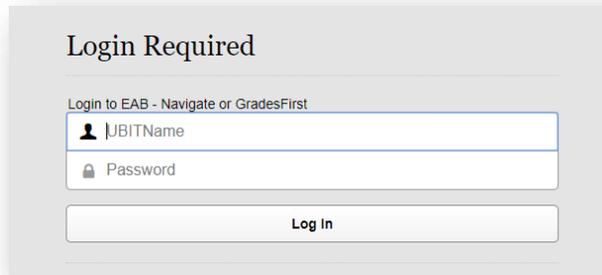


Making an Appointment in the Undergraduate Learning and Community Center (ULCC)

1. Click on the orange button titled “**Schedule a Learning Hub Session**” on the ULCC’s webpage or visit <https://buffalo.campus.eab.com/student/appointments/new>

2. If prompted, login with your **UBIT Name** and **Password**

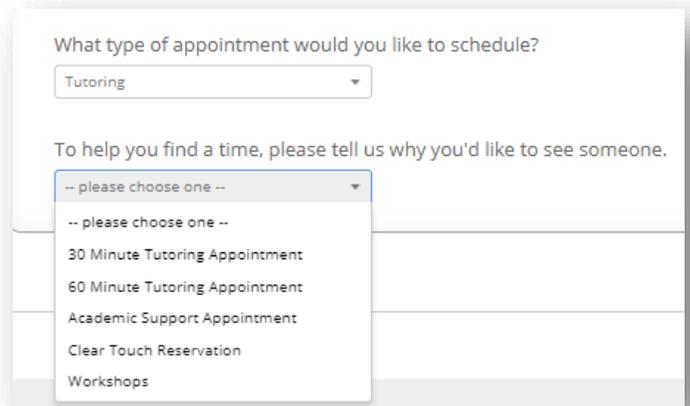


3. Upon entering the Student Scheduler, you will be asked “*What type of appointment you would like to schedule?*” **To schedule ANY type of appointment in the ULCC, please select “Tutoring”** from the drop-down menu



- a) Next you will be asked to “*tell us why you’d like to see someone*” (or **type of appointment you would like to schedule**) by **choosing one of the following five options:**

- i) 30 Minute Tutoring Appointment
- ii) 60 Minute Tutoring Appointment
- iii) Academic Support Appointment, this options includes:
 - Probation Recovery Plan
 - Academic Coaching
 - Academic Coaching Check In
 - Right Track
 - Semester Check In
- iv) Clear Touch Reservation
- v) Workshops, this options includes:
 - Learning Styles Series
 - Study Hacks Series
 - Success Mapping Series



- b) Next, you will be asked “What location do you prefer?” select the location: “Management Undergraduate Learning and Community Center”.
- c) Select Staff ULCC staff member with whom you would like to meet. If you do not have a preference, please click the blue “Next” button.

What location do you prefer?
 Management Undergraduate Learning and Community Center

Who would you like to meet with? You may choose more than one person.
 Any Staff

If you don't have a preference, just click Next.

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- d) Select a date and time for your appointment
 - You may need to click on the blue arrow to find additional days/times available.
 - Days/times displaying are accommodating both for the staff schedule and your class schedule.
 - Click on one of the blue boxes for Morning or Afternoon. A list of available times will display.
 - Click Next when finished.

Times From July 24 To July 28

Wed, Jul 24	Thu, Jul 25	Fri, Jul 26	Sat, Jul 27	Sun, Jul 28
Morning 8 Available	Morning 8 Available	close 2:00pm 2:15pm 2:30pm 2:45pm 3:00pm	Morning N/A	Morning N/A
Afternoon 14 Available	Afternoon 14 Available		Afternoon N/A	Afternoon N/A

* All times listed are in Eastern Time (US & Canada). refreshed at 9:34am EDT.

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- e) Confirm appointment. Please note that you may also leave any notes regarding your appointment in the text box in the lower left corner.

Your appointment has not been scheduled yet. Please review and click Confirm Appointment to complete.

Appointment Details

Who: Maggie Herdzik with Maggie Herdzik When: Friday, July 26 2:30pm - 2:45pm

Why: Right Track Where: Management Undergraduate Learning & Community Center - B20 Jacobs

Additional Details

Is there anything specific you would like to discuss with Maggie? Send Me an Email

Comments for your staff...

Back Confirm Appointment