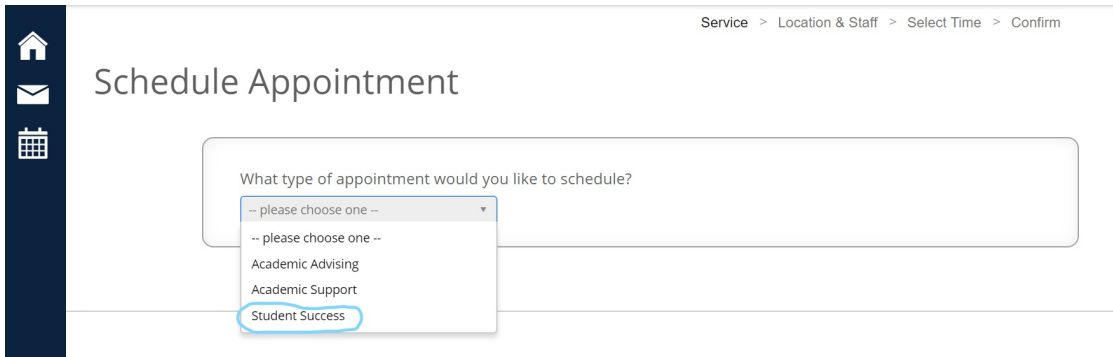


## Scheduling an Appointment with a Success Coach

1. Go to <https://xavier.edu/advising> and log-in with your Xavier username and password.
2. Click on the “Get Assistance” button on the right hand side of the screen.



3. Choose the reason you want to make an appointment. Please choose “Student Success.”



4. Indicate that you would like to meet someone for “Coaching and Advising” and then specifically “Success Coaching.”

### Schedule Appointment

What type of appointment would you like to schedule?

Student Success

To help you find a time, please tell us why you'd like to see someone.

Coaching and Advising

Choose from the following options and click Next.

Success Coaching

Next ▶

5. Select the available location for your appointment. You do not need to select anything for the question “Who would you like to meet with?” Just click next.

### Schedule Appointment

What location do you prefer?

Student Success Center

Who would you like to meet with? You may choose more than one person.

Any Staff

If you don't have a preference, just click Next.

◀ Back

Next ▶

6. Select an available time slot from the options listed. You can use the arrows to scroll forward to future dates or view available Drop-In times in the yellow-band. Drop In times are on a first-come-first served basis and do not require an appointment.

<
Times From September 16 To September 20
>

Mon, Sep 16	Tue, Sep 17	Wed, Sep 18	Thu, Sep 19	Fri, Sep 20
<span style="background-color: #0056b3; color: white; padding: 5px 10px; border-radius: 5px;">Morning 3 Available</span>	<span style="background-color: #0056b3; color: white; padding: 5px 10px; border-radius: 5px;">Morning 5 Available</span>	<span style="background-color: #0056b3; color: white; padding: 5px 10px; border-radius: 5px;">Morning 3 Available</span>	<span style="background-color: #0056b3; color: white; padding: 5px 10px; border-radius: 5px;">Morning 2 Available</span>	<span style="background-color: #0056b3; color: white; padding: 5px 10px; border-radius: 5px;">Morning 3 Available</span>
<span style="background-color: #0056b3; color: white; padding: 5px 10px; border-radius: 5px;">Afternoon 2 Available</span>	<span style="background-color: #0056b3; color: white; padding: 5px 10px; border-radius: 5px;">Afternoon 5 Available</span>	<span style="background-color: #0056b3; color: white; padding: 5px 10px; border-radius: 5px;">Afternoon 2 Available</span>	<span style="background-color: #0056b3; color: white; padding: 5px 10px; border-radius: 5px;">Afternoon 5 Available</span>	<span style="background-color: #0056b3; color: white; padding: 5px 10px; border-radius: 5px;">Afternoon 5 Available</span>

\* All times listed are in Eastern Time (US & Canada). refreshed at 3:35pm EDT.

View the times you can see a staff member without an appointment.
View Drop-in Times

7. Confirm your appointment. Please include any questions or specific topics you would like to discuss and click the “Confirm Appointment” button. You will receive an email confirmation once it goes through.

### Appointment Details

**Who:** [Redacted] with

**Why:** Success Coaching

**When:** Tuesday, September 17  
9:00am - 9:30am

**Where:** Student Success Center

#### Additional Details

Is there anything specific you would like to discuss with Emily ?

Send Me an Email

Comments for your staff...

◀ Back
Confirm Appointment