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

1. Click on this link: https://arizona.joinhandshake.com/edu/appointments/new
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”

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

6. Search through available days by clicking on the arrows on each side of the “Week of” option. **NOTE: In Person Appointments only available on Mondays and Tuesdays.**

7. Click on the day you prefer.
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”

10. Double check to see the Appointment Medium is the one you want.
11. Please fill out the Pre-Appointment Survey completely and then click “Update”.

![Image of Pre-Appointment Survey]

* What is the best phone number to contact you?
* Share your pronouns if you would like.
* Please list 1-3 things you would like to discuss today.

Update