



## TTUHSC SON CAREER SERVICES CENTER

### Setting up a Counseling Appointment

To set up an appointment, go the Career Center site at [www.ttuhsoc.edu/son/career](http://www.ttuhsoc.edu/son/career) and select “for students”.

Select the appropriate counselor based on your last name.

On the “MeetMe” page, enter the purpose of the meeting.

Click on an available time slot you are interested in setting up an appointment.

Select “Create meeting request” on the bottom right.

Meeting request for  
Resume Review

Please mark your time-slot proposals in the calendar below, then click on "Create meeting request."

Time zone: Central Time change

| November 2014 |    |    |    |    |    |    | Sun 2    | Mon 3               | Tue 4               | Wed 5               | Thu 6               | Fri 7 | Sat 8 |
|---------------|----|----|----|----|----|----|----------|---------------------|---------------------|---------------------|---------------------|-------|-------|
| S             | M  | T  | W  | T  | F  | S  |          |                     |                     |                     |                     |       |       |
| 26            | 27 | 28 | 29 | 30 | 31 | 1  | 8:00 AM  |                     |                     |                     |                     |       |       |
| 2             | 3  | 4  | 5  | 6  | 7  | 8  | 9:00 AM  | Donna Balko is busy | Donna Balko is busy |                     |                     |       |       |
| 9             | 10 | 11 | 12 | 13 | 14 | 15 | 10:00 AM |                     |                     |                     |                     |       |       |
| 16            | 17 | 18 | 19 | 20 | 21 | 22 | 11:00 AM |                     | Donna Balko is busy |                     | Donna Balko is busy |       |       |
| 23            | 24 | 25 | 26 | 27 | 28 | 29 | 12:00 PM |                     | Donna Balko is busy | Donna Balko is busy | Donna Balko is busy |       |       |
| 30            | 1  | 2  | 3  | 4  | 5  | 6  | 1:00 PM  |                     |                     |                     |                     |       |       |
|               |    |    |    |    |    |    | 2:00 PM  |                     |                     | Donna Balko is busy |                     |       |       |
|               |    |    |    |    |    |    | 3:00 PM  |                     |                     | Donna Balko is busy |                     |       |       |
|               |    |    |    |    |    |    | 4:00 PM  |                     |                     |                     |                     |       |       |
|               |    |    |    |    |    |    | 5:00 PM  |                     |                     |                     |                     |       |       |

Proposed dates: None

Your calendars:  
[Connect your calendar](#)  
[Set public availability](#)

Create meeting request

Complete the “Schedule an event” page and press



Review your meeting request and



IF done properly you will receive confirmation that the meeting request was sent.

**Doodle**

Thanks ,  
your meeting request has been sent.

  
Meeting request to Donna Balko

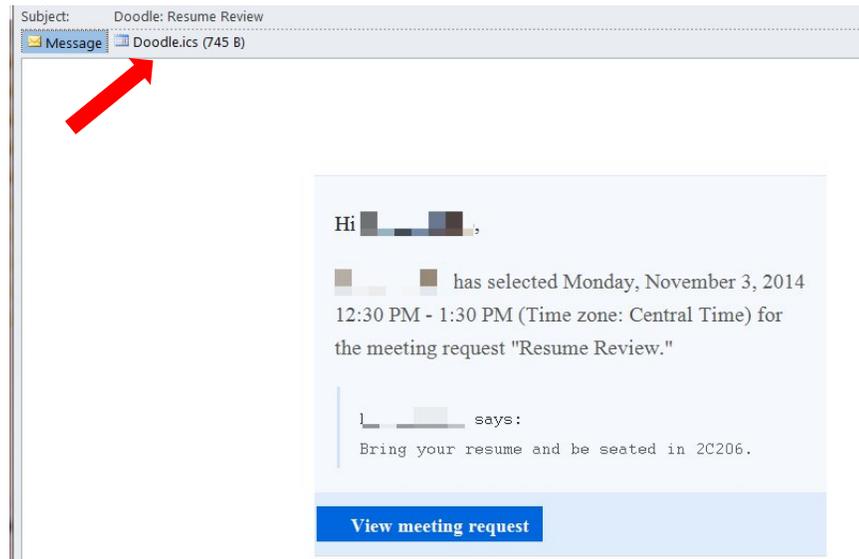
Administer

We just sent an e-mail to donna.balko@ttuhsc.edu containing an administration link to edit, delete, etc. this meeting request.

[View meeting request](#)

**IMPORTANT: Your meeting is not confirmed until you receive the following email message:**

You may download the appointment to your Outlook calendar by clicking on the attachment.



FINAL NOTES:

- Please notify the counselor if you are running late or need to cancel.
- Bring a copy of your resume with you.
- To check in, scan the back of your badge at the barcode scanner located at the end of the hall between the IT atrium and the Student Affairs atrium. Then take a seat outside 2C206.