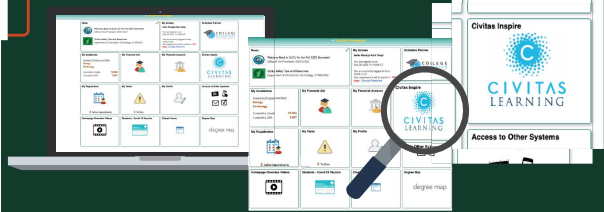


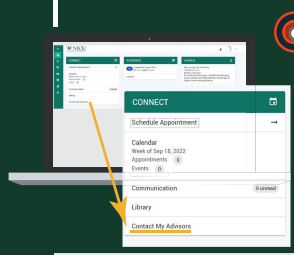
1

Log into your Gothic Net and click on the Civitas Learning tile so you can have access to make an appointment with your advisor.



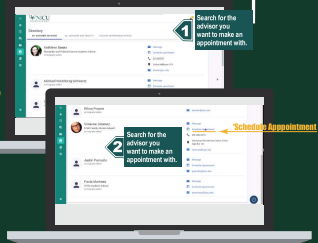
2

On the homepage of Civitas Learning, under the Connect section, click on 'Contact My Advisors.'



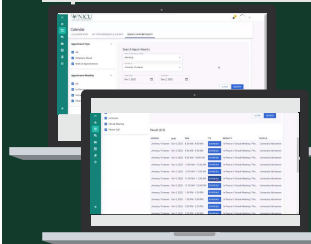
3

The directory page will open to view the list of advisors you're assigned. Find the specific advisor you want to meet with and click 'Schedule Appointment.'



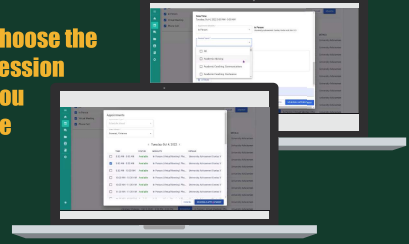
4

Once the Calendar page opens, add a date to meet and click search. Their availability will come up, so choose the best time for you, and click the schedule button.



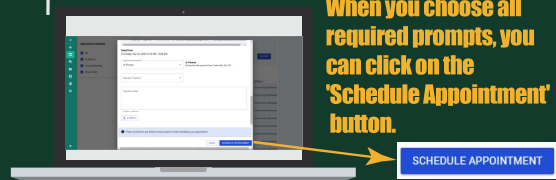
5

Scroll down to choose the modality type, session topic and time you want to schedule the meeting.



6

When you choose all required prompts, you can click on the 'Schedule Appointment' button.



7

Once the 'Schedule Appointment' button is clicked, the meeting is set. An email confirmation will be sent, including a confirmation message under the notification tab. The scheduled advisor will also receive a confirmation message.

