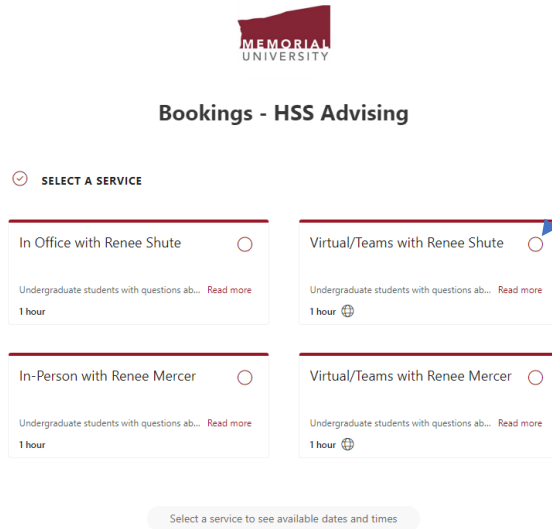


## How to book a HSS advising appointment

Go to the [bookings web page](#). You should see the following 4 options to book either an in person or virtual appointment with Renee Mercer or Renee Shute:

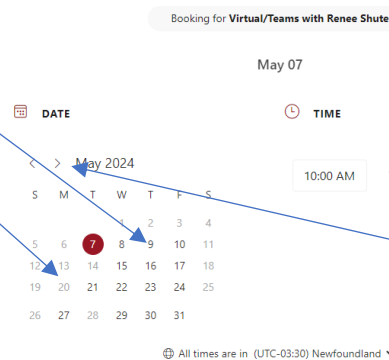
You will see the following:



Click on the circle next to your preferred advisor and appointment type.

When you identify the appointment type you will see the following information:

Click on a date that is identified by “black” text. Any date in “gray” indicates there are no appointments available.




Available appointment times will be identified on the right.

In some cases, it may be necessary to look ahead to the next month for an available appointment.

Select your desired appointment from the available times and add the required appointment details. See next page.

Add the details requested:

 **ADD YOUR DETAILS**

First and last name \*

First and last name

Email \*

Email

 **PROVIDE ADDITIONAL INFORMATION**

Your MUN student number

Add your answer here

Please identify the program you intend to complete (certificate, diploma, degree). Students completing a BA need to identify their intended major and second required program (minor or second major).

Add your answer here

Main reason for the appointment.

--select an option--

Please provide details regarding your appointment (e.g. course selection, remaining courses, etc.).

Add your answer here

[All information requested by this Program will be used solely for the administration and management of the program. Personal information is collected under the authority of the Access to Information and Protection of Privacy Act, 2015 \(SNL2015 Chapter A-1.2\) and is used for the purposes of academic administration, program planning and human resource management. Questions about this collection and use of personal information may be directed to the Information Access and Privacy Office at iap@mun.ca.](#)

Select the primary reason for your appointment from the drop-down list. Note: all advisors do not handle all services.

Click on the consent requirement.

Book your appointment.

**Book**

You will receive an email confirming the date, time and type of appointment. The confirmation email will also allow you to change or cancel the appointment.

If you are unable to attend or no longer require your appointment, please cancel it so others can book.