaching	Staff Member Shanda Romans		Appointment I	Medium	

6. Search through available days by clicking on the arrows on each side of the "Week of" option. **NOTE:** <u>In Person Appointments</u> only available on Mondays and Tuesdays.

New Appointment					Manage	Calendar	New Appointment	Check-In Klosk Waiting Room
You may search for and se	ect available slots below. If y	ou would like to manually enter the appoi	ntment details yo	u may do so here.				
Category		Type		Staff Member			Appointment Medium	
University of Arizona Career Adv		Experiential Learning Coaching		Shanda Romans			In Person	
		(\bullet)	Week of Sunda	ay, July 23rd 🗸	\bigcirc			
Sunday	Monday	Tuesday	Wedne	esday	Thursday		Friday	Saturday
July 23rd 2023	July 24th 2023	July 25th 2023	July 26t	h 2023	July 27th 2023		July 28th 2023	July 29th 2023
No Appointments	No Appointments	No Appointments	No Appol	ntments	No Appointments		No Appointments	No Appointments
Available	Available	Available	Avail	able	Available		Available	Available

7. Click on the day you prefer.

You may search for and sel	ect available slots below. If you v	would like to manually enter the appoir	ntment details you	u may do so here.			
Category	т	ype		Staff Member		Appointment Med	dium
University of Arizor	a Career Adv E	vporiontial Loorning Cos	a la la sa	Chande De	mane	In Person	
-			Week of Sunda	Shanda Ro		Inversor	
-			Week or Sunda	Shanda Kol)	IIIPelson	
Sunday July 30th 2023	Monday July 31st 2023	Tuesday August 1st 2023	Week of Sunda Wedne August 2r	snanda kol a, ouy sour	Thursday August 3rd 2023	Friday August 4th 2023	Saturday August 5th 2023

		+	Week of Sunday, July 30th -	→		
Sunday July 30th 2023 No Appointments Available	Monday July 31st 2023 Appointments Available	Tuesday August 1st 2023 Appointments Available	Wednesday August 2nd 2023 Appointments Available	Thursday August 3rd 2023 Appointments Available	Friday August 4th 2023 No Appointments Available	Saturday August 5th 2023 No Appointments Available
Jul 31					Time Zone:	Arizona 🗸
Shanda Romans	Jul 31 - Experiential Learning	Coaching - Psychology			9:00	am MST - 9:30 am MST
Shanda Romans	Jul 31 - Experiential Learning	Coaching - Psychology			9:45 ;	am MST - 10:15 am MST
Shanda Romans	Jul 31 - Experiential Learning	Coaching - Psychology			10:30 a	am MST - 11:00 am MST
Shanda Romans	Jul 31 - Experiential Learning	Coaching - Psychology			11:15 ;	am MST - 11:45 am MST
Shanda Romans	Jul 31 - Experiential Learning	Coaching - Psychology			1:15	pm MST - 1:45 pm MST
Shanda Romans - 、	Jul 31 - Experiential Learning	Coaching - Psychology			2:00	pm MST - 2:30 pm MST
Shanda Romans -	Jul 31 - Experiential Learning	Coaching - Psychology			2:45	pm MST - 3:15 pm MST
Shanda Romans -	Jul 31 - Experiential Learning	Coaching - Psychology			3:30	om MST - 4:00 pm MST
Shanda Romans -	Jul 31 - Experiential Learning	Coaching - Psychology			4:15	om MST - 4:45 pm MST

8. Scroll down and click on the appointment time you would like.

9. Type your first and last name under the Student drop down menu and select "requested" under "Status"

Appointment Request Details		
* Staff member	Shanda Romans	
* Start date	2023-07-31 10:30 am	m
* End date	2023-07-31 11:00 am	m
Office location	Choose an Office Location	
Appointment type	Experiential Learning Coaching - Psychology	
Drop-in?	Is this appointment a drop-in?	
	Choose a student	
Status	⊖ cancelled	
	requested	
	 approved 	
	O declined	
	o started	
	O completed	
Appointment medium	In Person	
Help Requested		

10. Double check to see the Appointment Medium is the one you want.

	declined o show o		
	Completed		
* Appointment medium	In Person	~	
Help Requested			

11. Please fill out the Pre-Appointment Survey completely and then click "Update".

* What is the best phone number to contact you?	
865-856-8665	
Share your pronouns if you would like.	
she her	
* Please list 1-3 things you would like to discuss today.	
Would like to do an internship for school credit	
Delete Cancel	Update