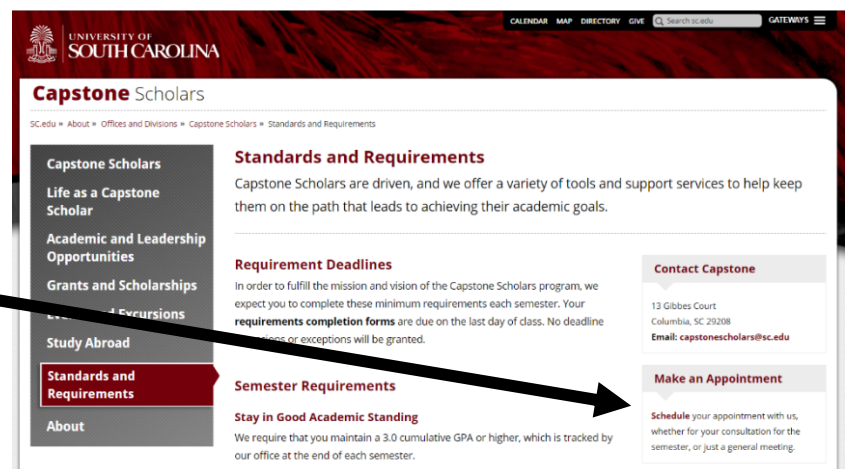


How to Schedule a Faculty Principal Meeting with Dr. Hickey

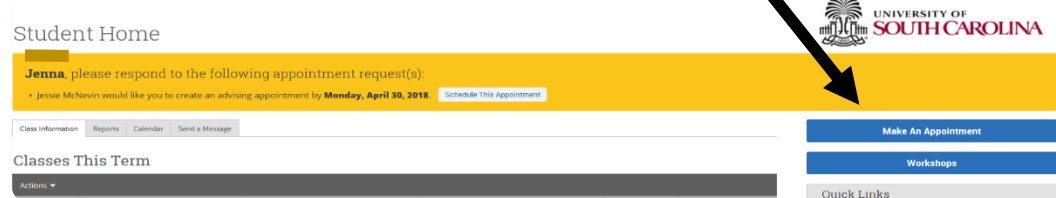
The following images break down how to schedule a Faculty Principal meeting with Dr. Hickey through Navigate.

There may be an option to schedule a “General Appointment”. General Appointments can be used to meet with any Capstone staff member. This member does not have to be your consultant and this meeting will not count towards the completion of your Capstone Consultation requirement to remain in good standing with Capstone. General Appointments can be used as a follow-up for your consultation, an immediate fix in case you need some questions answered, or even just as a way to catch up with a staff member.

STEP 1: Go to the Standards and Requirements tab of the Capstone Scholars webpage:
<http://www.sc.edu/about/offices-and-divisions/capstone-scholars/standards-requirements/index.php>. Click on ‘Schedule’ under the Make an Appointment box.



STEP 2: Once you have signed in using your network username and password, you can begin making your appointment by clicking ‘Make an Appointment’, then selecting ‘Involvement and Engagement’ from the first drop down bar and finally, picking the type of appointment you want to schedule (i.e., Faculty Principal Meeting).



What type of appointment would you like to schedule?

Involvement & Engagement

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

Capstone Scholars

Choose from the following options and click Next.

-- please choose one --

-- please choose one --

Capstone Consultation Info Session

Capstone Scholars - General

Faculty Principal Meeting

This is what your selections should look like before you press the ‘Next’ button. Capstone is under involvement and engagement.

STEP 3: Once you click ‘Next’, you should be prompted to pick a location. In the drop-down bar, there may be two locations for you to select, ‘Capstone Scholars (13 Gibbes Ct.)’ or ‘Capstone Scholars (Capstone House)’. If you are scheduling a Faculty Principal Meeting or a General Appointment you will also be selecting ‘Capstone Scholars (13 Gibbes Ct.)’. You should then be prompted to pick an advisor to meet with. In the drop-down menu, a list of advisors will appear.

Reminder: this appointment does not count as your consultation requirement and you will still have to meet with your assigned consultant through a link that you should have received in your email.

What location do you prefer?

Capstone Scholars (13 Gibbes Ct.)

Which advisor? You may select more than one.
If you don't have a preference, just click Next.

Culbreth, Duncan

Hickey, John

◀ Back

Next ▶

Step 4: Next, you should be prompted to a calendar screen like the one below. You can click the blue arrows to look through dates that work best for you. If there are no available times for a specific day, a grayed out ‘N/A’ will appear like in the Monday, September 2nd slot. Days with time slots available will have blue squares like the Thursday listed below.

Schedule Appointment

◀

Times From September 01 To September 05

▶

Sun, Sep 01	Mon, Sep 02	Tue, Sep 03	Wed, Sep 04	Thu, Sep 05
Morning N/A	Morning N/A	Morning N/A	Morning N/A	Morning 3 Available
Afternoon N/A	Afternoon N/A	Afternoon N/A	Afternoon 2 Available	Afternoon 1 Available

* All times listed are in Eastern Time (US & Canada).

refreshed at 10:32am EDT.

View the times you can see a staff member without an appointment.

[View Drop-in Times](#)

◀ Back

Next

Step 5: Once you have found a day that works for you, click the blue slot (whether that is ‘Morning’ or ‘Afternoon’ to view the times that are available. Select the time that you prefer and then click the blue ‘Next’ button at the bottom right.

Times From September 01 To September 05

Sun, Sep 01	Mon, Sep 02	Tue, Sep 03	Wed, Sep 04	Thu, Sep 05
Morning N/A	Morning N/A	Morning N/A	Close 1:00pm 1:30pm	Morning 3 Available
Afternoon N/A	Afternoon N/A	Afternoon N/A		Afternoon 1 Available

* All times listed are in Eastern Time (US & Canada).
refreshed at 10:33am EDT.

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

Back Next

Step 6: Be sure to review the appointment summary information before you confirm the appointment. To make changes to your appointment, you can click ‘Back’ in the bottom left. If you are satisfied with the time and date of the appointment, then click the blue ‘Confirm Appointment’ button in the bottom right. Be sure to confirm your appointment otherwise it will not be scheduled.

Appointment Details

Who: John Hickey with John Hickey
When: Wednesday, September 04
1:30pm - 2:00pm
Why: Faculty Principal Meeting
Where: Capstone Scholars (13 Gibbs Ct.)

Additional Details

Is there anything specific you would like to discuss with John?
Comments for your staff...

☒ Send Me an Email
☒ Send Me a Text
Please provide your mobile number
Phone Number

Back Confirm Appointment

Step 7: This is the final screen you should see. This is the confirmation for your appointment – you should also receive an email with confirmation information.

Success! Your Appointment Has Been Created

Appointment Details

Who: John Hickey with John Hickey
Why: Faculty Principal Meeting
When: Wed Sep 04, 2019 01:30 pm - 02:00 pm
Where: Capstone Scholars (13 Gibbs Ct.)

What would you like to do now?
Create Another Appointment
View My Calendar
Go Home