

How to Make an Appointment with the ICS OAI Tutoring+ Program

1. Go to [UCI Appointments](#) and click on Schedule Appointments.

The screenshot shows the 'UCI Appointments' website. At the top is a dark blue header with the 'Appointments' logo on the left and 'UC Irvine' on the right. Below the header, the page title 'UCI Appointments' is displayed. The main content area is divided into two columns. The left column contains text explaining the system, its sponsors (Office of the Vice Provost of Teaching and Learning (OVPTL) and Office of Information Technology (OIT)), and a list of features for office staff and visitors. The right column contains two large, rounded rectangular buttons. The top button is blue and labeled 'Office Staff: Manage Appointments'. The bottom button is orange and labeled 'Office Visitors: Schedule Appointments'. A red arrow points from the text 'Displays office availability so you can schedule your own appointments conveniently online' in the left column to the orange 'Schedule Appointments' button.

UCI Appointments

What is UCI Appointments?

UCI Appointments is an online system for keeping track of appointments for UCI offices. It allows office managers and staff members to set up their availability, and then for appointments to be made with that office online.

UCI Appointments is sponsored by the [Office of the Vice Provost of Teaching and Learning \(OVPTL\)](#) and maintained by the [Office of Information Technology \(OIT\)](#).

What can UCI Appointments do?

UCI Appointments is a flexible appointment scheduling system that provides self-service for approved office visitors as well as robust appointments management for office staff. Some features are listed below.

For office staff:

- Creates appointment slots automatically based on your office schedule and your availability
- Integrates with your Outlook Exchange calendar to automatically prevent appointments from being created during existing meetings
- Sends reminders via email of upcoming appointments
- Allows you to specify who has access to scheduling appointments
- Allows you to manually set up appointments for visitors

For office visitors:

- Displays office availability so you can schedule your own appointments conveniently online
- Allows you to view or cancel your own existing appointments

Office Staff: Manage Appointments

Set up office schedule for appointments, view appointments, and check-in visitors for their appointments.

Manage Appointments

Office Visitors: Schedule Appointments

Schedule appointments online with participating offices on campus, view details of your appointments, and cancel existing appointments.

Schedule Appointments

2. Login using your UCInetID and password.

The screenshot shows the UCI login page. At the top is the UCI logo and the text 'University of California, Irvine'. Below this is a white box with a yellow border containing the login form. The form has a title 'Login with your UCInetID', two input fields for 'UCInetID' and 'Password', a link for 'Forgot your password?', and a large yellow 'Login' button. Below the button are two links: 'Activate my UCInetID • Need help logging in?' and 'View recent account activity'. At the bottom of the page is a link for 'Privacy Policy • OIT'.

UCI University of California, Irvine

Login with your UCInetID

UCInetID

Password

[Forgot your password?](#)

Login

[Activate my UCInetID • Need help logging in?](#)

[View recent account activity](#)

[Privacy Policy • OIT](#)

- Click the drop-down menu and select the ICS Office of Outreach, Access, and Inclusion (OAI).

Appointments

Good Afternoon,
Monday, December 4, 2023

Logout UC Irvine

Welcome to Appointments

Who would you like an appointment with?

All Offices

Choose an office...

- Arts Student Affairs
- Biological Sciences Student Affairs
- Campuswide Honors Collegium
- Engineering Graduate & Professional Studies
- Engineering Undergraduate Student Affairs
- Global Languages & Communications Program
- Humanities Office of Undergraduate Study
- ICS Office of Outreach, Access, and Inclusion (OAI)**
- ICS Undergraduate Student Affairs
- Learning & Academic Success Center (LASC)

- Click on ICS OAI Tutoring+ Program.

Appointments

Good Afternoon,
Monday, December 4, 2023

Logout UC Irvine

Welcome to Appointments

Who would you like an appointment with?

All Offices

ICS Office of Outreach, Access, and Inclusion (OAI)

Which group within "ICS Office of Outreach, Access, and Inclusion (OAI)" would you like an appointment with?

ICS OAI Tutoring+ Program

Appointments may be unavailable on Wednesdays 7-9am for regular maintenance.

- Required to give a reason for the appointment. A more specific reason will help the student learning mentors better prepare for the appointment.

Appointments

ICS Office of Outreach, Access, and Inclusion (OAI)

Good Afternoon,
Monday, December 4, 2023

Logout UC Irvine

1 Appointment Information 2 Date & Time Selection 3 Confirmation

Advising Appointment - ICS OAI Tutoring+ Program (ICS Office of Outreach, Access, and Inclusion (OAI))

Please identify the ICS course in Reason for appointment block, and be specific in topic or question to be covered, this allows us to prepare.

Please provide us with a brief description of what you wish to discuss with an advisor, as well as a phone number where we can contact you during the day. We will use this information to help us prepare for your appointment.

Appointment Information

Name

Email

Phone

Reason for appointment (*Required)

500 characters left

Entering phone number is optional.

Required to type the reason for the appointment.

- Required to select a student learning mentor and click continue. Remember the name of your student learning mentor because you will need it on the next screen.

Special Situations

REQUIRED: In order to provide you with excellent advising service and match you with an advisor who can best address your questions and concerns, please indicate if any of the following apply to your reason for making an appointment:

- ☐ ICS 31 - Ananya, Bhuvan, Elijah
- ☐ ICS 32 - Ananya, Bhuvan, Elijah
- ☐ ICS 33 - Ananya, Bhuvan, Elijah
- ☐ ICS 45C - Ananya, Bhuvan, Elijah
- ☐ ICS 45J - Bhuvan
- ☐ ICS 46 - Ananya, Bhuvan
- ☐ ICS 51 - Ananya, Bhuvan
- ☐ ICS 6B - Ananya, Bhuvan
- ☐ ICS 6D - Ananya, Bhuvan

Required to select student learning mentor that best fits your needs.

* If you do not fill out this section, and one of the listed situations applies to your appointment, you may end up meeting with an advisor that cannot fully address your questions and concerns.

[Continue](#) ← Click continue.

- Select the name of your student learning mentor from the drop-down menu.

- Click on the time slot that works best for you. Please note some appointments are virtual and others are in person.

9. Click Ok to confirm your appointment.

The screenshot shows the UCI Appointments interface. At the top, there's a header with 'Appointments', 'ICS Office of Outreach, Access, and Inclusion (OAI)', and a greeting 'Good Afternoon, Monday, December 4, 2023'. Below the header are three tabs: '1 Appointment Information', '2 Date & Time Selection', and '3 Confirmation'. The main area displays a calendar for the week of December 4, 2023. A 'Confirm appointment' dialog box is overlaid on the calendar, showing the appointment details: 'ICS OAI Tutoring+ Program with Bhuvan Chandra', 'Wednesday, December 06, 2023', '12:00 PM - 1:00 PM', and 'Remote'. The dialog box has 'Ok' and 'Cancel' buttons. A red arrow points to the 'Ok' button. On the right side of the calendar, there are two monthly calendars for December 2023 and January 2024, and a legend for 'Appointment Slots'.

10. Information about your appointment will be displayed. You can now logout from UCI appointments by clicking on logout.

The screenshot shows the 'Appointment Information' page in the UCI Appointments system. The page has a header with 'Appointments', 'ICS Office of Outreach, Access, and Inclusion (OAI)', and a greeting 'Good Afternoon, Monday, December 4, 2023'. Below the header are three tabs: '1 Appointment Information', '2 Date & Time Selection', and '3 Confirmation'. The main area displays the appointment details for 'Bhuvan Chandra' on 'Wednesday, December 6, 2023' at '12:00 PM - 1:00 PM'. The appointment is a 'Remote Appointment'. The 'Reason For Appointment' is 'ICS 6B Special Situations; ICS 6B -- Ananya, Bhuvan'. The 'Meeting Information' is 'n/a'. The 'Additional Information' is 'Please use the google form https://forms.gle/IXB4AbkAJRn9e9498 to provide details to prepare for your appointment and include the ICS course.' On the right side of the page, there is an 'Appointment Reminder' box showing the date and time. A red arrow points to the 'Logout' button in the top right corner. Below the appointment details, there is a 'Cancellation Information' section with a link to 'Cancel Appointment'.

Did you make a mistake while choosing an appointment?

Click cancel appointment (1) and give a reason why you are cancelling the appointment. Then, click cancel appointment (2).

Cancellation Information

If, for any reason, you will not be able to make your appointment, please cancel your appointment as early as possible. This allows us to make that time available to others. Please note that if you fail to appear for a scheduled appointment or cancel your appointment late*, your future access to the appointment system may be restricted.

(1) [Cancel Appointment](#)

Reason: (Please provide a brief reason as to why you are cancelling your appointment)

100 characters left

Write a reason for
cancelling the
appointment.

[Cancel Appointment](#)

(2)

* A cancellation is considered late if you cancel less than 24 hours before your scheduled appointment.

Click ok to confirm the cancellation. You will be required to make another appointment.

Cancellation Information

If, for any reason, you will not be able to make your appointment, please cancel your appointment as early as possible. This allows us to make that time available to others. Please note that if you fail to appear for a scheduled appointment or cancel your appointment late*, your future access to the appointment system may be restricted.

Reason: (Please provide a brief reason as to why you are cancelling your appointment)

99 characters left

[Cancel Appointment](#)

Are you sure you want to cancel your appointment?

[Cancel](#)

[OK](#)

[Cancel Appointment](#)

* A cancellation is considered late if you cancel less than 24 hours before your scheduled appointment.

11. Please complete the google form to help your student learning mentor better prepare for your appointment.

Google Form: [ICS OAI Tutoring+ Program Form](#)

What to expect after scheduling an appointment with the ICS OAI Tutoring+ Program.

Complete the [ICS OAI Tutoring+ Program Form](#) to help the student learning mentor prepare for the appointment. Receive an email confirmation from OAI with the date, time, and place of your appointment.