

How To Schedule a 1:1 Session

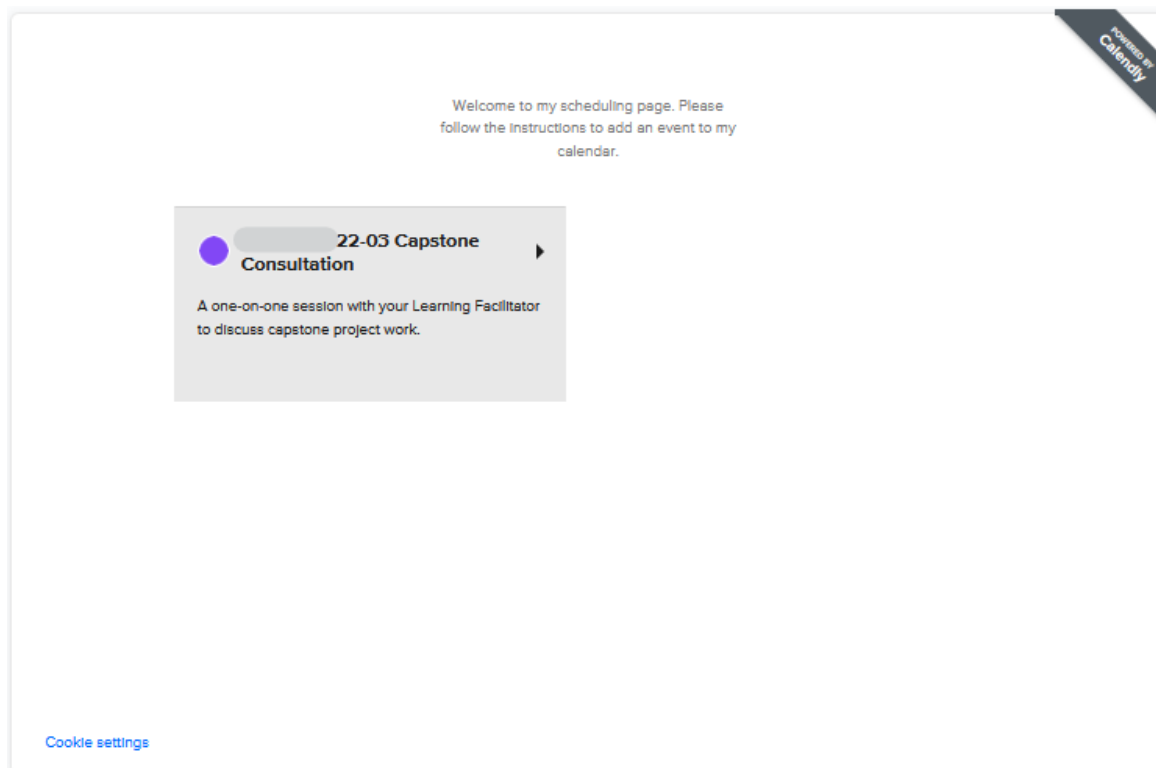
Please use Calendly to schedule the one-on-one consultation session with your Course Leader / Program Leader / Programme Leader / Learning Facilitator. You do not need to create a free account to set up your appointments, but you may choose to do so to integrate your appointments with your personal calendar. This will allow you to quickly identify conflicts across your schedule.

Scheduling a 1:1 session

Step 1: Follow the page link provided to your Course Leader's / Program Leader's / Programme Leader's / Learning Facilitator's Calendly page.

Step 2: If it brings you to the general scheduling page, please select the appropriate option.

- For example, if you see a course/program/programme code, the last four characters refer to the year and month when your course/program/programme launched. (See example below)
- If you have any questions about which sessions you can select, please submit a Support request.



Step 3: Select an available date and time. Click 'Confirm.'

- If you do not have a Calendly account, all available appointments for you will appear.
- If you have a Calendly account that integrates with your personal or professional calendar, appointments where you have a conflicting meeting will *not* appear here.

The screenshot shows the Calendly booking interface for a session titled "22-03 Capstone Consultation". The session duration is 30 minutes. The description states: "A one-on-one session with your Learning Facilitator to discuss capstone project work." The interface is powered by Calendly, as indicated by a logo in the top right corner.

Select a Date & Time

The calendar view shows October 2022. The selected date is Thursday, October 27. The time slots available for booking are:


- 9:00am
- 9:30am
- 10:00am
- 10:30am
- 11:00am (disabled)
- 11:30am
- 12:00pm
- 12:30pm
- 1:00pm

The "Confirm" button is visible next to the 11:00am slot, indicating that the selected date and time are available for booking.

Time zone
Eastern Time - US & Canada


Additional links at the bottom include "Cookie settings" and "Troubleshoot".


Step 4: Complete the available fields using your full name as it appears in the learning platform and the email account that corresponds with your personal calendar. Select 'Schedule Event' to confirm your appointment.




22-03

Capstone Consultation

 30 min

 11:00am - 11:30am, Thursday, October 27, 2022

 Eastern Time - US & Canada

Cookie settings

Enter Details

Name *

Email *

Add Guests

Please share anything that will help prepare for our meeting.

Schedule Event

POWERED BY
Calendly

Step 5: Once you have scheduled the session, you will receive an email with the event details. You can add this to your calendar so you receive a reminder when your event is coming up. You can join the session using the link provided in your confirmation email.

Confirmed

You are scheduled with [redacted].

22-03 Capstone Consultation

11:00am - 11:30am, Thursday, October 27, 2022

Eastern Time - US & Canada

<https://emeritus.zoom.us/j/2238>

A confirmation has been sent to your email address.

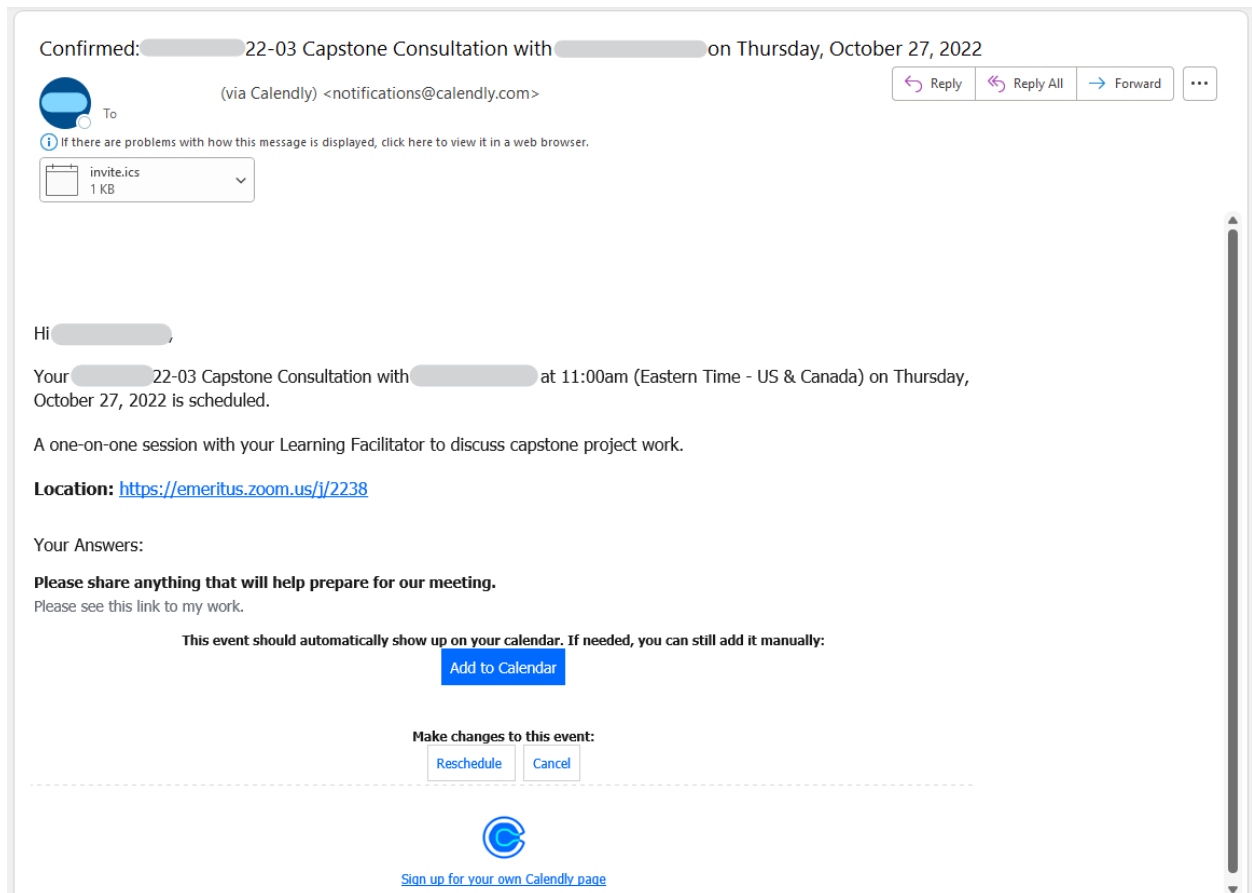
[Cookie settings](#)

Canceling and rescheduling a 1:1 session

You may cancel or reschedule a session up to 24 hours before the session's start time.

If you plan to reschedule your session, you must cancel your initial session rather than simply schedule a new session. Otherwise, Calendly may reject your new session. If you cancel your session less than 24 hours before your scheduled session, you may not be able to schedule a new session. Here are the steps to cancel and reschedule a session.

Step 1: From your email confirmation or calendar appointment, select 'Cancel.' This will open a browser window requiring you to enter your reason before confirming the cancellation.



22-03
Capstone Consultation

30 min

<https://emeritus.zoom.us/j/2238>

11:00am - 11:30am, Thursday, October 27, 2022

Eastern Time - US & Canada

[Cookie settings](#)

Cancel Event?

Reason for canceling

Cancel Event

Powered by
Calendly

Step 2: If you would like to book a new session, you will select a new date and time (at least 24 hours in advance) and confirm that session. Once the time is confirmed, you will receive an updated email confirmation and calendar appointment.

22-03

Capstone Consultation

30 min

Former Time

11:00am - 11:30am, Thursday, October 27, 2022

Eastern Time - US & Canada

A one-on-one session with your Learning Facilitator to discuss capstone project work.

Cookie settings

Reschedule Event

Select a Date & Time

October 2022

< >

Friday, October 28

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Time zone

Eastern Time - US & Canada (5:34pm) ▼

9:00am

Confirm

9:30am

10:00am

10:30am

11:00am

11:30am

12:00pm

12:30pm

1:00pm

Powered by Calendly