Scheduling an Appointment with a Success Coach

1. Go to [https://xavier.edu/advising](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.”

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.
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.

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.